

Accessing Your WebCT On-line Course

BEFORE YOU PROCEED-----go to
<http://www.midlandstech.edu/distance> and

- click one of the following types of courses (depending on the course type you have registered to take)
 - Internet courses
 - Computer-based courses (Delivered on CDs)
 - Hybrid courses
- Follow the links for 'orientation information'
- Click the course ID from the list of courses
- Read and follow the instructions for your required orientation

IMPORTANT NOTE: Do not proceed until you have completed the steps above. There is important information about your course that you must know BEFORE proceeding!!!!

Now that you have read and completed the orientation requirements to your course (steps above), you are ready to create a WebCT account/ homearea and 'add' your courses to this account/homearea.

Go to <http://ecourses.midlandstech.edu>

NOTE: If you have already created a myWebCT home area, you may use the same account/homearea. Skip to Part B: **Adding a Course to your myWebCT home area**

Access a WebCT Course

- A. Creating a myWebCT home area
- B. Adding your course(s) to that area

PART A. Creating a myWebCT home area

Step 1: click the **Create myWebCT** link

Entry Page

Log In

Welcome to WebCT



[Create myWebCT](#)

[Log in to myWebCT](#)

[Forgot your password?](#)

[Need help deciding what to do?](#)

[See courses](#) on this server.

This server has recently been upgraded to WebCT Campus Edition 4.0. [What is new](#) in this version.

Step 2: Complete the fields in the form below:

Note: You **make up** the WebCT ID and Password used in this step. Choose something easy for you to remember. **WRITE IT DOWN!!!!** **YOU WILL NEED IT** to access your course throughout the semester. ****If your instructor has given you an ID and password, do not use it here. The ID and password your instructor may have given you will be used in another step.**

1. Enter your personal information

First name*	<input type="text" value="Clint"/>
Last name*	<input type="text" value="Eastwood"/>
Email address	<input type="text" value="rowdy@infoworker.com"/>

2. Create your own logon information:

Your password must be 4 characters or longer.

You should record your WebCT ID and Password and store it in a safe place.

WebCT ID*	<input type="text" value="ceastwood"/>
Password*	<input type="password" value="****"/>
Confirm Password*	<input type="password" value="****"/>
If I forget my WebCT ID and Password, ask me this question:	<input type="text" value="What the type of gun that Dirty Harry carried?"/>
Here's the right answer:	<input type="text" value="Smith and Wesson"/>



You **make up** the WebCT ID and Password used in this step. Choose something easy for you to remember. **WRITE IT DOWN!!!!** **YOU WILL NEED IT** to access your course throughout the semester.

Step 3: Click the button.

If the following screen appears,



WebCT ID:

Password:

- a:** type your new WebCT ID into the User Name field (ID you made up on the form above)
- b:** type your newly created password into the Password field
- c:** click the Log in button

You will now be taken to your **myWebCT** home area. It will have your name at the top... like this example:



The screenshot shows the myWebCT interface. At the top, there is a dark blue header with the WebCT logo and 'myWebCT' text on the left, and navigation links 'Entry Page', 'Check Browser', 'Log Out', and 'Help' on the right. Below the header, the user is greeted with 'Welcome, Clint Eastwood' on the left and the date 'February 23, 2004' on the right. A row of buttons includes 'Bookmarks', 'Global calendar', 'Password settings', 'Preferences', 'Add course', and 'Remove course'. A message box states 'You have not yet added any courses to myWebCT,'. On the right side, there are two sections: 'Announcements' with the text 'There are no announcements.' and 'Institutional Bookmarks' with the text 'Test dates: Find ready-made'.

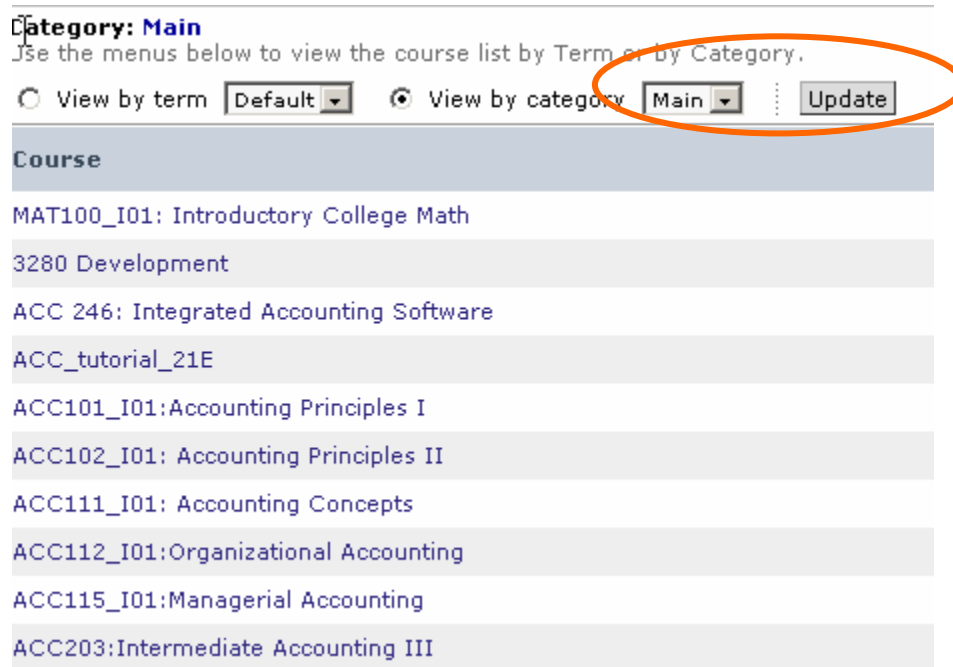
Now that you have created your **myWebCT** home area, you are ready to add your course(s). Proceed to Part B.

Part B. Adding a Course to your myWebCT home area

Step 1: If you have not already done so, log in to your WebCT account

Step 2: Click the **Add course** button.

Step 3: Select the 'View by Term' or the 'View by Category'. Select the appropriate term or category from the drop-down list. Click 'update'



Category: **Main**
Use the menus below to view the course list by Term or by Category.

View by term **Default** View by category **Main** **Update**


Course
MAT100_I01: Introductory College Math
3280 Development
ACC 246: Integrated Accounting Software
ACC_tutorial_21E
ACC101_I01:Accounting Principles I
ACC102_I01: Accounting Principles II
ACC111_I01: Accounting Concepts
ACC112_I01:Organizational Accounting
ACC115_I01:Managerial Accounting
ACC203:Intermediate Accounting III

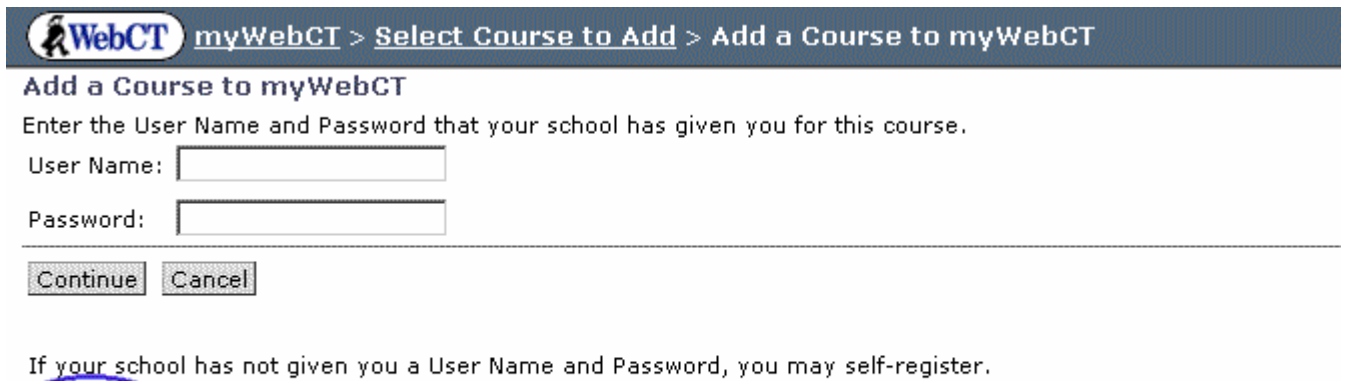
Step 3: Find your course on the list by scrolling down the page.

Course	Category	Add Course	Course Information	Self-registration
MAT100_I01: Introductory College Math	Midlands Technical College			
3280 Development	Midlands Technical College			
ACC 246 (Wagers)	Midlands Technical College			
ACC_sample	Midlands Technical College			
ACC101_I01: Accounting Principles I	Midlands Technical College			
ACC102_I01: Accounting Principles II	Midlands Technical College			
ACC111_I01:Accounting Concepts	Midlands Technical College			

Step 4: To the right of the course title- Click on the sign to add it. **IMPORTANT NOTE:** Many instructors set-up their course to allow you to register without having to use another username and password. If this is the case, then click the icon.

Step 5: If there is no yellow pencil--Enter the User Name and Password **given to you by your instructor** and click the "CONTINUE" button. (If you do not have this ID/password, and there is no yellow pencil, then **contact your instructor**)

REMEMBER: You don't need an ID/password to add the course, IF there is a yellow pencil  at the right margin of the course title. Just click the yellow pencil and your course will be added.



WebCT myWebCT > Select Course to Add > Add a Course to myWebCT

Add a Course to myWebCT

Enter the User Name and Password that your school has given you for this course.

User Name:

Password:

If your school has not given you a User Name and Password, you may self-register.

If this button appears, ignore the rest of the page and simply click this button.

NOTE: If there is no "REGISTER" button available, and no 'Yellow Pencil' and you do not have a User Name and Password for this course, you must **contact the course instructor** and request the information before you can add this course to your MyWebCT home area.

IMPORTANT NOTICE!

Successfully adding a course to your MyWebCT home area DOES NOT mean that you are enrolled in the course! You must still register for the course and pay your fees. If you are not on the official roll of the course, then (just like in campus-based courses) you will be removed from the course and not allowed to re-enter.

Step 6: Remember to use the user ID and password you chose when you created your myWebCT home area for future access

SUMMARY

To enroll into a WebCT course in five quick steps:

1. Go to <http://ecourses.midlandstech.edu> and click the Create your MyWebCT link
2. Create your own WebCT ID and Password
3. Click the "Add Course" link
4. Locate the course and click the "PLUS" sign or "PENCIL" next to it
5. Enter the instructor-provided UserName and Password (only need this if there is no pencil or register button)

DAILY

To access your course(s) on a daily basis do this:

1. Go to <http://ecourses.midlandstech.edu> and click the "Log in to myWebCT" link
2. Enter the WebCT ID and Password that you made up when you created your myWebCT, and click the "Log in" button.
3. Your myWebCT appears, with your courses listed. Click your course name to access that course.

Good Luck!