

Guide to WebCT for Compliance Training

This guide will help you with the basics of logging in, getting help, accessing your training modules, completing the quiz at the end of each module, and getting proof that you have completed each module. It also includes information on configuring your computer to work with WebCT.

Making Your Computer Work with WebCT

There are a few things you will need to configure to make your computer work efficiently with WebCT 6.

1. Disable any pop up blockers for <http://webct6.utdallas.edu>.
2. If you are using Internet Explorer, add <http://webct6.utdallas.edu> to your trusted sites list.
3. Make sure you have ONE, AND ONLY ONE Java Runtime Environment installed, and that it passes the browser check WebCT runs when you log in.

How to Log In to WebCT

You may access WebCT from Galaxy (<http://galaxy.utdallas.edu>).

You may also access WebCT 6 courses via the following URL: <http://webct6.utdallas.edu/webct>

This URL will work even if Galaxy is down or not functioning properly.

User ID/Password

You will use your normal NetID and password. Make sure that your password is not expired. If it is, you will not be able to log into WebCT. You can change your password at <http://netid.utdallas.edu/>. The Helpdesk can help you if you have difficulties resetting your password.

How to Get Help

If you need help with WebCT, contact the UTD Helpdesk. They will be able to help you with basic problems in WebCT. If they are unable to resolve the issue, they will log a ticket and one of the expert support team members will contact you.

Accessing Your Training Modules

When you log into WebCT, your required training modules will be listed on your Course List. Click on each module to access it.

Completing Your Training Modules

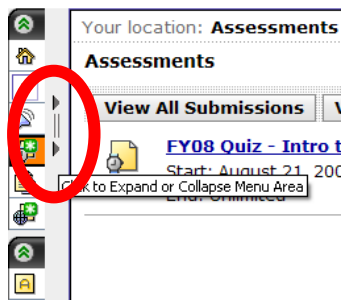
In each Training Module, you will be required to view a PowerPoint file and successfully complete a quiz in order to complete the module.

Viewing a PowerPoint File

1. Click on the Training Module you want to access.
2. On the right side of the screen, you should see a blue backpack. Click on the backpack to start the module.
3. The PowerPoint will load on the right side of the screen. Click on the slides to advance through the show.

Taking a Quiz

1. Click on the double arrows to expand the Course Menu.



2. Click on Assessments on the Course Menu on the left side of the screen.
3. Click on the quiz listed on the right side of the screen.
4. Click the Begin Assessment button.
5. Enter your answer for the question.
6. Click the Save Answer button.
7. Repeat for each question.
8. IMPORTANT!!! When you have answered all questions and saved your answers, click the Finish button. If you do not click the Finish button, your test will not be submitted for grading.
9. You should see a yellow box with the following message "You have successfully submitted your Quiz," after you click the Finish button.

Printing Your Proof of Completion

1. Click on the My Grades tool on the left side of the screen. It is the last tool listed.
2. Print this page using the browser specific instructions below.

Internet Explorer

Click the Print button on the tool bar in the top right corner of the screen.

FireFox

Click File- Print.