

My Learning

for Students

<https://mylearning.tstc.edu>

WebCT Vista

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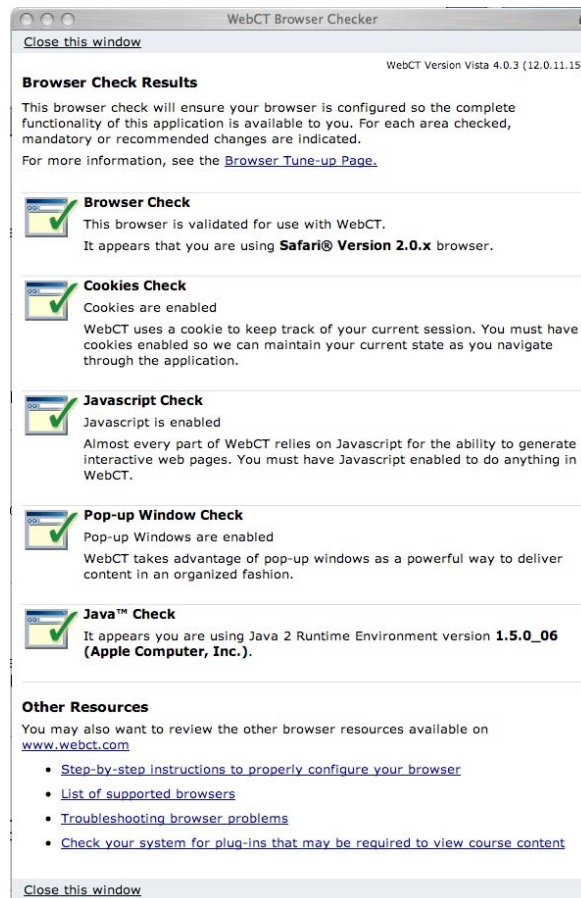
How to Login

Go to Web Services for Students at:

<http://it.harlingen.tstc.edu/students/unpw.aspx>

Browser Check

Now that you log in to mylearning.tstc.edu, verify that your browser is compliant with WebCT requirements for Vista. Click the Check Browser link located on the upper right-hand corner of mylearning.tstc.edu before logging in. This check will also verify that cookies and JavaScript are enabled and that the correct version of Java Virtual Machine has been installed and enabled. If you cannot get to the login page, go to <http://www.webct.com/tuneup/>



MyLearning.tstc.edu

Upon successfully logging into **<https://mylearning.tstc.edu>**, you will be displayed with the My WebCT page. The My WebCT page is a portal for students to access course section. You have access to various features of Vista from the My WebCT page such as the calendar, mail, a to do list and campus announcements. Each of these tools appears as a channel on the My WebCT page. You may customize this page to only display certain channels or to change the look and feel to suit your personal preferences.

You can do the following from the My WebCT page:

- Enter a vista-based course section that you are enrolled in
- Access the Calendar
- Access Mail
- Access Grades
- Accessing Who's Online
- Hide or show channels; change layout and colors
- Log Out

Layout: you can switch items from column 1 to column 3 and vice versa but cannot move items in column 2 to other columns. You can move items up and down.

Color: move the slider to select new colors for the background and the channels (tables).

Channels: Items that are checked will appear in My WebCT.

Select Channels

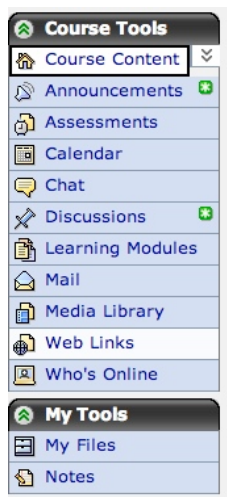
Select the channels you want to display in My WebCT

- Campus Announcements
- My Grades
- Who's Online
- Calendar Day View
- Calendar Week View
- Campus Bookmarks
- Personal Bookmarks
- Course List
- External Courses
- To Do List

Vista Environment

Navigation

- Avoid using the Back button in your browser window while logged into Vista.
- Links – you can click on underlined text and breadcrumbs
- To access an item on the Home Page, click its icon.
- To access course tools, click the tool icon on the Course Toolbar.
- To return to the Home Page, click the **Course Content** icon.



HTML Creator

This is a built-in HTML editor that allows for the creation of HTML without entering HTML tags manually. It is very similar to FrontPage Express, Netscape Composer, and other WYSIWYG web page creation tools; it also allows you to view and edit the raw HTML if you wish.

Learning Modules

A number of course elements (e.g., assessments, assignments, content files, discussions, etc.) are located in Learning Modules. This provides you with a single point of entry for structured groups of related content, activities, and communications. When you first enter a learning module, you will see the first item on the list.

Learning modules are arranged in a table of contents which may or may not be visible on the left, depending on the instructor's preference during course design. The table of contents provides a hierarchical structure composed of hyperlinks of headings and outline numbering to depict the sequence of the course content. Using the hyperlinks within the table of contents, you may progress either sequentially or non-sequentially through the Learning Module.

E-Mail Tool

Mail can be used to exchange messages with other WebCT Vista users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

How to Use E-Mail Tool

Reading Mail

The folder that contains the messages you want to read must be open.

1. From the messages screen, under **Subject**, click the subject line of the message you want to read. The *Message* screen appears.

Tip: To read the next or previous message from the same folder, click **next** or **previous**.

2. If the message has attached files and you want to save them in **File Manager**:

- a. Click **View Attachments**. The *Select Attachments to Save* pop-up window appears.
 - b. Select the folder in which to save the attachment. You can save the file to the *Section Content* folder or any of its subfolders
3. When you are finished reading the message, click **Close**. The messages screen appears.

Replying to Mail

1. From the messages screen, under **Subject**, click the subject heading of the message you want to reply to. The *Message* pop-up window appears.
 2. If you want to change the original subject heading, in the *Subject* text box, edit the subject heading.
 3. In the *Message* text box, type the subject of your message.
 4. If you want to mark your message as high priority, select *High priority*.
 5. If you want to attach files to your message:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
 - c. Next to each file you want to attach, select the check box.
 - d. Click **Add Selected**. The *Create Message* screen appears with the selected files listed under *Add Attachments*.
- Tip:** If you want to remove an attached file, next to the file, click its **Remove Attachment** icon.
6. Click **Send**. The *Messages* screen appears and the message is moved to the *Sent Mail* folder.

Sending Mail

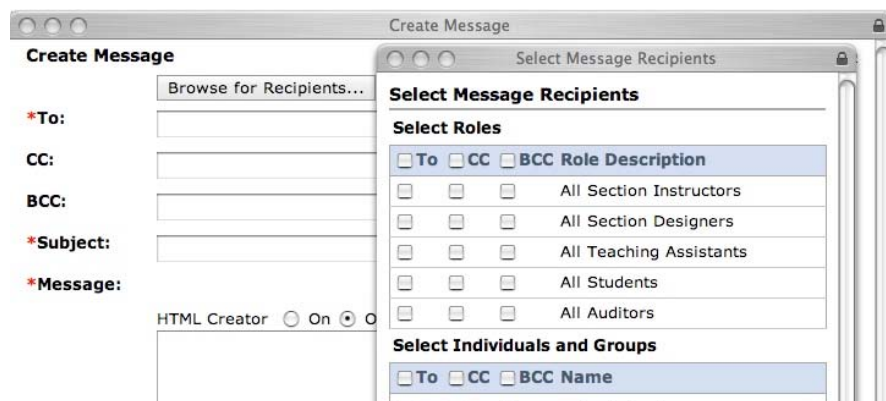
You can send messages to one recipient or multiple recipients.

1. From the messages screen, click **Create Message**. The *Create Message* pop-up window appears.

2. Specify one or more recipients for your message

To browse for recipients:

- Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
- Locate the recipients you want to send the message to and, under o, select the recipients.



- Click **Save**. The *Create Message* pop-up window appears with the selected recipients in the *To* text box.

3. In the *Subject* text box, enter a subject heading for your message.

4. If you want to mark your message as high priority, select *High priority*.

5. If you want to attach files to your message:

- a. Click **Add Attachments**. The *File Browser* pop-up window appears.
- b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
- c. Next to each file you want to attach, select the check box.
- d. Click **Add Selected**. The *Create Message* screen appears with the selected files listed under *Add Attachments*.

6. Click **Send**. The *Messages* screen appears and your message is moved to the *Sent Mail* folder.

Discussion Tool

The **Discussions** tool provides asynchronous communication between Section Instructors, Teaching Assistants, and Students. With the **Discussions** tool, you can post and read messages. Instructors can create topics and can delete messages.

The **Discussions** tool is divided into discussion categories, discussion topics, and discussion messages. Discussion categories can be used to group related discussion topics, but topics can also exist on their own. Topics can be a question or the introduction of a new concept to which you can post messages. By default, discussion messages are presented in threads, which are a series of replies to the same subject, allowing you to follow the discussion.

With the **Discussions** tool, you can:

- Read messages posted by your Section Instructors, Teaching Assistants and other Students.
- Create a printable view of messages that you can print or download.
- Post messages relating to a particular question or idea that can be viewed by the entire class.
- If working collaboratively on a project, discuss ideas with other members in your group.
- Receive feedback on your ideas from other Student discussion participants Section Instructor.
- Receive a grade based on your participation in a discussion topic.

How to Use the Discussion Tool

Reading Messages

1. From the *Discussions* page, click the topic containing the messages you want to read. To view all of the messages posted to *Discussions*, click **All Topics**.
2. In the *Messages* screen, to display any messages that were just sent, click **Unread**.
3. From the *Messages* screen, locate the message you want to read and click its subject. The *Message* pop-up window appears and the message is displayed.
4. If the message includes an attached file that you want to view or download, click its file name. The attached file opens.
5. If you originally posted the message and you now want to edit it, click **Edit Message**. The *Edit Message* pop-up window appears.
6. If you want to read the next message in the thread, click **Next Message**. The next message in the thread is displayed.
7. If you want to read the previous message in the thread, click **Previous Message**. The previous message in the thread is displayed.
8. If you want to read another message in the thread, under *Name*, click the subject of the message you want to read. The selected message is displayed.
9. If you want to display all the messages in the thread, click **Display Complete Thread**. The *Compiled Messages* pop-up window appears.
10. When you have finished reading the message, you can:
 - Close the message. Click **Close this window**. The *Discussion Messages* screen appears.
 - Reply to the message.
 - Forward the message

Creating Messages

You can create messages in plain text or HTML. To create messages in HTML, you can use either the **HTML Creator** or you can hand-code the HTML.

1. From the *Discussions* page, click the topic to which you wish to post a message. The *Discussion Messages* screen appears.
2. Click **Create Message**. The *Create Message* pop-up window appears.

3. In the *Subject* text box, enter the subject for your message.
4. In the Message text box, enter your message.
5. If you want, insert an equation into your message.
6. If you want to attach files to your message:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
 - c. Select each file and click **Add Selected**. The *Create Message* pop-up window appears with the selected files listed under *Add Attachments*.
7. Click **Post**. Your message is posted to the discussion topic.

Replying to Messages

1. To open a message to which you want to reply, from the *Messages* screen, under **Subject**, click the message subject. The *Message* pop-up window appears and the message is displayed.
2. Click **Reply**. The *Reply* pop-up window appears. The *Subject* text box of the message is already complete.
3. In the Message text box, enter your message.
4. If you want, insert an equation.
5. If you want to attach files to the message:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
 - c. Select each file and click **Add Selected**. The *Reply* pop-up window appears with the selected files listed under *Add Attachments*.
6. Click **Post**. Your message is posted to the discussion topic.

Assessment Tool

The **Assessments** tool is used to deliver online tests on course content. There are three types of assessments in WebCT:

- Quizzes: online tests for which grades are assigned.
- Surveys: anonymous online tests for which no grades are assigned.
- Self tests: assessments for which you receive a grade but the grade is not recorded or counted towards your final grade in the course. Self tests are merely to give you the chance to test your knowledge and understanding of course content.

With the **Assessments** tool, you can:

- View assessment introductions.
- View assessment instructions.
- Begin assessments.

How to Use Assessment Tool

Beginning Assessments

1. From the *Assessments* screen, locate the assessment you want to begin and click its title. The *Introduction* screen appears.
2. Read the instructions and click **Begin Assessment**.
3. The *Assessment* pop-up window appears with the assessment displayed.

Answering Questions

1. From the *Assessment* pop-up window, locate the questions you want to answer, and complete answering them appropriately.
2. Click **Save Answer** to save your answer. To save all your answers at once, click **Save All**.

3. The answers are saved and, under *Question Status*, the saved questions appear as **Answered**.
4. If available to you, if you want to revisit a question after you have saved it, under *Question Status*, locate the question and click its number. The selected question appears. Repeat steps 1 to 2.

Continuing Assessments

If you exited an assessment before submitting it, as long as the allotted time for the assessment has not expired, you can continue the assessment.

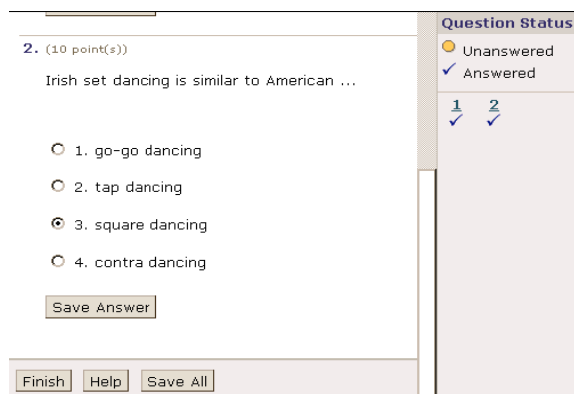
1. From the *Assessments* screen, locate the assessment you want to continue and click its title. The *Introduction* screen appears.
2. Click **Continue Assessment**. The *Assessment* pop-up window appears and the assessment is displayed as you last left it.
3. Continue answering the assessment questions as desired.

Submitting Assessments

Once you have completed all the questions and saved all your answers, you can submit your assessment.

1. From the *Assessment* pop-up window, click **Finish**. A confirmation message appears.

Note: If you have left any questions unanswered, the unanswered questions are listed in the confirmation message.



The screenshot displays a question interface. On the left, a question titled "2. (10 point(s))" asks "Irish set dancing is similar to American ...". It provides four radio button options: "1. go-go dancing", "2. tap dancing", "3. square dancing" (which is selected), and "4. contra dancing". Below the options is a "Save Answer" button. At the bottom of the question area are "Finish", "Help", and "Save All" buttons. On the right, a "Question Status" sidebar shows a legend with a yellow circle for "Unanswered" and a blue checkmark for "Answered". Below the legend, two question numbers are listed: "1" with a blue checkmark and "2" with a blue checkmark.

2. Click **OK**. The *Submitted* screen appears and a second confirmation message is displayed.
3. If you want to view your results for the assessment, click **View Results**.



Note: The **View Results** button is only available if your Section Instructor has allowed the release of scores.

4. The *View Attempt* screen appears and the graded or partially graded assessment is displayed.
5. If you want to return to the assessment listing, click **OK**. The *Assessments* screen appears.

Assignment Tool

The **Assignments** tool allows you to create, manage, and publish assignment submissions. The **Assignments** tool is divided into the following tabs:

- *Inbox*
- *Submitted*
- *Graded*
- *Published*

With the **Assignments** tool, you can:

- Create and edit submissions.
- View submissions.
- Take back submissions.

How to Use the Assignment Tool

Creating and Editing Submissions

1. From the *Inbox* tab of the *Assignment* page, locate the assignment for which you want to create or edit a submission and click its title. The *Edit Submission* screen appears.
2. In the *Submissions* text box, enter the subject for your submission.
3. If you want to attach a file or files containing your submission:
 - a. Click **Add Attachments**. The *File Browser* pop-up window appears.
 - b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
 - c. Click **Add Selected**. The *Edit Submission* screen appears with the selected files listed above *Add Attachments*.
4. If you want to add a comment for the grader, enter one in the *Add Comment* text box.
5. If you want to save the submission and submit it at a later date, click **Save as Draft**. The *Inbox* tab appears and the submission is listed as *In Progress*.
6. If you want to submit the assignment, click **Submit**. The *Inbox* tab appears and the submission is no longer listed; it has been moved to the *Submitted* tab.

Viewing Submissions

After you have submitted an assignment, you can view a read-only version of the submission.

1. From the *Submitted* or **Graded** tab, locate the submission you want to view and click its title. The **Assignment Submission** screen appears and with your read-only submission is displayed.
2. Do one of the following:
 - To view written submission, under **Submission**, read the text.

- To view an attachment, under **Student Attachments**, click the file name. The attached file appears in a new browser window.
3. When you are finished viewing the submission, click **OK**. The **Submitted** or **Graded** tab appears.

Taking Back Submissions

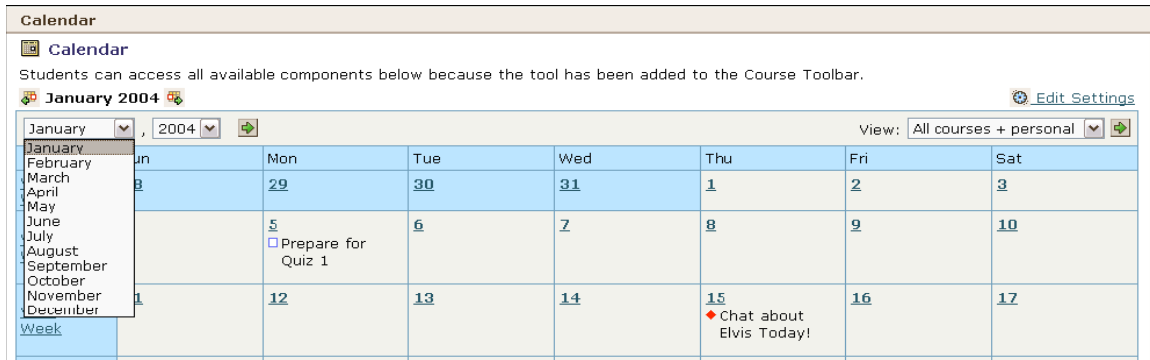
As long as the due date has not passed, some assignments allow you to take back a submission, revise it, and resubmit it.

From the **Submitted** tab, locate the submission you want to take back and, under *Actions*, click its *Take Submission Back to Inbox* icon. The submission is moved to your the *Inbox* tab.

Calendar Tool

Calendar allows you to view and create entries for campus or personal events. Entries can be viewed for a day, a week, or a month. You can access **Calendar**, either from **My WebCT**, or from the course toolbar within any of courses. Your calendar can display three types of entries:

- *Course-related*: for each of your courses, you can create entries that are public (viewable by all course members) or private (viewable only in your calendar).
- *Personal*: you can create entries that are not related to any course but are for personal reminders. These are private.
- *Institution*: Your Institution Administrator can create entries to communicate campus events that are viewable by all institution members.



How to Use Calendar Tool

Adding Calendar Entries

This option allows you to add individual public or private calendar entries, depending on the access level your instructor has set.

1. From the *Month*, **Week**, or **Day** screen, click **Add Entry**
2. Complete the selection drop-boxes and text fields for your calendar entry:
 - *Date*: From the drop-down lists, select a start time and an end time. Select the *This is an all-day event* check box to make the entry an all-day event.
 - *Summary*: Enter a brief summary of your entry. To ensure the summary displays properly, we recommend you use 20 characters or less.
 - *Access Level*: Next to *Course*, from the drop-down list, select the type of entry:

To make this an entry that is not associated with any of your courses, select *Personal*.

To make this an entry that is associated with one of your courses, select the section. This allows you to filter calendar entries by section

- *Detail*: To include more information about the entry, enter text in the *Detail* text box.
- If you want to add links to your entry or repeat the entry on specified days, next to **More Options**, click the Expand icon. The *More Options* section expands.

3. Click **Save**. The entry is added to the calendar.

Editing Calendar Entries

This option allows you to edit entries that **you** have posted.

1. From the *Week* or *Day* screen, locate the entry you want to edit and, at the bottom of the entry, click **Edit**. The *Edit Entry* appears.
2. Revise your entry.
3. Click **Save**. The entry is updated.

Deleting Calendar Entries

This option allows you to delete individual calendar entries that **you** have posted. From the *Week* or *Day* screen, locate the entry and click its *Delete* link. A confirmation message appears:

- If the entry is not recurring, click **OK**.
- If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
- If the entry is recurring and you want to delete all occurrences, click **Delete All**.

The entry is deleted.

Chat Tool

The *Chat and Whiteboard* tool allows you to communicate in real-time with other users in the course. You can use *Chat* to engage in real-time conversations with all users or selected users.

How to Use Chat Tool

Entering a Chat Room

If available, you can enter one or more rooms.

1. From the *Chat and Whiteboard* screen, click the icon for each room you want to enter. Each room appears.
2. To enter a different room, click the appropriate tab.

Sending a Message to Everyone in the Room

1. From the *Chat* room, in the text box at the bottom of the screen, type your message.

Important: Pressing the **Enter** key on your keyboard sends the message.

2. Click **Send**. Your message appears in the *Chat* window where all users in the room can see it.

Sending a Private Message to Someone in the Room

You can send a private message to a specific user instead of sending a message to all users in the **Chat** room. If room logging is turned on, your private message will be recorded in the log.

1. From the **Chat** room, in the *Active* participant list, double-click the name of the user that you want to send a private message to. The *Private Chat* pop-up window appears.
2. In the text box at the bottom of the window, type your message.

3. Click **Send**. Your private message is sent to the specific user.

Activating the Entry Chime

If you want to be notified when a user enters a *Chat* room, you can set an entry chime.

1. From the **Chat** room, click the *Chimes* icon. The *Chime Preferences* pop-up window appears.
2. Select your chime option.
3. Click **Save**. Your chime option is set.