

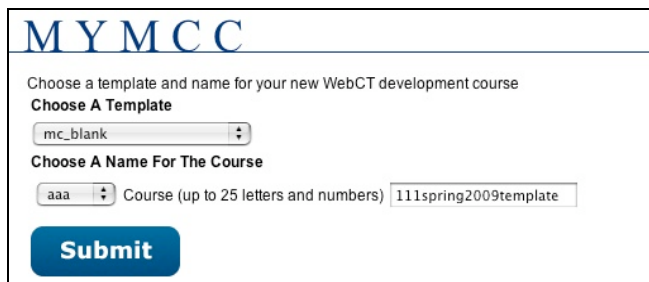
SET UP AND ACCESS WEBCT

What is a WebCT Development Course?

In WebCT, development courses are created so that you may work on your course well in advance of an upcoming semester. WebCT development courses are not visible to students, but they can be used as templates for the courses that you would like your students to see. If you are going to design a WebCT environment for your students, a development course is a good place to start.

Create a WebCT Development Course

- Access the MCC homepage @ <http://www.mc.maricopa.edu>.
- Click on the MyMCC link at the top and login.
- Select the WebCT Tools link under Courses at the left.
- Select 'Create a Development WebCT Course'.
- Choose the mc_blank template to create a new / blank course.
- Choose a course prefix that matches the course name that you think you will be teaching.
- Type in the course number and any descriptive information desired (i.e. 101fall2008template). Make sure the description is ONLY numbers and lowercase letters, no uppercase letters, spaces or special characters are allowed.
- Click on Submit.
- A message will appear on the screen indicating success. You will receive an e-mail message once your course has been created. It may take up to two hours to create.



The screenshot shows the MyMCC interface for creating a new WebCT development course. At the top, the text reads "Choose a template and name for your new WebCT development course". Below this, there are two sections: "Choose A Template" with a dropdown menu set to "mc_blank", and "Choose A Name For The Course" with a dropdown menu set to "aaa" and a text input field containing "111spring2009template". A blue "Submit" button is located at the bottom of the form.

Access a WebCT course through the MCC Portal

- Access the MCC homepage @ <http://www.mc.maricopa.edu>
- Click on the MyMCC link at the top and login
- Select the 'WebCT' link at the left under Courses. If you do not see this link, you do not have access to any classes and you may need to wait a bit longer.

Run the WebCT Browser Check

Access the "Check Browser" link from within WebCT the first time you access it. If your browser is not setup correctly, you may not be able to use all of the Tools within WebCT.

Instructors and students who are accessing WebCT for the first time on a given computer should run this browser check. Instructions for missing items are included in the results, or, you can contact the MCC Help Desk at (480) 461-7217 or tss@mccmail.maricopa.edu for assistance.

As you work through the steps to log in, you may see a series of pop-ups as follows:

- Java Security – Click "Always" or "Trust"

- Other security warnings – Click “ok”, “yes”

What is a WebCT Live Course?

In WebCT, live courses are courses that you are actively teaching. The biggest difference between live and development courses is that live courses have students attached to them. The good news is that you do not have to add and drop the students yourself. It happens automatically behind the scenes.

Create a Live WebCT Course

- Access the MCC homepage @ <http://www.mc.maricopa.edu>.
- Click on the MyMCC link at the top and login.
- Select the WebCT Tools link under Courses at the left.
- Select ' Create a Live WebCT Course'.
- Choose the semester (Spring 2007, Fall 2008, Spring 2009, etc.).
- Select the section number that you would like to create a WebCT course for.
- Choose the template to copy the content from (typically this is the development course you have been working on prior to the semester starting). If you are creating a blank course, select the mc_blank template.
- Click on Submit.
- A message will appear on the screen indicating success. You will receive an e-mail message once your course has been created. It may take up to two hours to create.

Add a Section to an Existing Course

If you wish to keep sections separate within WebCT, follow the steps to create a live course for each section that you teach. However, if you have an honors section or are teaching multiple sections of the same class and you would like to have both sections to see the same course materials, you can choose the option to add sections together.

- Access the MCC homepage @ <http://www.mc.maricopa.edu>.
- Click on the MyMCC link at the top and login.
- Select the WebCT Tools link under Courses at the left.
- Select ' Add Section to an Existing WebCT Live Course'
- Select the existing course that has already been created within WebCT (if it does not appear, you will need to wait until it has been created before adding a section to it).
- Select the section at the bottom that you wish to combine / add
- Submit

Note:

- Students must have a MyMCC account in order to access WebCT.
- Students who create MyMCC accounts after you make your course live are automatically added through system updates throughout each day.
- Live and development courses are not linked together in any way. In other words, if you are actively teaching a course that uses WebCT during a given semester (a “live” course), then all changes and edits should be made to that course. If you are actively developing a course, then changes should be made to your development course.