

## How to use Web CT

1. Get to the web page, either through the link off of my home page or by typing:

<http://elvis.sccd.ctc.edu:8900/>

on your favorite browser

2, If you are new to webCT, click “Create MyWebCT”.

If you already have used webCT this quarter, click "Log in to MyWebCT" (you will be prompted for your WebCT ID and password and you can ignore the rest of this).

3. Type in your first and last names in the fields given. If you do not have an e-mail account, make up a bogus one like “user@hotmail.com”; this does mean you will not be able to get a hint via your e-mail if you forget your password.

Choose **your own** WebCT ID and password; they do **not** have to be the same as the ones I’ve assigned you below. Choose the ID and password so that you will remember them! Confirm the password by retyping it. Finally, give yourself a hint if you want to.

Click “Continue”

4. You will be asked for the WebCT ID and password you just created. Type them in and click “Continue”.

5. On the next screen, up near the top, click “Add Course”

6. On this screen will be hundreds of courses North offers. Click the “GEL101TF” link.

7. In the screen that pops up, input your *user name*, which is **not** the same as your WebCT ID. Your *user name* is the **first two letters** of your **first name** followed by the **first two letters** of your **last name** without any spaces. Then input your *password*, which is not your WebCT password. Your *password* is the **last four digits** of your **student number**, which is **not** your social security number. I have used the name you registered under, so make sure you use your legal name and not nicknames.

Example: Joe Bogus SN #970-50-0202

Login name: jobo

Password: 0202

8. The next screen tells you that you have added the course. Click on the “Go to course” link.

9. On the left side of the screen, click, under Evaluation Tools, on “My Grades”. Make sure that everything you think you’ve turned in has a numerical score next to it; if not, talk to me during class. For further details, click the “View statistics” to see how you are doing compared to your colleagues. Enjoy!

10. There is no logout function (we did not spring for the expensive version of WebCT). Instead, simply quit the browser. Remember to do this so that your grades are not easily accessible to the next user of the computer!