

**WEBCT FEATURES AND TOOLS UTILIZED FOR  
SPC 1600 FUNDAMENTALS OF SPEECH  
PROFESSOR GAYTHWAITE**

**Objective:**

To provide students with a brief description of how WebCT is utilized for this course.

**Rational:**

WebCT is used to enhance the availability of course material including supplemental reading materials, forms, assignment deadline dates, grades, etc. The features or tabs used in this course may be different from the features or tabs used in other courses.

**Overview:**

Listed below is a brief explanation of the tools used for this course.

1. **Learning Modules** contain all weekly assignments.
  - a. Learning Modules can be accessed from the Home Page or from the Learning Modules tab.
  - b. Learning Modules are identified as Weeks. For example, Week 1 is the first week class is held for the semester, week 2 is the second week, and so forth.
  - c. Learning Modules provide descriptive and instructional information (e.g., details and instructions about assignments) for each week of the semester.
  - d. Learning Modules house grading rubrics and evaluation forms.
  - e. Learning Modules are linked to the Calendar.
2. **Calendar** identifies all due dates for assignments and the week number.
  - a. Calendar can be accessed by clicking on the Calendar tab.
  - b. Calendar will always be the most accurate place for assignment due dates.
  - c. Calendar can be used for personal entries too.
3. **My Grades** (grade book) is where grades are posted for assignments.
  - a. To access grades, click on the My Grades tab.
  - b. Some grades are manually entered and only a numerical value will be posted next to the assignment name.
  - c. Some grades will have an online electronic grading rubric attached.
  - d. To view an online grading rubric:

- i. Go to My Grades tab,
  - ii. Scroll to the assignment,
  - iii. Click on the “View Graded Grading Form” box to open the grading form,
  - iv. Use your scroll bar to move all the way down the page to view performance indicators and points.
  - v. If additional comments are written by the professor the comments will appear at the bottom of the grading form.
4. **Discussions** tab is a community bulletin board.
  - a. Discussions are accessible by clicking on the Discussions tab.
  - b. *Ask the Instructor* discussion category is used to post questions about the course (e.g., assignment questions).
  - c. *Speeches* discussion category is used to post speech dates and speaker names after in-class sign-up.
  - d. Other discussion categories may be added during the semester.
5. **Mail** tab is used to e-mail the Professor or other classmates.
  - a. Click on the Mail tab to access the e-mail function.
  - b. Use the Mail feature for all e-mails written to the Professor.
    - i. Click on the Mail tab and then click on the *Browse Recipients* box.
    - ii. Find the name of the person(s) you want to e-mail and check the *To* box located next to the name. Then choose *Okay*.
    - iii. Write a subject in the subject line and write a note in the text box.
    - iv. Use the *Add Attachment* button when submitting a Microsoft Word document with the e-mail.
      1. Click Add Attachment
      2. Choose My Computer
      3. Browse
      4. Open
      5. Save
      6. Okay
  - c. The Professor will use the Mail feature for all e-mails to students.
6. **Announcements** tab is used by the professor to display a pop-up message.

Note: the calendar posts all due dates and you will be responsible to manage due dates, required material, etc.
7. Miscellaneous feature reminders:
  - a. The green asterisk on a tab means something new has been added in that feature (e.g., a green asterisk appears next to the My Grades tab indicates you have new grade(s) posted).

- b. Grading Rubrics and/or Evaluation forms are in learning modules and can be printed by clicking on the printer icon, then selecting the name of the form, choosing continue and print.
- c. When in a learning module you can use the green arrows located in the top right corner to go forward or backward through the content. You can also click on an item presented on the Table of Contents to go directly to a particular section in the learning module.
- d. **Assessments** and **Assignments** tabs are generally only open during the first couple of weeks of the semester to complete orientation assignments. Once assignment deadlines are complete, the tabs will no longer be shown under the Course Tools. The tabs that will always be viewable under the **Course Tools** are:
  - i. Course Content (which is the same as the Home Page)
  - ii. Announcements
  - iii. Calendar
  - iv. Discussions
  - v. Learning Modules
  - vi. Mail
  - vii. Syllabus
  - viii. Web Links
- e. The tabs under **My Tools** will always be displayed and available for use. The **My Grades** tab is located here.