What is WebCT?
WebCT (Web Course Tools) is a Web-based software application used at UNSW for online learning and teaching activities. When you log on to your myWebCT account you will see a list of all the courses you are registered in, which have WebCT components. If a course doesn’t have a WebCT component then it won’t be listed. Your lecturers will advise you how they are intending to use WebCT in their courses.

What should I do if I have a problem with my password?
Passwords are managed by the DIS><Connect office. If you don’t have a UniPass, or you have forgotten your UniPass, or if you are having problems logging into your WebCT account because your password is invalid, you may ask DIS><Connect for assistance:

Phone: +61-2-9385-1777
Fax: +61-2-9385-1262
Email: disconnect@unsw.edu.au
Web: http://www.disconnect.unsw.edu.au

Location: The DIS><Connect Help Desk shop front is located on Level 1 of the UNSW Library Building. The entrance is on Library Road which is the southern (rear) side of the Library.

If you can’t log on to your WebCT account perhaps you have not activated your UniPass by agreeing to the rules for using UNSW Online Services. Please note that this is not the same as agreeing to the terms and conditions for using the NewSouth Student Web site. Before you can access any password protected online service at UNSW, including WebCT, you must first agree to the rules on the UNSW Communications Unit services website at: http://www.services.comms.unsw.edu.au.

Go to the link called ‘Agree to the Rules’ and click on the text. This will take you to the Rules Page. Once you have read and understood the rules, click on the button titled ‘I understand & accept the conditions’. You only need to agree to the rules once during your period of study at UNSW.

Changing your password
You can only change your UniPass via the Do-it-Yourself page at http://wombos.unsw.edu.au. Remember to keep your password secure and do not reveal it to anybody (not even to UNSW staff members).

myWebCT course listing
myWebCT is a portal or gateway to your WebCT courses. When you have logged onto WebCT, you will see a list of all the WebCT courses to which you have access. This will be a personalised list, specific to you. Click on the title of a course to view it.

Navigating within a WebCT course
When you enter a WebCT course, you will see a number of icons. You can navigate within a WebCT course by clicking on these icons which will lead you either to information, WebCT tools or more pages of icons.

At the top of every WebCT page you will see a navigation bar. Click on myWebCT on the top line of the navigation bar to return to the full list of your WebCT courses.
Using a Content Module

On entering a Content Module you are presented with a table of contents. The example below illustrates a table of contents with two hyperlinks.

Table of Contents
1. The Internet and Setup
2. Learning Outcomes
3. What is the Internet?

Clicking on a blue triangular twisty will expand, or collapse, a section of the list. Clicking on an underlined hyperlink will display the corresponding page of content.

Table of Contents
1. Writing Learning Outcomes
   1.1 Introduction
   1.2 Learning Outcomes
   1.3 Examples of aims and outcomes
   1.4 How to write aims and learning outcomes
2. The Place of Learning Outcomes in Planning a Subject
3. Bloom’s Taxonomy
4. References

An action menu appears at the top of each page of content.

Click on Previous and Next to move around the topic and sub-topic notes. Click on Contents to return to the Table of Contents described above. Clicking Retrace will take you back along the path you followed to get to the present page.

Using the Discussions tool

In some courses, you may see a Discussions tool:

This tool will allow you to post and read messages to and from other students in the course. If you click on the icon, you will first see a list of discussion topics:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Thread</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>0</td>
<td>0</td>
<td>public, unlocked</td>
</tr>
<tr>
<td>Notes</td>
<td>0</td>
<td>0</td>
<td>public, unlocked</td>
</tr>
<tr>
<td>Student Lounge</td>
<td>0</td>
<td>5</td>
<td>public, unlocked</td>
</tr>
<tr>
<td>All</td>
<td>0</td>
<td>5</td>
<td>---</td>
</tr>
</tbody>
</table>

Click on a topic (usually Main) to see the messages posted. A list of posted messages will appear. Your lecturer may add many other topics to your Discussion area.

To read a message, click on its hyperlink. The message will then be displayed. If you can't read a particular message click on the triangular twisty to view the first message in the discussion thread and then click its title. To read all messages in a thread, click on the magnifying glass: To create a new discussion thread, click on Compose Discussion Message. To check for new messages click on Update Listing.

Subject: Student Lounge

Message no. 1
Author: Gwenda van der Merwe
Date: Friday, May 17, 2002 10:36am
Feel free to discuss topics not related to the course in the Student Lounge.

Reply | Quote | Download | Close

Click on Reply or Quote to post your reply on a particular sub-topic or thread.

Reporting problems

In the event that you experience problems using WebCT, please report them to your lecturer or course coordinator. If they can't answer them, they will pass them on to someone who can.

Alternatively you may submit an online form requesting help in the student area of the WebCT support website for the University, at http://www.webctsupport.unsw.edu.au.

Learning more about WebCT

An expanded version of this guide with a short tutorial to guide you through a demonstration WebCT course site, plus a full range of help documents are available online at the student support site http://www.webctsupport.unsw.edu.au. Please bookmark this address and check it regularly as new resources will continue to be developed and made available.