



Log In to WebCT

In this section, you will learn two ways to access your virtual classroom. The first guides you through logging in from a course Web site, while the second shows you how to access your **myWebCT**, featuring links to each online course in which you are enrolled.

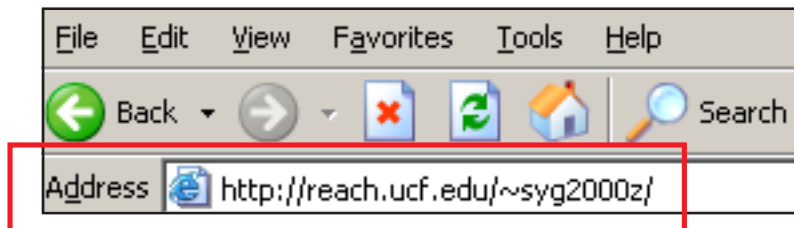
Before logging in, you must know your Network Identification number (NID). This number is made up of the first two letters of your first name and six randomly assigned digits. For instance, if your name is John Knight, your NID may be jo123456. The default password for your NID is the capital letter **P** and your birthday in YYMMDD format. If you were born on August 3, 1982, your password is P820803. *Remember to enter the P as a capital letter or your password will not work.*

Refer to the Polaris log in page at <http://connect.ucf.edu> for further directions on retrieving your NID.

Logging in: Course Web Site

Logging in through your course Web site is helpful when you have a specific need for one particular course. Course Home Page is a public page (available to anyone who has access to the Internet) and frequently includes syllabus and schedule information for your course.

1. Go to your course Web site at: http://reach.ucf.edu/~_____
(Enter your course number/WebCT account provided by your faculty.
For instance: <http://reach.ucf.edu/~enc3250g>.)
 - You will see the Web site to your course.
 - You can navigate this area without logging in, but you cannot participate in any of the course features like chat or assignments.



- In the left frame, select the “Class Login” button



- A login page will open.
- Enter your WebCT ID (NID) and password into the text boxes.
 - The WebCT ID is your Network ID (NID)
 - Password format is Pyymmdd for your date of birth



- Select the “Log in” button.
 - You will see the homepage of the WebCT account for your course.



Select the “Log Out” hyperlink at the top of the page when you are finished to avoid unauthorized access to your course(s).

Logging in: myWebCT

Some online courses do NOT have a course Web site. For these courses, you need to access your course WebCT account via the **myWebCT** login.

myWebCT is a centrally located site where you may view a list of all the courses in which you are registered. **myWebCT** allows you to access all of your courses from one page using your NID and password. Accessing course information through **myWebCT** assists you in keeping track of all new and needed information for each of your WebCT courses.

myWebCT features announcements for each class and links to new discussion messages, mail messages, quizzes, assignments, calendar messages, and grades for all of your courses. It also provides links to university-wide resources, such as the library and campus services.

1. Go to: <http://webct.ucf.edu>
2. Select “Log in to myWebCT” hyperlink.
 - A new window will appear to enter your WebCT ID and Password.
3. Enter your WebCT ID and password into the text boxes.
 - The WebCT ID is your Network ID (NID)
 - Password format is Pyymmdd for your date of birth



The “See courses on this server” hyperlink takes you to a list of course accounts by college.

University of Central Florida

Welcome To
WebCT

WebCT ID: bi943846
Password: *****
Log in
Need help logging in?

Teaching Online
Faculty Support

Learning Online
Student Support

4. Select the “Log in” button.
 - The **myWebCT** page will appear with a personalized welcome.
5. Select the course title hyperlink to enter your course.



Select “Log Out” at the top of the page when you are finished to avoid unauthorized access to your course(s).

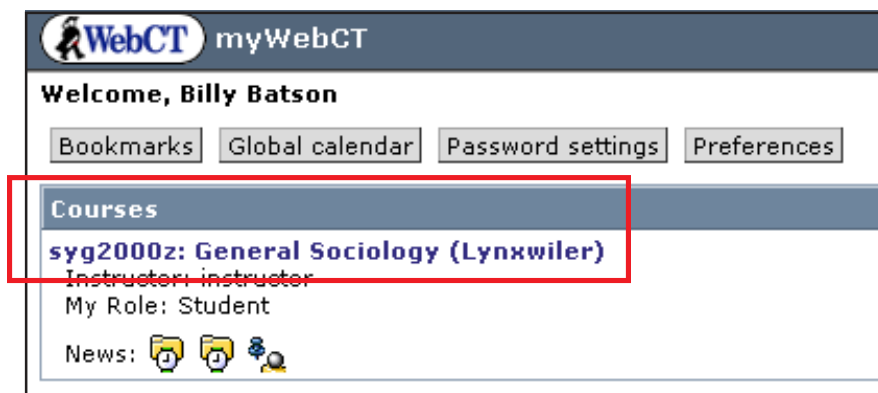
Accessing myWebCT from the Course Pages

You may access **myWebCT** while you are logged into any course. From **myWebCT** you may move to another WebCT account without logging out and back in.

1. Select “**myWebCT**” in the menu bar at the top of the WebCT homepage screen.

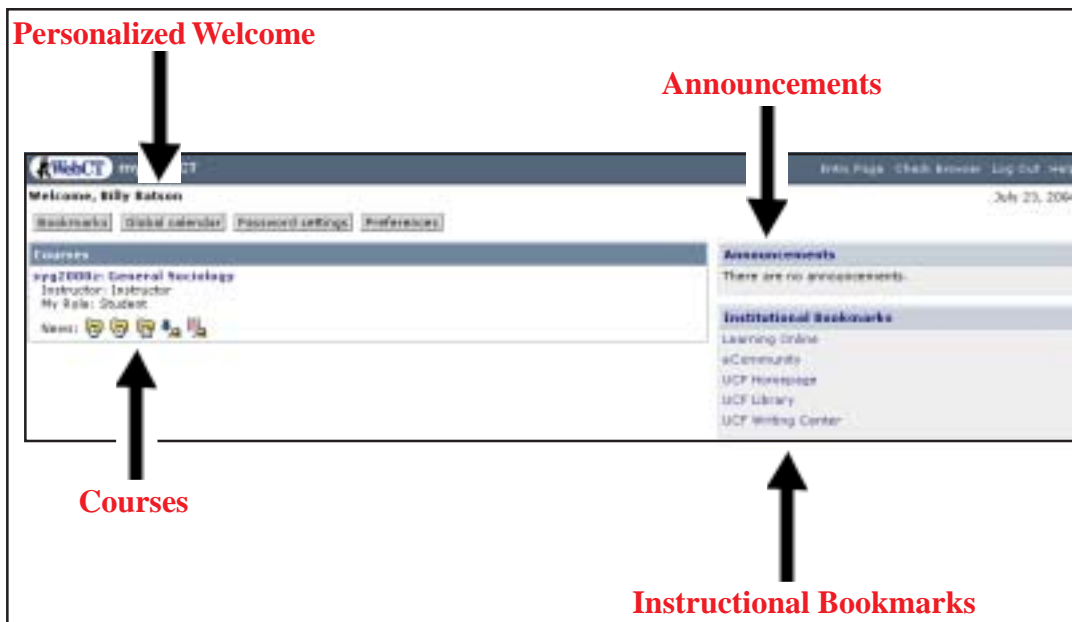


2. Select the linked name of any course to go to the homepage for that course.

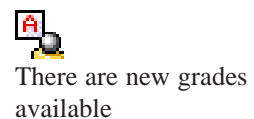
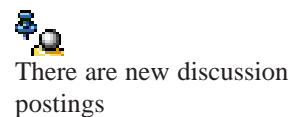
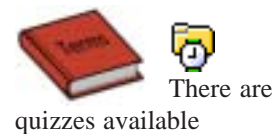
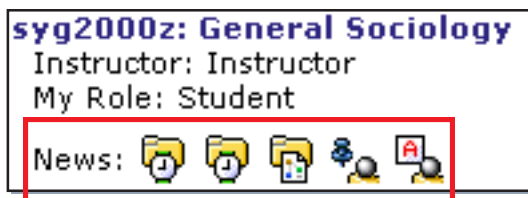


myWebCT

1. Select “myWebCT” in the menu bar at the top of the WebCT homepage screen.
 - The top left of the screen will display a personalized **Welcome** message.
 - The left side of the screen displays all the **Courses** you are currently registered for.
 - The right side of the screen displays **Announcements** and **Institutional Bookmarks**
 - **Institutional Bookmarks** provides links to institutional Web site for online students



- Below the hyperlink for each course you will see “News” and some icons. The icons alert you to new information in your course.



Navigating Your Course WebCT Account

Within your course Web site, there are several ways to navigate through all the features and pages you will use. In many courses, there will be a “Course Menu” navigation bar in the left frame and/or buttons in the center of the homepage. Using either the Course Menu or the buttons in the center of the homepage, you may select any feature and immediately go to that area. Each page also has a menu bar at the top of the page and breadcrumbs.

Menu Bar

The menu bar is located at the top of the screen (unless you are in a pop-up window, in which case you must close the window to see the WebCT menu bar). The menu bar has six hyperlinked items to assist you during your online classroom session.

- Select “myWebCT” to go to the central **myWebCT** site.
- Select “Resume Course” to view the last content page you visited.
- Select “Course Map” to view the layout of the site. The features are listed as hyperlinks.
- Select “Check Browser” to determine which browser your computer is using.
 - This page provides you with a link to tune up your browser and a link back to your course.
- Select “Log Out” to leave your online session.
 - The “Log Out” feature prevents unauthorized access to your courses.
- Select “Help” to access instructions and tips.
 - Help is content sensitive. In other words, the Help page that appears is based on the page from which you accessed help. For example, if you are in Chat and select “Help,” instructions for Chat will open in a new window.



Breadcrumbs

During your online classroom session, use the breadcrumbs to navigate through your course rather than the browser's back and forward arrows. Each page you view in WebCT is listed in a path of pages called the Breadcrumbs. To return to a previous page, select the hyperlink for the page in the Breadcrumbs.

