

Discussions

Discussions allows you, your students, and teaching assistants to engage in online discussions. Discussions is divided into different topic areas which allow you to create discussion forums around particular subjects.

Create Topics

1. From the Homepage, click on the **Communication Area** icon.
The Communication Area opens, click on the **Discussion Board** icon. The Discussions screen appears.
2. Under Options, click **Create** topic.
3. In the Topic name text box enter a the name for the new topic.
4. Click **Create**.

Send Messages

1. From the Discussions screen, click the topic to which you want to post a message.
2. Click **Compose message**.
3. In the Subject text box, enter the subject for your message.
4. Compose your message.
5. If you want to attach a file:
* To locate and select the file, next to the Attachment text box, click **Browse**. Your computer's file browser appears. Select the file you want to upload. Click **Open**. The path and file name you selected is displayed in the Attachments text box.
* Click **Attach file**. The file is attached to your message.
6. Click **Post**. The message is sent and a copy is placed in the Outbox folder.

****Important****

If you need assistance with any WebCT tool, you may click on the Help Link, located in the upper right-hand corner. The Help in WebCT is Context Specific.



WebCT Basics

1604 Campus Support Center:

MS 3.02.28
210-458-4057
webct@utsa.edu

SB 4.03.04
210-458-7376
tamara.popescu@utsa.edu

Downtown Campus Support Center:

FS 2.416
210-458-2951
sylvia.vassell@utsa.edu

*We provide personal consultations with instructors.
To request an appointment please call 458-4057.*

Login to WebCT

1. Go to <http://webct.utsa.edu>
2. Use the following to login:
WebCT ID: **UTSARR ID** (the same username you use to log into your computer at work.)
Password: **Banner ID** (@XXXXXXXX where x is the last 8 digits of your Banner ID)
3. Your courses will appear on **My WebCT**.

My WebCT

My WebCT provides you with centralized access to all of your WebCT courses on the servers. My WebCT also contains important announcements from UTSA and Institutional Bookmarks.

Add an Organizer Page

Organizer pages enable you to visually group related course content. For example, the Communication Area in your course, is an organizer page which contains the Mail and Discussion Board tools which are used to communicate with your students.

1. From the *Control Panel*, click **Add Page or Tool**.
2. Under Pages, click **Organizer Page**. The Add screen appears.
3. In the Enter a title for this item text box, enter the title as you want it to appear.
4. Under Decide where to show the link to this item, select Homepage from the dropdown menu.
5. Click Add.

Add Files to the Homepage or Folder

Any file type can be added, including HTML, doc. txt, .jpg, .ppt. Your students may require appropriate software to view the file if it is not in HTML format.

1. From the Control Panel, click **Add Page or Tool**.
2. Under Pages, click **Single Page**. The Add screen appears.
3. In the Enter a title for this item text box, enter the title as you want it to appear.

4. Next to the Page filename text box, click **Browse**. The WebCT Browser appears. Select the file. The Add screen appears, and the filename you selected appears in the Page filename text box.
5. For Open in, select the browser window in which you want the page to display.
6. If you are adding a single page that contains a hyperlink to a web site or another file in your course, and you want to display Close, Back, and Forward navigation buttons at the top of the page, select *Show navigation buttons*. **Note:** Navigation buttons can only be displayed in a New browser window.
7. Under **Decide** where to show the link to this item, select **On an Organizer Page**.
8. From the drop-down list, select an existing organizer page
9. Click **Add**.

Mail

Mail allows you, your students, and teaching assistants to send, receive, reply, and forward mail messages to other in the course.

1. From the Homepage, click on the **Communication Area** Icon. The Communication Area opens, click on the **Mail Icon**. *The Mail screen appears*.
2. Click **Compose message**.
3. Click **Browse**. The Select Recipients screen appears.
4. Select the recipients by clicking on their name. To select multiple recipients, hold down the CTRL key (Windows) or the Apple key (Macintosh) and click each name.
5. Click **Select**. The Compose Mail Message screen appears and the selected recipients appear in the Send to text box.
6. Fill out the *Subject* and *Message text box* fields.
7. To attach a file:
* Next to the Attachment text box, click Browse. Your computer's file browser appears. Select the file you want to upload. Click Open. The path and filename you selected is displayed in the Attachments text box.
* Click **Attach file**.
8. Click **Send**. The message is sent and a copy is placed in the Outbox folder.