

Getting Started

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Introduction

There are a few steps to perform to get started and to ensure that your web browser will work properly with WebCT.

Step 1: Login to WebCT

Step 2: Accept the Java certificate to run Java in your web browser.

Step 3: Set your browser to Allow Pop-ups from your courses.

Step 4: Run Check Browser.

Step 5: Allow automatic prompting for file downloads.

Step 6: Set the Paging preference to show all items on a page.

Note: Steps 2, 3, 4 and 5 should be performed on each computer that you use to access WebCT.

Step 1: Log In

1. To login to WebCT, first login to **My MC** at <http://www.montgomerycollege.edu/>
2. Click the WebCT icon in the top right of the My MC homepage.

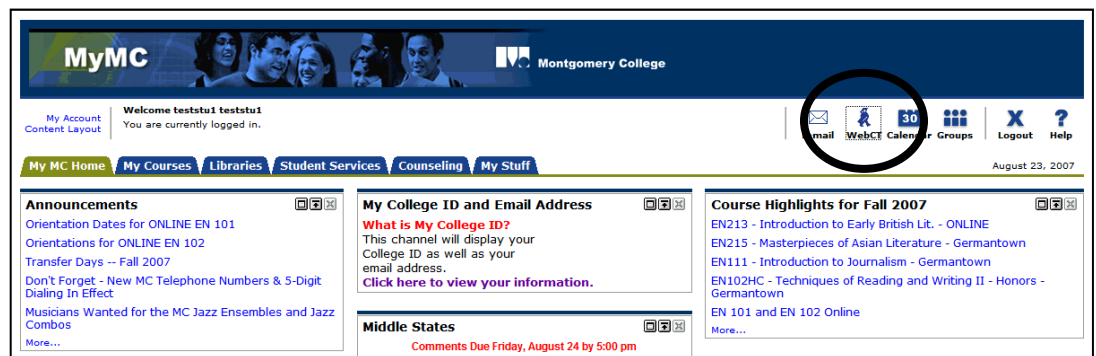


Figure 1

3. Your my WebCT screen will appear listing the available course sites. (Click on the title of a course to enter the course site. But not yet! For now, go to step 2.)

My MC Timeout

If you see a message warning that your My MC session will expire, click OK.

WebCT will run independently of My MC.

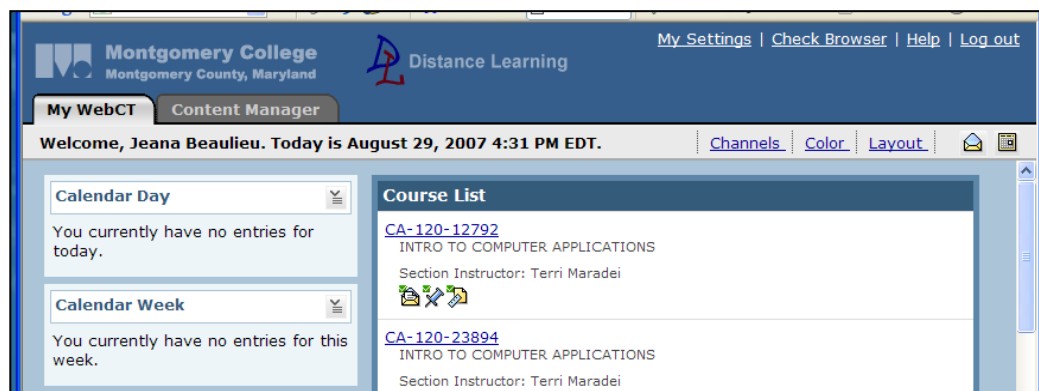


Figure 2

For assistance logging in to My MC, call the MC IT Help Desk at 240-567-7222.

Alternate Login via the Direct URL

1. In rare times when My MC is unavailable, you can also login to WebCT by going to <http://distance.montgomerycollege.edu>
2. Login using your WebCT ID as the username and your Banner PIN as the password.
 - Your banner pin is generally your birth date in MMDDYY format, unless you have reset your Banner PIN. For example if your birthday is July 20th, 1965, your banner pin would be 072065. To reset your Banner PIN, call the MC IT Help Desk at 240-567-7222.
 - **Do not bookmark the direct URL.** If you use a bookmark to get to the direct URL, you may be unable to login. The solution is to pare the URL down to just <http://distance.montgomerycollege.edu> and then press Enter. Login normally.

Step 2: Accept the Java Security Certificate

1. When you log into WebCT, you will be prompted to Accept WebCT's Java Security Certificate.

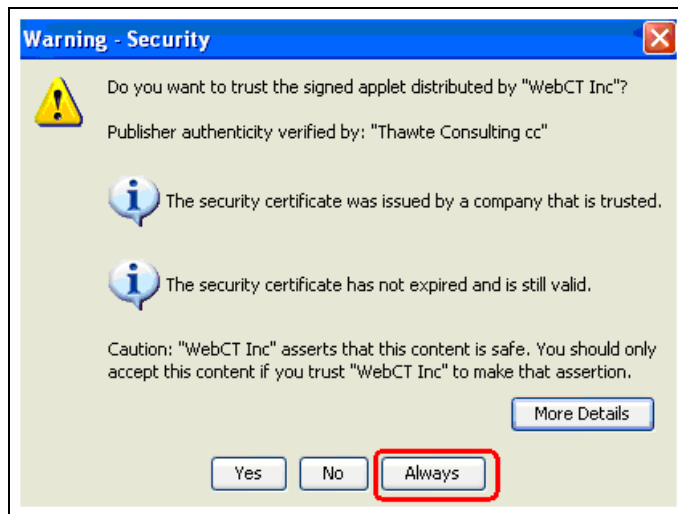


Figure 3

2. Click **Always** to trust this applet. The Java Applet is required for WebCT to function properly.

For technical assistance, contact the Montgomery College IT Help Desk at 240-567-7222 or visit <http://www.montgomerycollege.edu/webctsupport/>

Step 3: Allow Pop-ups from WebCT

Set your browser to allow pop-ups from the WebCT server. If you do not allow pop-ups, you may be unable to view discussion and mail messages, upload files, and use other features that require pop-up windows.

Your browser may ask you if you want to accept pop-ups from this site. If you get a prompt, select the option to **Always Allow Pop-ups from this Site...**

You may have to adjust the settings manually. Use the following steps to set your web browser to allow pop-ups from the WebCT server.

1. Open the **Tools** menu, point to **Pop-Up Blocker**, then click on **Pop-Up Blocker Settings**.

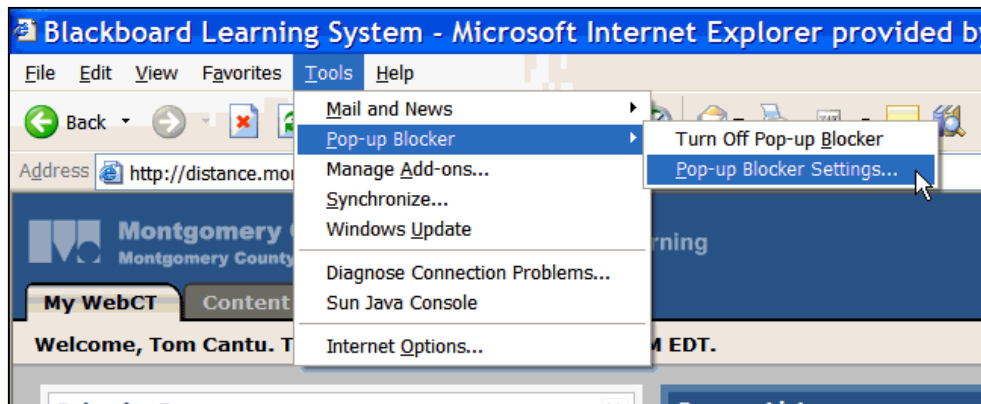


Figure 4

2. Type (or copy and paste) **http://montgomery.blackboard.com/** into the field under **Address of Web site to allow**:

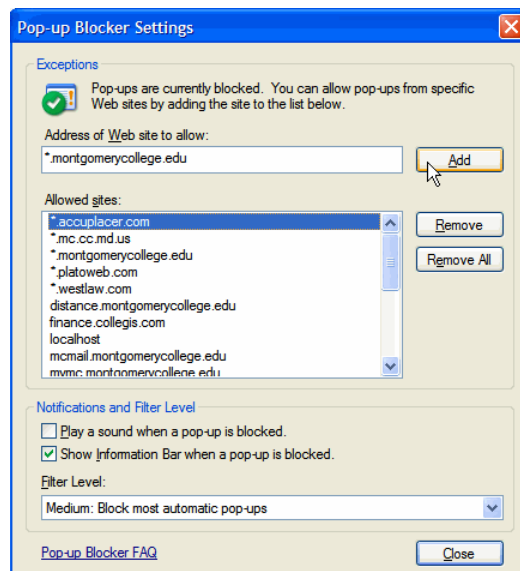


Figure 5

3. Click **Close**.

Step 4: Check Browser

Think of the Check Browser feature as a mechanic. Just as you would have a check-up before you went on a long vacation to make sure your car was “road-worthy”, the Check Browser feature in WebCT can tell you whether your Web Browser is WebCT ready.

The Browser checker checks to see if:

- The web browser you are using is compatible with WebCT
- Cookies are enabled
- Pop-up windows are enabled
- Java is enabled
- The Java virtual machine version is compatible

To run Check Browser, complete the following steps.

1. Click on the **Check Browser** link in the top right hand corner of the **My WebCT** screen.

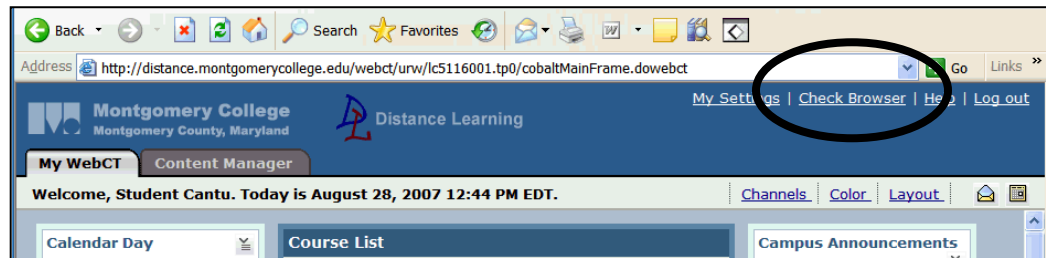



Figure 6

2. The **Browser Check Results** screen will check the necessary browser settings. A *green check* indicates a correct setting, while a *red X* indicates an incorrect setting that may cause WebCT to function improperly.
3. At the top of the **WebCT Browser Checker** window, click on the **Browser Tune-up Page** link, to launch the **Browser Tune-up** support page.

Step 5: Set Automatic Prompting for File Downloads

As a safety feature, Internet Explorer blocks files from automatically downloading to your computer. If try to open Word document that your instructor has posted, the IE download blocker will prevent the document from opening and present the following message at the top of your screen:

 To help protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options... X

Instead of blocking the file, Internet Explorer can be set to ask you if you want to save or open the file. Here are the steps.

1. Open the Internet Explorer **Tools** menu at the top of the screen, then select **Internet Options**.
2. On the Internet Options screen, click the **Security** tab.
3. Click the **Custom Level** button.

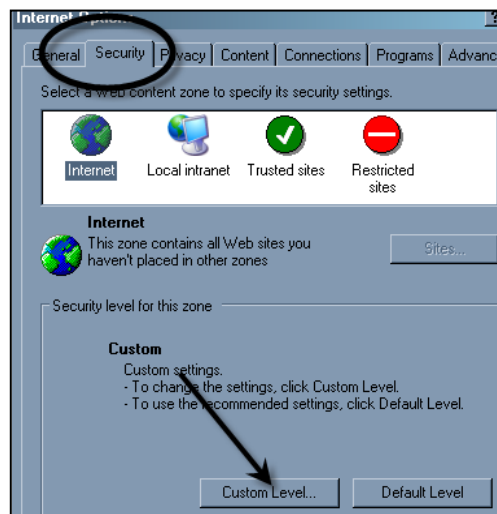


Figure 7

4. On the Security Settings screen, scroll down to **Automatic prompting for file downloads**, and then select the radio button next to **Enable**.

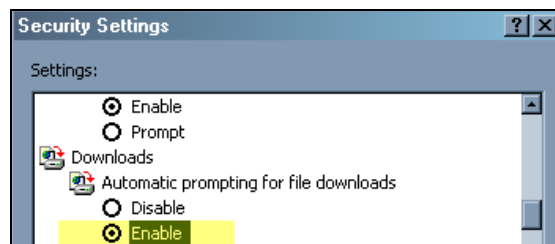


Figure 8

5. Click **OK**. A confirmation prompt will appear. Click **Yes**.
6. Click the **Apply** button, and then click **OK**.

Step 6: Set Paging to Show All Items on a page

The WebCT *Paging* setting defaults to showing only 10 items on a page, for example, only 10 discussion or mail messages would appear on screen at a time. While you can click an icon to see the next 10 messages, it is much easier to adjust the paging globally for all of your current and future WebCT sites.

Follow the steps below to change the setting in *all* of your WebCT course sites.

1. From the My WebCT screen, click the My Settings link in the upper right. The My Settings screen appears.

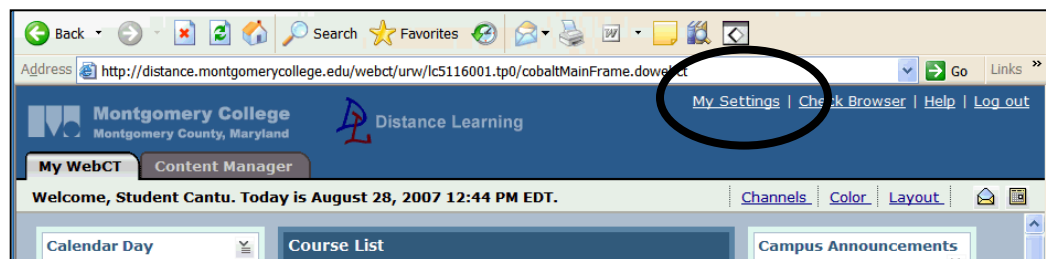


Figure 9

2. Click the **My Tool Options** tab.

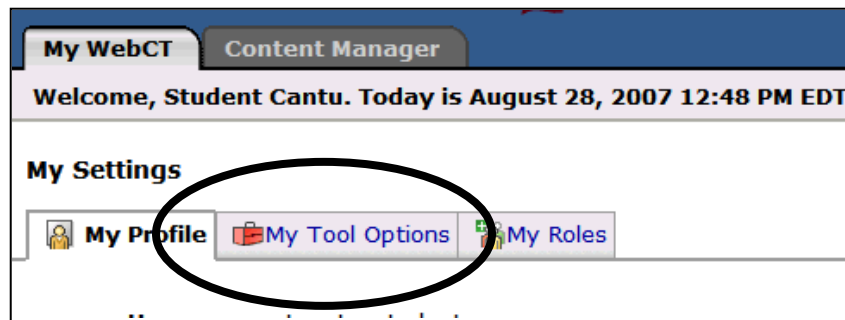


Figure 10

3. Scroll down to **Paging** and set the **Number of items per page** to "999."

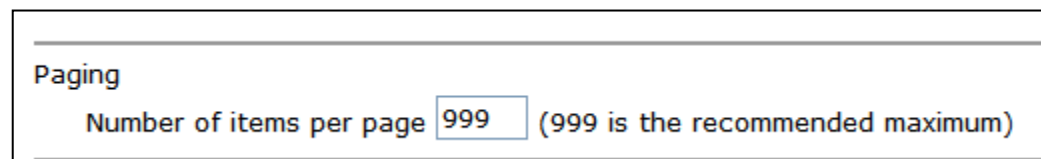


Figure 11

4. Scroll to the bottom of the screen and click **Save**.
5. Click on the **My WebCT** tab in the upper left to return to the My WebCT screen.
6. On the **My WebCT** screen, click on the title of any course to enter the course site.

My WebCT

The My WebCT screen is a kind of electronic organizer. Here are the features:

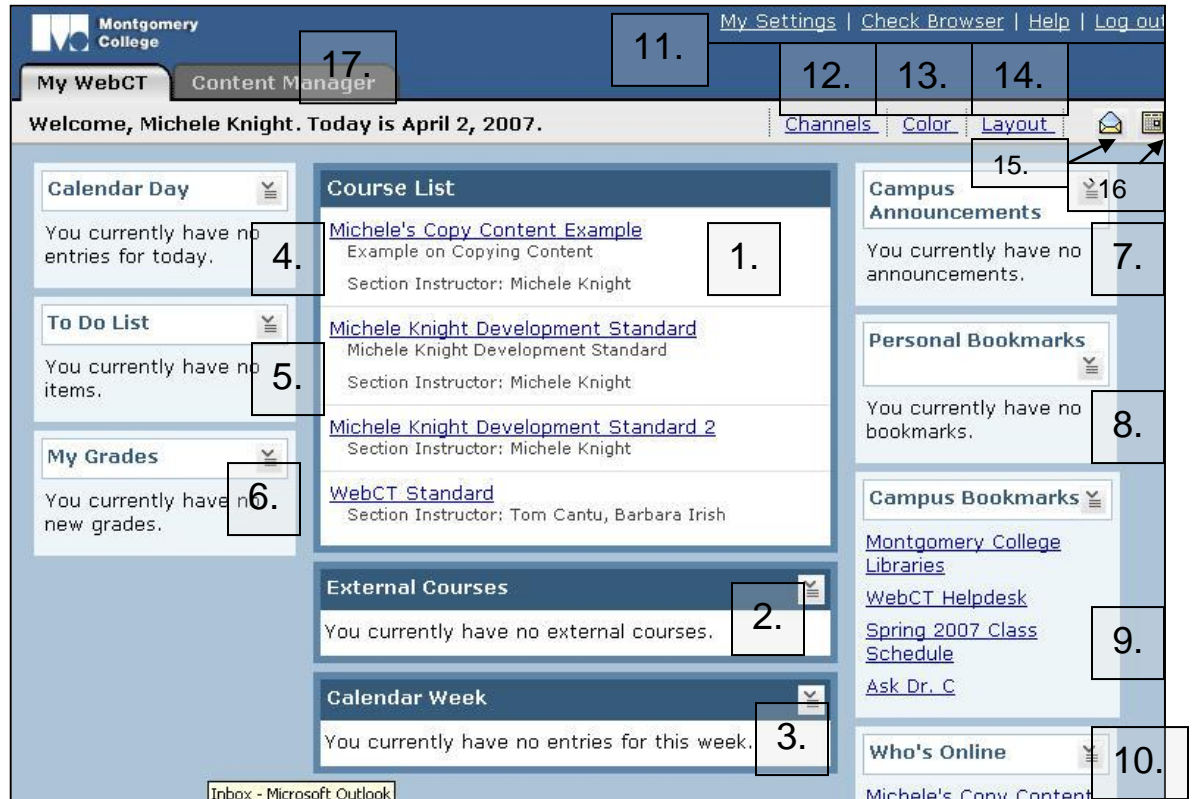




Figure 12

1. **Course List:** contains links to the courses in which you are enrolled. On mouse-over, a text label appears indicating your role in the course.
2. **Course News Alerts:** Icons will appear beneath a course title to indicate that there are new items in a course, for example, a pushpin indicates that there are new discussion messages. After you enter the area the icon represents, the icon will disappear. When new items are posted, the icon will reappear to alert you. The icons appear and disappear based upon your activity in a course. The following icons will appear as course news alerts.

	Assessments (quizzes and surveys)		Discussion messages
	Assignments		Course Mail
	Calendar entries		Web Links

3. **External Courses:** can be used to create links to any site outside of WebCT such as online courses being taken through another institution.

4. **Calendar Week:** displays Calendar entries for the current week from all courses in which a user is enrolled. Click on the edit icon  to see more detail. Click on an entry to go to the corresponding course calendar.
5. **Calendar Day:** This channel combines calendar entries for the current day from all courses in which a user is enrolled. Click on the edit icon  to see more detail, add entries, create printable view, and more. Click on a calendar entry to go to the corresponding course calendar.
6. **To Do List:** Users can create a personal to do list. Entries are sorted alphabetically by priority level. Instructors cannot place items on a student's To Do List.
7. **My Grades:** when grades are released for a course in which you are enrolled, this channel displays a link to the grades.
8. **Campus Announcements:** This channel will display System-wide announcements from the Office of Distance Learning. Instructors cannot post announcements here.
9. **Personal Bookmarks:** can be used to create links to your favorite web pages and web sites.
10. **Campus Bookmarks:** contains links to frequently used Montgomery College resources.
11. **Who's Online:** displays the number of users currently online in each of your courses. You can view a list of names and send an invitation for a one-on-one chat session with one or more users.
12. **Top Links:**
 - **My Settings:** Change WebCT settings
 - **Check Browser:** Run WebCT browser check
 - **Help:** Access WebCT Help system
 - **Logout:** Log Out of the WebCT system
13. **Channels:** each box on the My WebCT screen is a channel. Click the channels link to hide or show channels on the *My WebCT* screen.
14. **Color:** can be used to change the colors on the *My WebCT* screen.
15. **Layout:** can be used to change the order and location of the channels on the *My WebCT* screen.
15. & 16. **Mail and Calendar:** Icons to access the global calendar and global mail tools respectively.
17. The **Content Manager** tab allows you to access the **My Files** area. My files is a space on the WebCT server that is *independent* from your course files. Students have ~ 20 MB. Instructors cannot access files that students have placed in their My Files area. *Caution:* DO NOT exceed the 20 MB storage capacity or you may be unable to upload files into your courses.

Technical Support

For technical assistance with WebCT try any of the following:

- Access online help by clicking on the **Help** link in the top right hand corner of any WebCT screen.
- Contact the Montgomery College IT Help Desk at 240-567-7222 or visit <http://www.montgomerycollege.edu/webctsupport/>

Log out

Click on the **Log Out** link in the top right hand corner of any WebCT screen. A log out message displays. You are now logged out of WebCT. It is good practice to log out of WebCT when you are finished your session. If you log out no other user can access your course once you leave the computer.