

Adding Dr. Sarah's Mat 1010 WebCT course & Creating a "myWebCT" Page

Read the Directions Carefully!!!

OPEN A NEW NAVIGATOR PAGE SO THAT YOU CAN READ THIS IN ONE PAGE AND FOLLOW THE ACTIVITIES BELOW IN ANOTHER

PLEASE NOTE: You need only create your myWebCT page **once** (when you add your very first WebCT course). From then on, you will manage all your courses by logging onto your myWebCT page and using the "Add course" and "Remove course" link under the course listings at the left of the page (see Figure 7 below).

The URL for WebCT 3.1 is [http:// webct.appstate.edu](http://webct.appstate.edu). So type this address in to the Netscape "location" spot in the new navigator page you just opened. As the page is loading, it will automatically take you to the following:

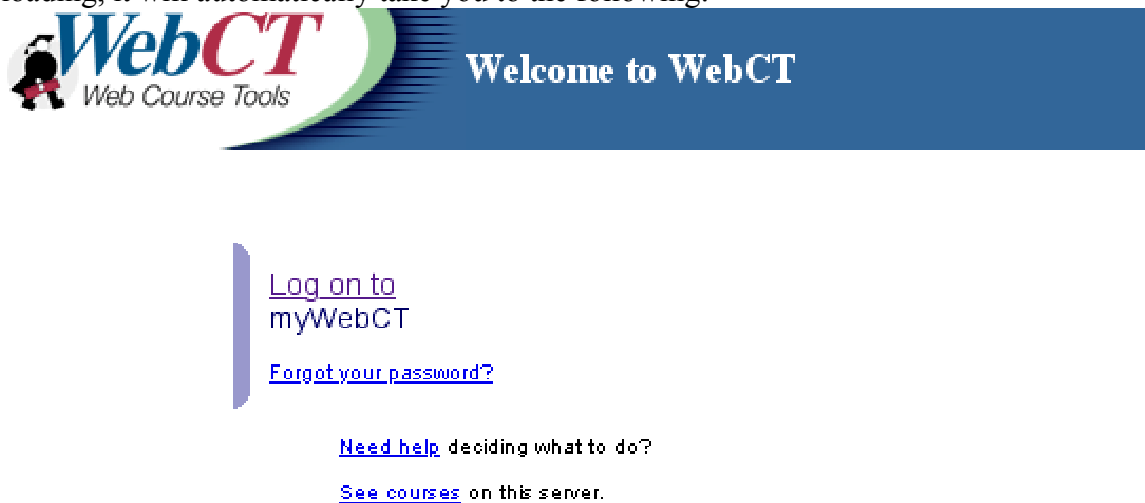


Figure 1

PART FOR OLD WEBCT: ONLY If you already have a myWebCT page – OTHERWISE SKIP DOWN TO THE NEXT PART (i.e. you've had WebCT courses at ASU ANYTIME IN THE PAST) simple click "Log on to myWebCT" shown in Figure 1, enter your username and password, and your myWebCT page will appear. If you have forgotten your password, then follow the directions – your WebCT login should be your asu user id (for example sg23501). Then use the "Add course" and "Remove Course" links under the course listings at the left of your myWebCT page to manage your courses (skip to Fig 7 below). **Scroll down to click on Mathematical Sciences and then click on the link for MAT1010105_014** Clicking on the Course ID will prompt you for a username and password as shown in Figure 3. Only if you registered RECENTLY, talk to me first. Otherwise, most likely, the initial username will be set to your Appalachian user ID (for example, gs91976), and the initial password set to your social security number – type this in.

PART FOR NEW WEBCT: ONLY If you do not already have a MyWebCT page (i.e. ONLY IF you have NEVER USED WebCT at ASU BEFORE), click on the "See

courses" link shown in Figure 1. This link will take you to the page shown in Figure 2. On this page, we see the courses are listed first by Category in the black left hand column, then by Course ID in the white right hand column.

Scroll down to click on Mathematical Sciences and then click on the link for MAT1010105_014

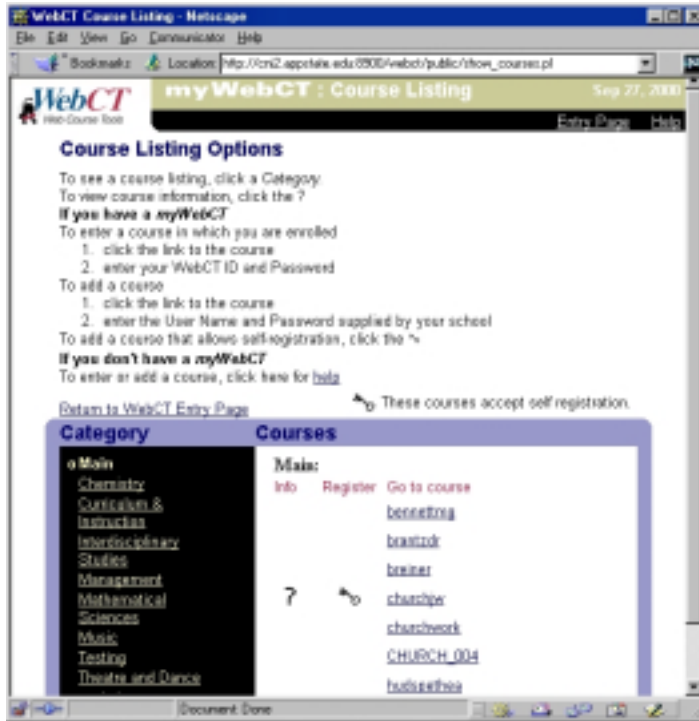


Figure 2

Clicking on the Course ID will prompt you for a username and password as shown in Figure 3. Only if you registered RECENTLY, talk to me first .. Otherwise, most likely, the initial **username will be set to your Appalachian user ID (for example, gs91976), and the initial password set to your social security number.**

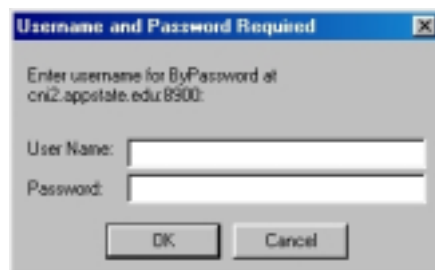


Figure 3

After entering your assigned username and password, click OK. You will go to the page shown in Figure 4.



Figure 4

At this point, select the "Create myWebCT" link **ONLY IF YOU HAVE NOT PREVIOUSLY CREATED A MYWEBCT PAGE**. If you already have a MyWebCT page and attempt to create another, the security will lock you out of the server, and no courses will be accessible. **IF YOU HAVE NOT PREVIOUSLY CREATED A MYWEBCT PAGE**, the "Create" link will allow you to create a personalized entry page for all your WebCT courses.. Notice that WebCT assigns your username based on what was set by your instructor. Also be aware that the password you choose on this page will become your master password, allowing you to access all of the WebCT courses that you add to your myWebCT page.

After completing the form (by entering your personal information, choosing a myWebCT password, and creating a Logon Hint), click on the "Continue" button. This will bring you to the page shown in Figure 6.

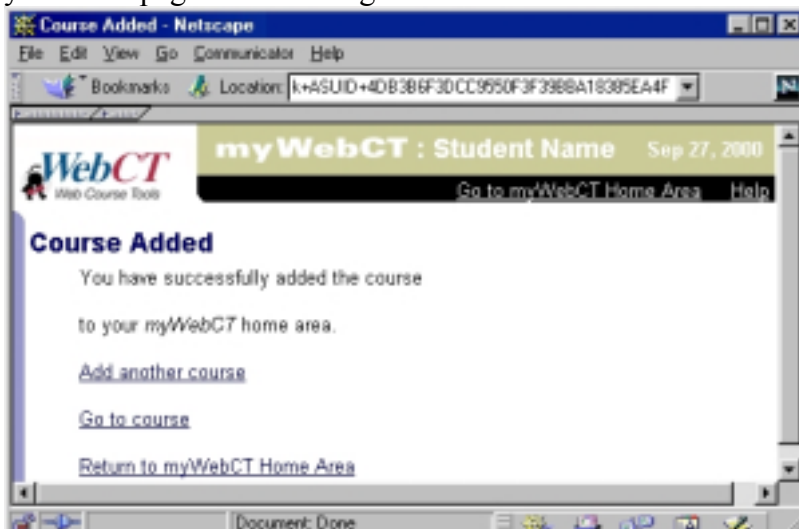


Figure 6

From this page, click on the "Return to myWebCT Home Area" link.

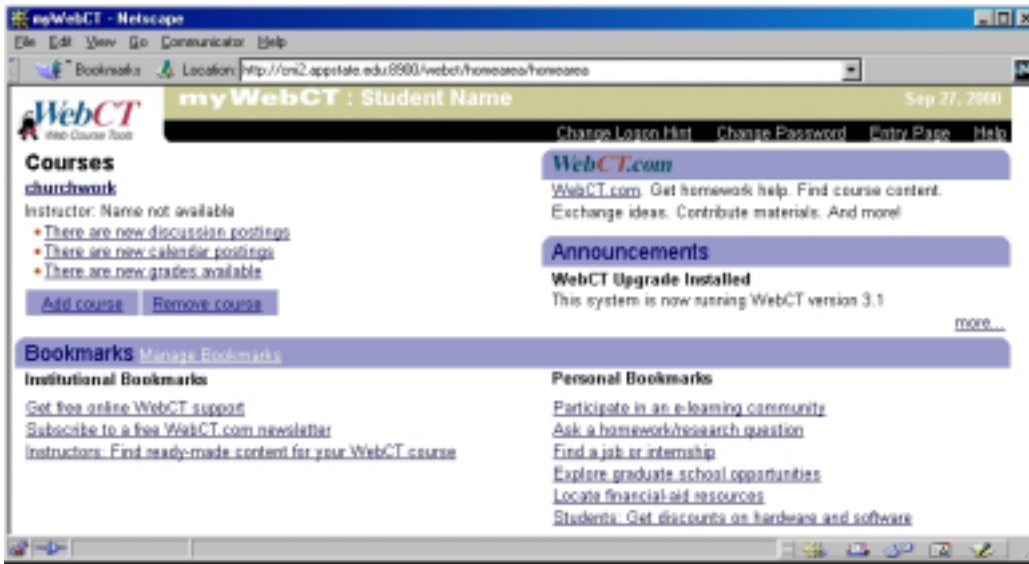


Figure 7

PLEASE NOTE: You need only create your myWebCT page **once** (when you add your very first WebCT course). From then on, you will manage all your courses by logging onto your myWebCT page and using the "Add course" and "Remove course" link under the course listings at the left of the page (see Figure 7 above).