

WebCT Orientation Tutorial for Traditional (face-to-face) Students in SPC1600,
Fundamentals of Speech

Fall 2008

Objective:

To provide students with a hands-on WebCT learning experience at the computer center in an effort to enhance successful use of navigating course content available in the WebCT learning platform and to build routine use.

Learning Module Outcome:

At the end of this unit you will be able to:

1. Access the Course Content/Home Page and the folders and files available in WebCT
2. Use the Mail feature in WebCT
3. Use the Assessment tab in WebCT
4. Post and respond in the Discussion tab in WebCT
5. Navigate the Calendar feature in WebCT to include advancing the month, posting a personal entry, and reviewing assignments
6. Upload a Word document in the Assignment tab in WebCT
7. Open the Learning Modules tab in WebCT
8. Open the Announcement tab in WebCT
9. Open and select a link in the Web Links tab
10. Open the Syllabus tab in WebCT and understand course policies
11. Open the My Grades tab in WebCT

Learning Activities:

1. Attend hands-on learning class at the computer lab
2. Complete Orientation Learning Module assignments
 - a. Signing on WebCT
 - b. Opening files and folders on Course Content/Home Page
 - c. Opening, reading and/or responding to information in the Announcement, Calendar, Mail and My Grades Tab
 - d. Uploading an assignment following directions provided in the Assignment tab
 - e. Complete required Assessments in the Assessment tab
 - f. Provided an original written post and two response posts in the Discussion tab under the correct topic

Graded Activities:

1. Attendance
2. Assessments
 - a. Acknowledgement of Course Policies
 - b. Consent Form
3. Written Assignment uploaded under the proper Assignment
4. Discussion Posts
 - a. Original Posting correctly posted in the correct topic area (Ask the Class) available under the Discussion tab
 - i. For example: Post a question you still have regarding using a tool (e.g., any tab or function such as the calendar, learning modules, etc.) or about any assignment in WebCT.
 - b. Respond to 2 other student posts by choosing the "Reply" feature, in the correct topic area (Ask the Class) available under the Discussion tab
 - i. For example: Respond to at least one other student question. Look for a question posed by a student you know the answer to or part of the answer. If you don't have an answer to a question posed, then add to the question or provide a response relating to the question.