

WebCT Vista Student Quick Reference

<p>Logging in to WebCT Vista</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer) 2. Type http://my.comnet.edu in address bar <i>Note: No www</i> 3. Log in using your NetID & 8-digit password 4. Click Login button 5. Click on the Student tab 6. Click hyperlink "Click here to access WebCT Vista" 7. Click on a course name 	<p>Running a Browser Check</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer) 2. Log in to WebCT Vista 3. Click Check Browser link in WebCT Vista logo bar (upper right-hand corner) 4. If necessary, follow instructions to properly configure browser 5. Click "X" in upper right-hand corner to close message box <p><i>Note: Contact DL if issues arise</i></p>	<p>Accessing Help</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer) 2. Log in to WebCT Vista 3. Click Help link in WebCT Vista logo bar (upper right-hand corner) 4. Enter keyword in Search field 5. Click green arrow to search Help database
<p>Installing Java</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer) 2. Type http://www.ctdlc.org in address bar 3. Click Support link in Navigation bar 4. Click WebCT Vista link in Navigation bar 5. In Downloads frame on right side of page, click Sun Java Runtime environment (1.5) link 6. Click Save button in File Download screen 7. Click drop-down arrow next to Save In field 8. Select Desktop from drop down list 9. Click Save 10. Click Open 11. Click Run 12. Accept all default settings 	<p>Printing the Syllabus</p> <ol style="list-style-type: none"> 1. Click the Syllabus icon on the course section homepage <i>Note: The syllabus displays</i> 2. Click the Printable Version button in the upper right-hand corner of the page 3. Select File>Print from the menu bar 4. Select appropriate printer or maintain default printer 5. Click Print 	<p>Downloading Files</p> <ol style="list-style-type: none"> 1. Click on file to be downloaded <i>Note: File Download screen appears</i> 2. Click Save button 3. Click drop-down arrow for Save In field 4. Navigate to location where file will be saved 5. Click Save
<p>Accessing the Syllabus</p> <ol style="list-style-type: none"> 1. Click the Syllabus icon on the course section homepage <i>Note: The syllabus displays</i> 	<p>Posting a New Message</p> <ol style="list-style-type: none"> 1. Click the Discussions link on the toolbar 2. Click topic link 3. Click Create Message button 4. Enter subject 5. Enter message 6. Click Post button 	<p>Replying to a Message</p> <ol style="list-style-type: none"> 1. Click the Discussions link on the toolbar 2. Click topic link 3. Click on message to be responded to 4. Click Reply button 5. Click Post

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<p>Opening Downloaded Files</p> <ol style="list-style-type: none"> 1. Click on file to be downloaded <i>Note: File Download screen appears</i> 2. Click Save button 3. Click drop-down arrow for Save In field 4. Navigate to location where file will be saved 5. Click Save <i>Note: Download Complete screen appears</i> 6. Click Open button 	<p>Accessing the Calendar</p> <ol style="list-style-type: none"> 1. Click the Calendar icon on the My WebCT toolbar 	<p>Adding an Entry to the Calendar</p> <ol style="list-style-type: none"> 1. Click Add Entry button 2. Enter brief description in Summary field 3. Select start and end dates 4. Indicate entry type: personal 5. Enter details in Detail field 6. Click Save
<p>Deleting an Entry in the Calendar</p> <ol style="list-style-type: none"> 1. Click date of entry to be deleted 2. Click Delete icon 3. Click OK 	<p>Editing an Entry in the Calendar</p> <ol style="list-style-type: none"> 1. Click date of entry to be edited 2. Click Edit icon 3. Make changes, as necessary 4. Click Save 	<p>Accessing Mail from My WebCT</p> <ol style="list-style-type: none"> 1. Click the Mail icon on the My WebCT toolbar 2. Click the course or section name to view mail 3. Click the message title in the Subject column
<p>Creating a Message</p> <ol style="list-style-type: none"> 1. Click Create Message button 2. Click Browse for Recipients button 3. Select desired recipients 4. Complete fields, as appropriate 5. Click Send button <p><i>Note: Email is limited to WebCT Vista email accounts only; messages cannot be sent to external email accounts</i></p>	<p>Saving Documents as a Rich Text Format (.rtf)</p> <ol style="list-style-type: none"> 1. Open document to be converted to rich text format 2. Select File>Save As from the Menu Bar 3. Click the drop-down list in the "Save As Type" field 4. Select Rich Text Format 5. Click the Save button <p><i>Note: Documents saved in rich text formats can be viewed on both PC and MAC platforms</i></p>	<p>Adding an Attachment to a Message</p> <ol style="list-style-type: none"> 1. Click Create Message button 2. Complete fields, as appropriate 3. Click Add Attachments button 4. Click Upload file button 5. Click File Browse button 6. Locate file and click Open button 7. Click Save 8. Click Add Selected button 9. Click Send button
<p>Returning to the My WebCT Home Page</p> <ol style="list-style-type: none"> 1. Click the My WebCT link in WebCT Vista logo bar 	<p>Locating Online Resources</p> <ol style="list-style-type: none"> 1. Launch Browser (e.g., Internet Explorer) 2. Type http://www.commnet.edu/academics/webct_student in address bar 	<p>Questions?</p> <p>Contact Pauline Clifford, Director of Educational Technology at (860) 412-7262 or pclifford@qvcc.commnet.edu</p>