

Logging into WebCT

Open a web browser

Contact the WebCT administrator on your campus for the URL

The log in page will now be on the screen



Click on the **Log on to** link

It will then ask for your ID and Password

Enter this information and it will bring you to your personal WebCT page



Click on Academy for Part-time Faculty

The home page will appear



Using the Discussion in WebCT

On the home page click the discussion link

This is where you will find the discussions for modules 1-4.

The screenshot shows the WebCT interface for the Academy for Associate Faculty. The top navigation bar includes links for HOME, RESUME COURSE, COURSE MAP, and HELP. The main heading is "Academy for Associate Faculty" with a sub-heading "Discussions". A "Hide Navigation" button is visible. On the left, a "Course Menu" lists: Homepage, Learning Hub, Calendar, Student Homepages, Discussions, Mail, and Chat. The main content area features a "Select a topic to see its messages" section with a "Compose Discussion Message" button and "Search" and "Topic Settings" links. Below this is a table with the following data:

Topic	Unread	Total	Status
All	0	0	
Plan	0	0	public, unlocked
Notes	0	0	public, unlocked

Clicking on a topic will display the unread messages in that topic

The screenshot shows the "Discussion Messages: Cohort VI B - Instructor: Sue Loomis" page. It includes a "Return to Discussions" link, a "Compose Discussion Message" button, and "Search", "Mark All As Read", and "Update Listing" links. The "Select topic" dropdown is set to "Cohort VI B - Instructor: Sue Loomis". There are "Show all", "Show unread", "Threaded", and "Unthreaded" options. Below the topic selection, there are "Select all", "Select none", and "Apply to selected message(s) below" options, along with a "Complete" dropdown and a "Go" button. A table lists the messages:

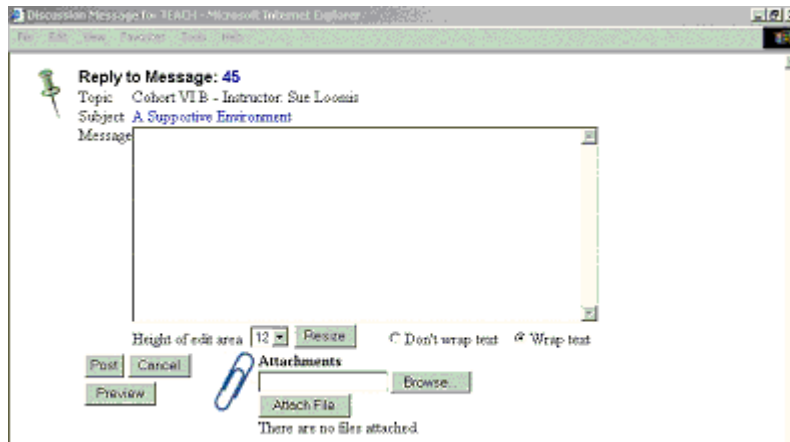
Subject	Author	Date	Status
3. Planning and Teaching a Lesson	Sue Loomis (TEACH)	Sun Jun 16, 2002 23:23	
45. A Supportive Environment	Sue Loomis (TEACH)	Fri Jun 21, 2002 07:02	
48. A Supportive Environment	NANCY FRASER (NF1478)	Sun Jun 23, 2002 14:51	
51. A Supportive Environment	JASON SUTTON (JS7507)	Mon Jun 24, 2002 08:16	
75. A Supportive Environment	GARY REDIFER (GR5483)	Tue Jun 25, 2002 18:05	
49. A Supportive Environment	CATHERYN ALBRECHT (CA6563)	Sun Jun 23, 2002 16:00	
76. A Supportive Environment	GARY REDIFER (GR5483)	Tue Jun 25, 2002 18:11	

Click on a message within a topic to read it.

If you want to reply to that message click reply and your response will appear under that topic, but indented a bit

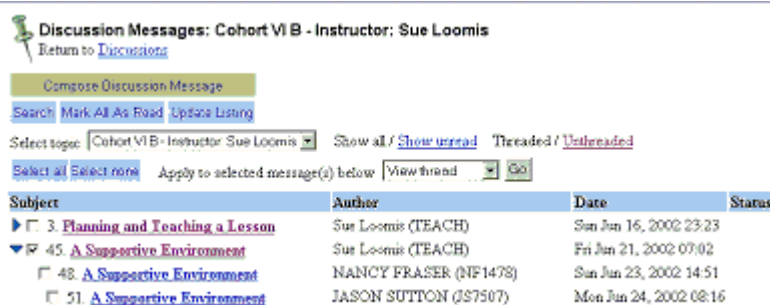
The screenshot shows a "Discussion Message for TEACH" in Microsoft Internet Explorer. The subject is "Subject A Supportive Environment". There are "Previous Thread", "Next Thread", and "Close" buttons. Below these are "Reply", "Reply Privately", "Quote", and "Download" buttons. The message text reads: "Message no. 45 Posted by Sue Loomis (TEACH) on Fri Jun 21, 2002 07:02. Describe how you will create a supportive learning environment in your classrooms. Post your response. Then, read posted responses from other class members and comment." At the bottom, there are "Previous Message", "Next Message", "Previous Thread", "Next Thread", and "Close" buttons.

To respond to this message, click reply



Enter your message and click post.
The whole class can read messages in the discussion.

How to view all of the discussion on the topic without opening each message separately:
check the box next to the subject
Choose "view thread" in the drop down box in the Apply to selected message(s) below
Click the go button.



When in this mode, be sure you reply to the correct message!

Be certain you are responding to the appropriate message, either the instructor's initial message or to another students' message.