



A platform for **e-Learning**

WebCT

Student's Handbook

Prepared by the Centre for Learning and Teaching

If you have any comments, please feel free to contact us at webct@vtc.edu.hk or send the comments to Room 1206, 12/F., VTC Tower, 27 Wood Road, Wanchai, Hong Kong

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Written by Rosa LAI and Wing LAU
Translated by Cecilia Leung
Graphic Design by Corina CHAN

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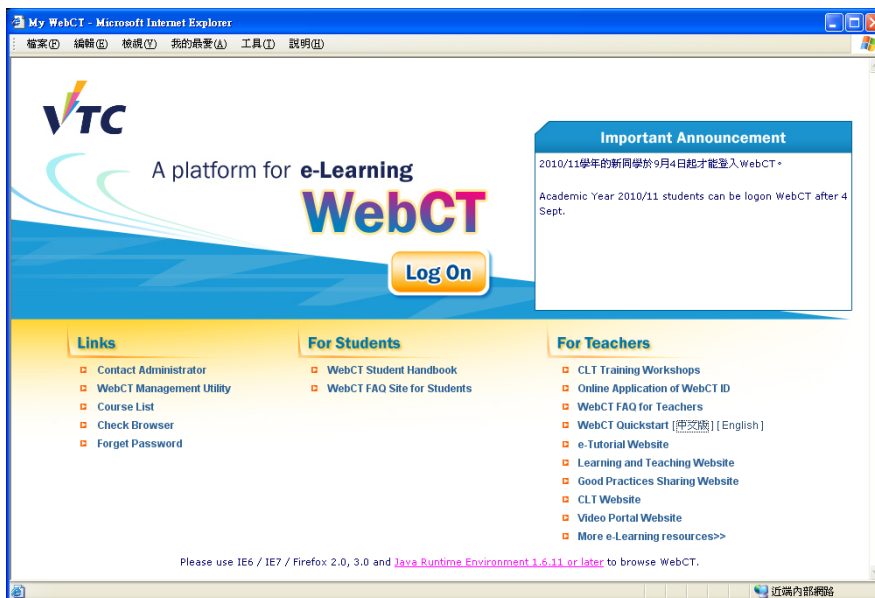
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– Activate your Computing and Network Account (CNA) and reset your password

1 Introduction to WebCT

In 1999, the Vocational Training Centre (VTC) established an online learning platform as to achieve the goals of using information technology to supplement classroom teaching. WebCT was adopted and has been used since 1999/2000 academic year.

The Information Technology Services Division (ITSD) provides technical supports to the platform, related hardware and network, while the Centre for Learning and Teaching (CLT) provides advice on instructional design and training in the use of the platform. If you encounter any problems in using WebCT, please email us at webct@vtc.edu.hk.



<< URL: <http://webct.vtc.edu.hk> >>

This enormous learning platform comprises all Course Modules of different campuses and Individual Modules of your teachers. As a student, you can retrieve learning contents and materials for revision. You can also participate in interactive activities via the platform with teachers. These enhance extended learning and reinforce the understanding of learning contents.

Except short-course students, all students are assigned the access right of the WebCT platform. The URL for WebCT platform is <http://webct.vtc.edu.hk/>.

You can also get some useful information from the Frequently Asked Questions (FAQ) Website at http://www.vtc.edu.hk/webct6/faq/index_student.htm.

2 Requirements of hardware and software

2.1 Basic requirements of hardware

For the best viewing effect, ensure your computer equipped with the following basic requirements for hardware:

- (i) Personal computer with Pentium III or higher processor
- (ii) 256MB RAM or above
- (iii) Sufficient amount of hard drive space
- (iv) 1024 x 768 resolution or above

If you would like to access WebCT platform at home, you should arrange Internet access through an Internet service provider (ISP) as to connect to the platform server.

2.2 Basic requirements of software

Suggested software:

- (i) Microsoft Internet Explorer 6 SP2 or 7, or Firefox 2.0, 3.0 for Windows
- (ii) Java Runtime Environment (JRE v1.6.11 or later)
- (iii) Adobe Acrobat Reader
- (iv) Microsoft Windows Media Player

You could download the above software from the following websites:

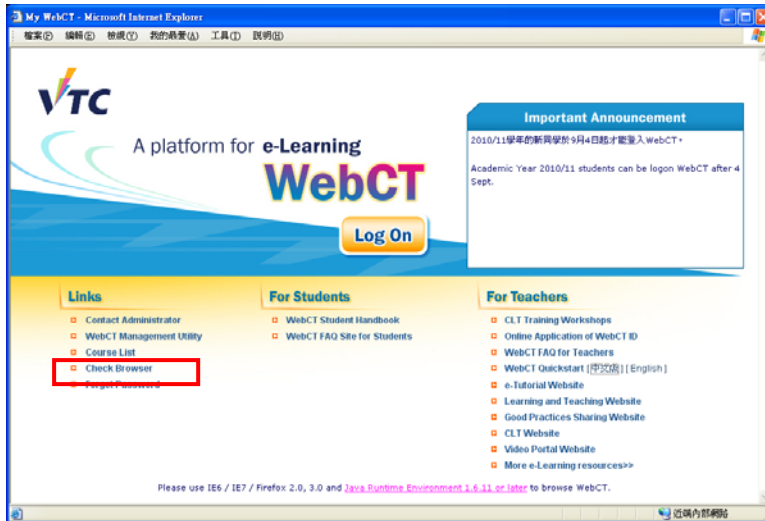
- (i) Java Runtime Environment
<http://java.com>
- (ii) Adobe Acrobat Reader
<http://www.adobe.com>
- (iii) Windows Media Player
<http://www.microsoft.com/windows/windowsmedia/default.aspx>

You may need to install other software for particular pages, e.g. Adobe Flash Player. Please download it via <http://www.adobe.com>.

3 Logging on and out the WebCT platform

3.1 Before logging on: Check Browser

The WebCT portal provides a “Check Browser” service. This ensures your browser is configured so that the complete functionality of WebCT is available to you.



Click the hyperlink, “Check Browser” on the left hand side of the page. Results will be displayed at once.

For each area checked, mandatory or recommended changes are indicated:

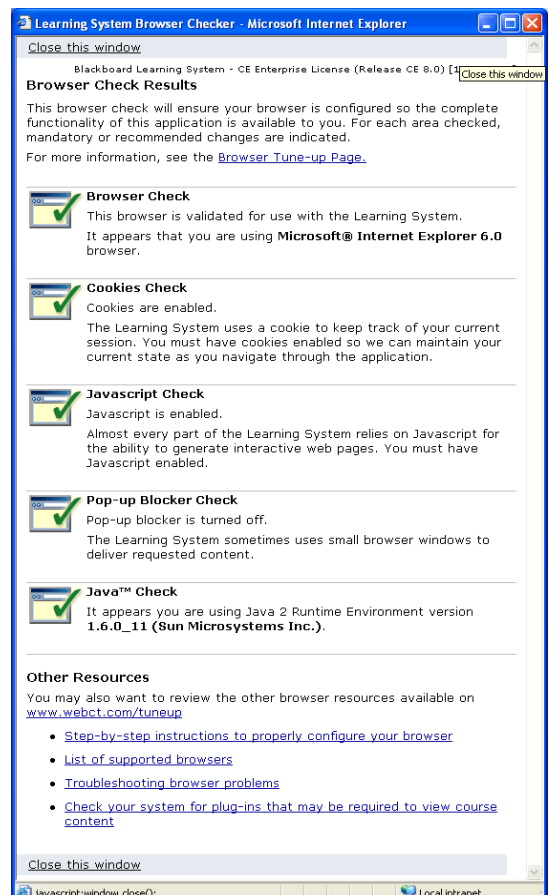
- Browser check
- Cookies check
- Javascript check
- Pop-up Blocker check
- Java check

You may get more information via the following website:

<http://www.webct.com/tuneup>

Remarks:

- (1) All browsers should pass the Browser Check before you browse the module contents.
- (2) Java Runtime Environment 1.6.11 or later version is recommended.



3.2 Logging on WebCT platform

Starting from 2001, users could log on the WebCT platform and check VTC emails via the same logon system. You are required to logon with the WebCT ID and password of your Computing and Network Account (CNA). (Note 1)

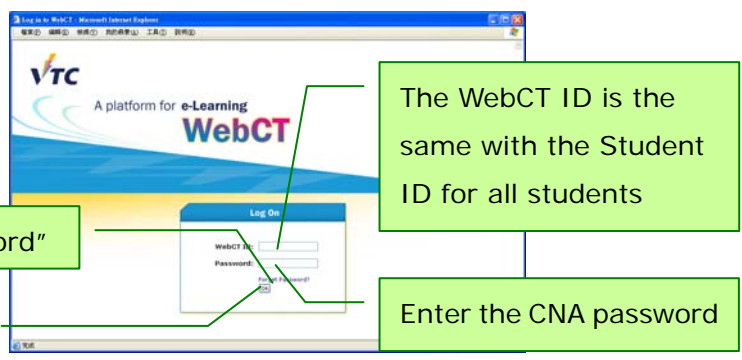
Open the Internet Browser. Key in the URL: <http://webct.vtc.edu.hk/>. The first page of VTC WebCT will be shown.

Logging on by the following procedures:


(1) Click the  button.



(2) Enter your WebCT ID. The WebCT ID is the same with the Student ID for all students, i.e. the same with the CNA logon ID.



(3) Enter your password.

(4) Click the  button after entering the WebCT ID and Password. You can log on the platform, and enter the page "My WebCT"

If you forget the password, click the link "Forget Password?" to reset your password hints.

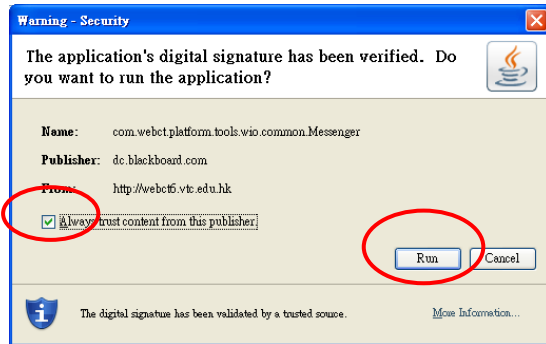
Note 1:

For new students of 2010/2011 academic year:

- If you have completed the self registration process through "New Student Registration System, you do not need to activate your CNA and you can log on the WebCT platform.
- If you cannot log on, reset your account via the following website. <https://cnatools.vtc.edu.hk>

3.3 Java Security Certificate

After you successfully log on, a “Warning – Security” window will pop up. You must accept “Java Security Certificate” so that all Java-enabled functions can work properly. Different interfaces may pop up depending on the version of Java Runtime Environment installed in your computer.



Remarks:

In case you have clicked “Cancel”, you can close all browser windows and open the browser again. You should click “Always trust content from the publisher” and click “Run”.

3.4 Logging out WebCT platform

After you logon, the WebCT platform will record your identity. You should click “Log out” on the top right-hand corner or close all the browser windows if you have finished browsing. The platform will automatically log you out if it is left idle for 30 minutes.



* * * * *

My WebCT

You can get the following useful information from MyWebCT:

- Important Announcement:
These are important announcements from the WebCT administrators.
- Contact Administrator:
Users could contact the administrator via the email provided.
- FAQ Website for Students:
Some answers to the questions most frequently asked are listed.
- Student Handbook:
This is a hyperlink to download this handbook.

Technical Support

Try the following steps when you encounter problems in logging on the WebCT platform:

- ❑ Successfully logging on but failing to enter a particular course:
You should contact your teacher directly.

- ❑ Forget the password:
Click the hyperlink "Forget Password?" via this URL:
<https://cnatools.vtc.edu.hk>
(Detail guidelines can be found on page 24)

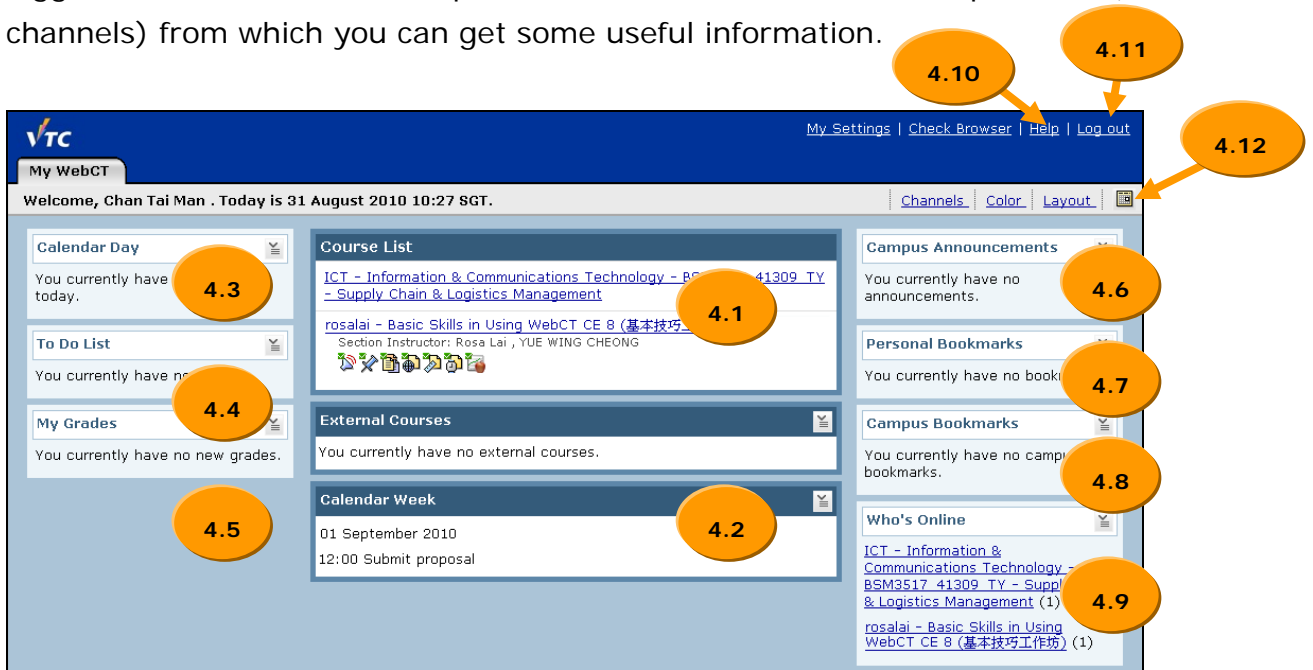
- ❑ If you fail to log on using your original WebCT ID (i.e. your student ID) and password of your Computing and Network Account (CNA), please contact the technical support officers on campuses:

IVE(CW)	cwitadm@vtc.edu.hk
IVE(HW)	hwitadm@vtc.edu.hk
IVE(LWL)	lwlitadm@vtc.edu.hk
IVE(TY)	tyitadm@vtc.edu.hk
IVE(MH)	mhitadm@vtc.edu.hk
IVE(TM)	tmitadm@vtc.edu.hk
IVE(ST)	stitadm@vtc.edu.hk
IVE(KC)	kcitadm@vtc.edu.hk
IVE(KT)	kitadm@vtc.edu.hk
HKDI	diitadm@vtc.edu.hk
SBI	sbiitadm@vtc.edu.hk
YCM SSS	sssitadm@vtc.edu.hk
YC(KC)	yckcitadm@vtc.edu.hk
YC(KB)	yckbitadm@vtc.edu.hk
YC(PF)	ycpfityadm@vtc.edu.hk
YC(KF)	ycitadm@vtc.edu.hk
YC(TM)	tmitadm@vtc.edu.hk
YC(TKO)	ycto-cssu@vtc.edu.hk
YC(TSW)	tmitadm@vtc.edu.hk
HQ or others	webct@vtc.edu.hk

- ❑ For other enquiries about WebCT, please contact us at webct@vtc.edu.hk .

4 My WebCT: your personal page

You can navigate your personal page, "My WebCT", after you have successfully logged on the VTC WebCT platform. There are several components (called channels) from which you can get some useful information.



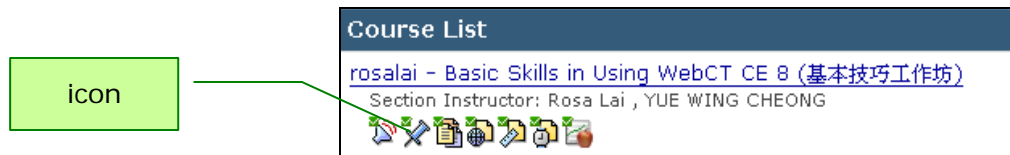
4.1 Course List

You can find a **Course List** channel in the middle of the page. It contains links to all the modules available to you. They are either Course Modules authorized by the Programme Board or Individual Modules prepared by your teacher(s).

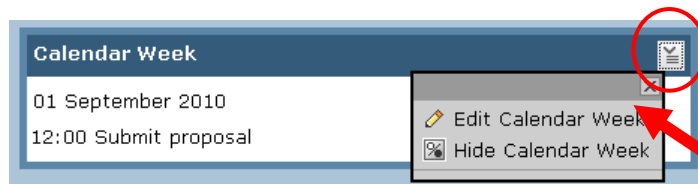
Course	Reasons for setting up the course and its objectives	Contact person	User's rights
Course Module	<ul style="list-style-type: none"> Set up for each Teaching Module Each Teaching Module is corresponding to a Course Module For online learning and teaching in general 	Teacher(s) assigned by the Programme Board	The access right of students has already been assigned. No special arrangement is required.
Individual Module	<ul style="list-style-type: none"> Set up for individual teachers with customized content Teacher(s) mainly use(s) it to supplement classroom teaching For specific online learning and teaching purpose 	Teacher of Individual Module	The access right of students is assigned by teacher(s).

On the Course List, each module includes its corresponding instructor (teacher) names and some related icons. You can

- ◆ click the module title to enter the first page of a module directly; or
- ◆ click the icons to browse through the most updated information (e.g. discussion postings, assessment, assignment, web links, etc).

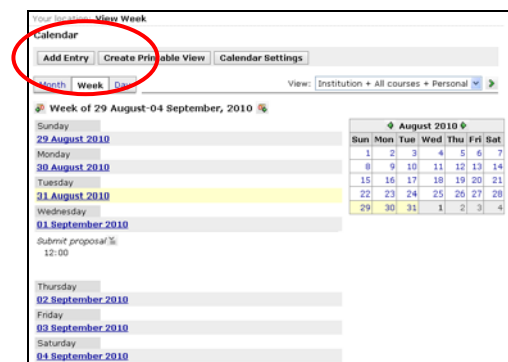


4.2 Calendar Week

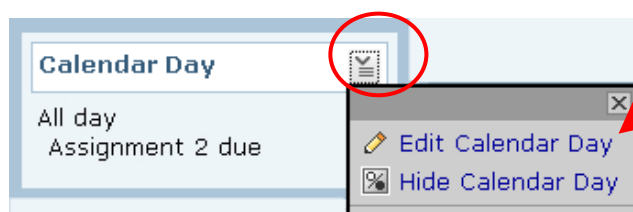


The Calendar Week channel contains all the calendar items of the modules in a week. Click the top right-hand corner button and choose “Edit Calendar Week” for further details. The related contents will be compiled and displayed shown after compiling.

Click “Add Entry” and follow the instructions to add individual calendar items.

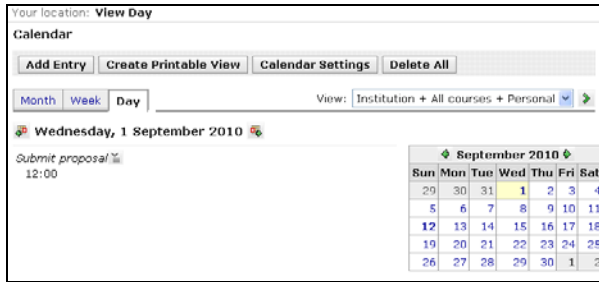


4.3 Calendar Day



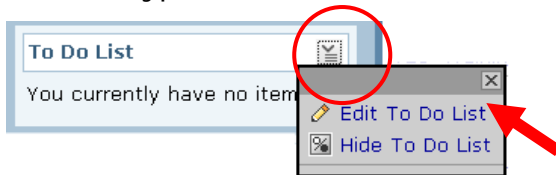
Calendar Day lists all the calendar items on a day. Click the button on the top right-hand corner and select “Edit Calendar Day” to view the details.

Calendar Day lists the calendar items and contents for all WebCT modules on a day (e.g. September 1).

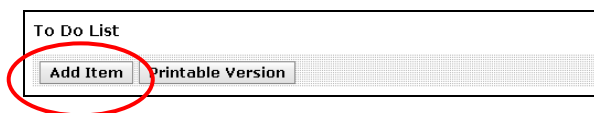


4.4 To Do List

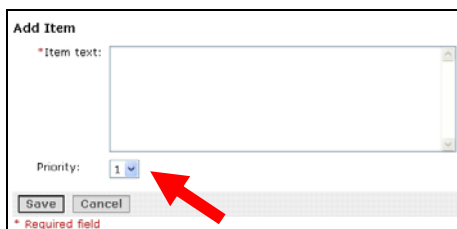
You can type the contents in the "To Do List" as a reminder.



Click the button on the top right-hand corner and select "Edit to Do List". Click "Add Item".



Input the contents and indicate the priority. Click "Save".

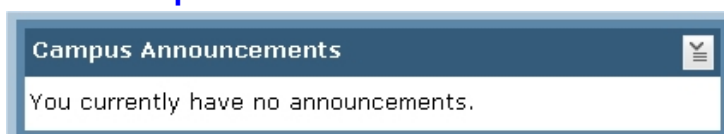


4.5 My Grades



Click the hyperlink to browse the most updated learning record. You can find your new grades of assessments, assignments and discussion postings in the module.

4.6 Campus Announcements



Administrators of campuses or the learning platform will make announcements here if necessary. Click the headings, if any, to view the details.

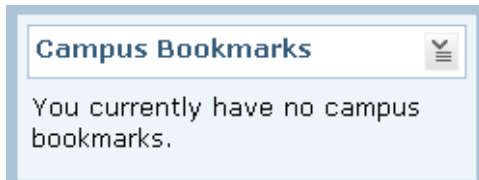
4.7 Personal Bookmarks



Bookmarks provide web links for reference.

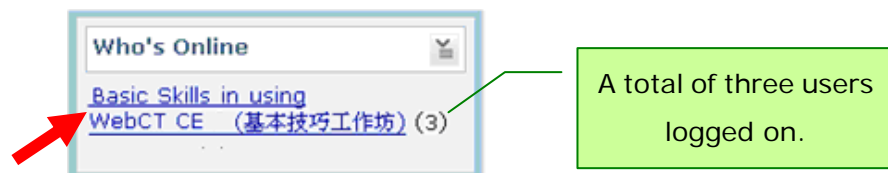
You can set your own Personal Bookmarks. Click the button on the top right-hand corner and follow the instructions to edit your personal bookmarks. You can also hide the bookmarks.

4.8 Campus Bookmarks



As the campus bookmarks are set by WebCT Administrator, you can click the links provided but cannot edit the links.

4.9 Who's Online

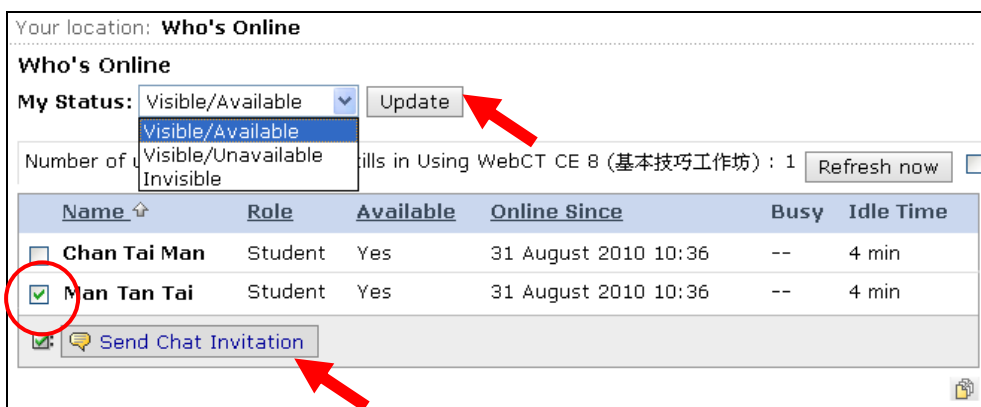


"Who's Online" lists the total number of users logged on the same module. Click the link to view the name list of users who have logged on.

Click and select your choice for "My Status":

- Visible/Available
- Visible/Unavailable
- Invisible

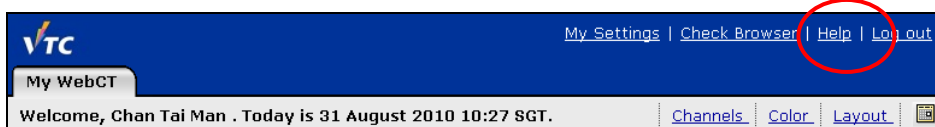
Click "Update".



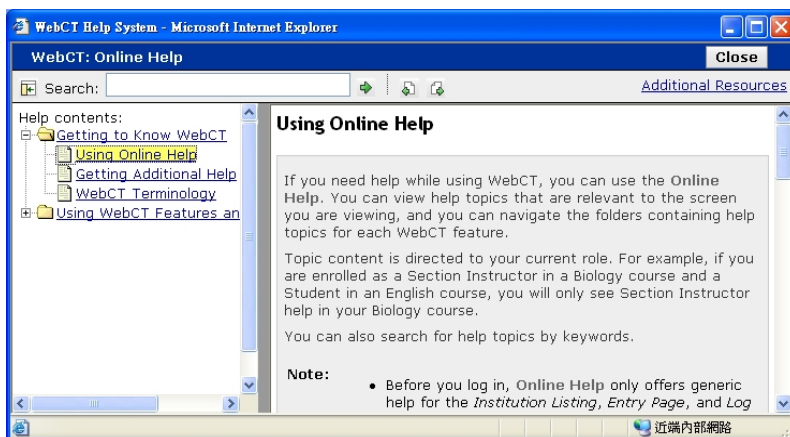
You can select the users who have logged on. Click "Send Chat Invitation" to invite them for an online chat.

4.10 Help

If you encounter any problems in using WebCT, click the hyperlink “Help” on the top right-hand corner.



You can view the procedures of operating WebCT tools here.



4.11 Log out



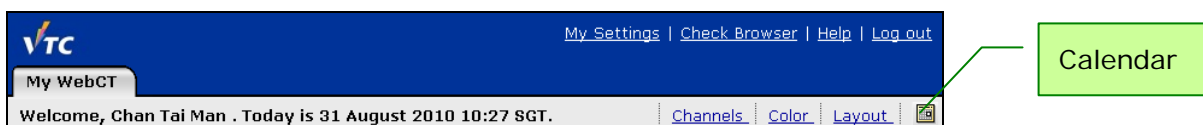
Click “Log out” on the top right-hand corner. You can log out from the platform and go back to the WebCT portal. You can also close all the browser windows to log out.

Remarks:

1. The WebCT platform will automatically log you out if it is left idle for 30 minutes.
2. As you may not be able to log out the platform by clicking “Log out” in some occasions, it is recommended to log out the platform by closing all the browser windows.
3. If you use Netscape as the browser, you must close the “Composer” and “Messenger” as to prevent identity theft.

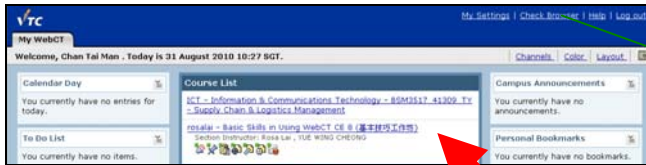
4.12 Tool bar

You can change your settings on “My WebCT” page, e.g. channels, color and layout. Besides, you can view your Calendar in real time.



5 WebCT Module

On "My WebCT" page, click the module title and enter the homepage of that module. You can start learning from this page.



Click "Check Browser" to ensure your PC system and web browser are compatible with the WebCT platform.



You can see a series of icons on "My WebCT" page. Each icon represents a WebCT tool or activity.

For related instructions and tips of WebCT Tools, you can view "Help" or browse the WeCT FAQ Website for Students at

[Please note that the webpage design may vary among different modules.]

http://www.vtc.edu.hk/webct6/faq/index_student.htm

5.1 Course Tools List

Course Tools List is put on the top left-hand side for users to access the module contents easily. Some learning contents may be hidden due to the individual module design.



The Course Tools list comprises two parts:

(1) Course Tools:

- (i) Announcements
- (ii) Assessments
- (iii) Assignments
- (iv) Calendar
- (v) Chat
- (vi) Discussions
- (vii) Learning Modules
- (viii) Media Library
- (ix) Search
- (x) Syllabus
- (xi) Web Links
- (xii) Who's Online

(2) My Tools:

- (i) My Grades
- (ii) My Progress
- (iii) Notes

Click here to expand or collapse the course items.

5.2 Menu

You can find a menu including “My WebCT”, “Help” and “Log out”, etc. on the top of the page.

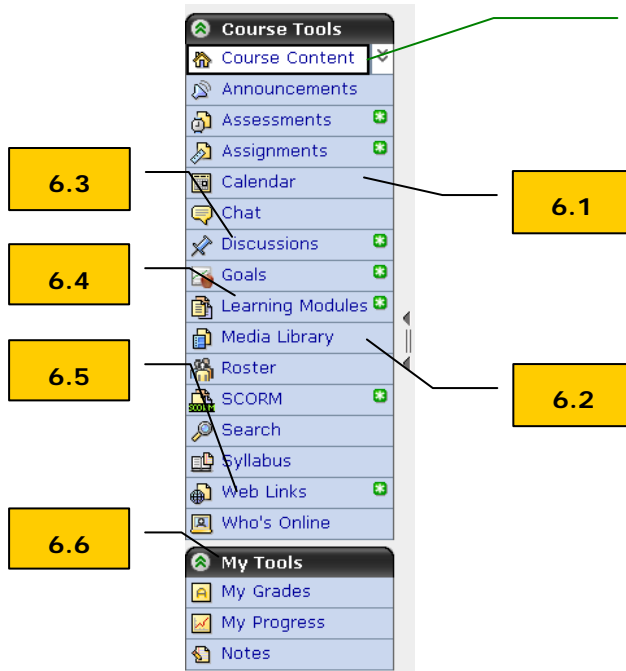


The functions of each link are listed as below:

- ❑ “My WebCT”:
It links to “My WebCT” page.
- ❑ “Help”:
It links to the WebCT Help manual. Click “Help” to view related instructions and tips when you encounter any difficulties in using the WebCT tools.
- ❑ “Log out”:
Click “Log out” to log out the platform and return to “My WebCT” page. It is recommended to log out the platform by closing all the browser windows as suggested in Chapter 4.11.

6 WebCT Tools

You can select WebCT tools of the list on the left-hand side of the page. Click the relevant links to start online learning.



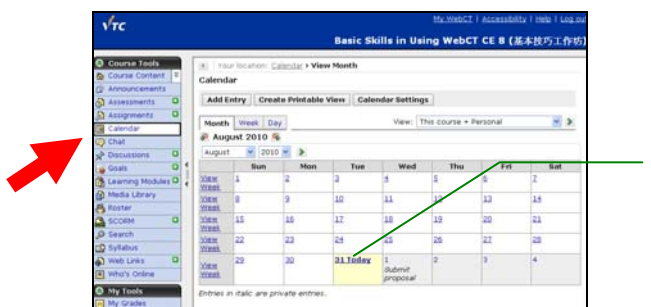
Click "Course Content" to return to the first page (homepage) of the module.

The course content will vary among teachers' design. If you encounter problems while browsing, please directly contact your teacher(s).

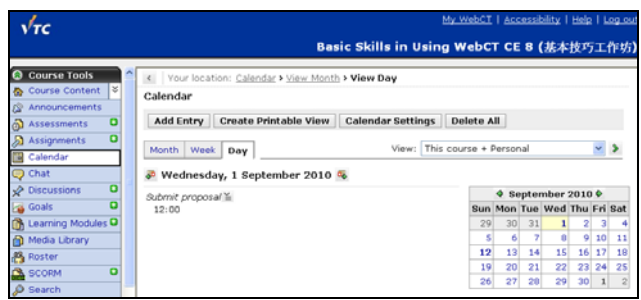
6.1 Calendar

You can view the arrangement of important events in the Calendar. Teachers will post the items with details here. Students can also use this tool for personal items.

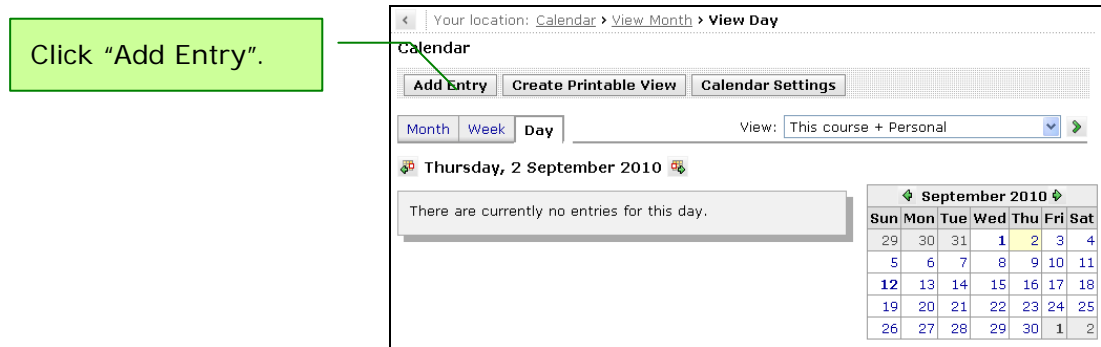
Click "Calendar" to view the dates for all important events. Click the date of an item to view the details.



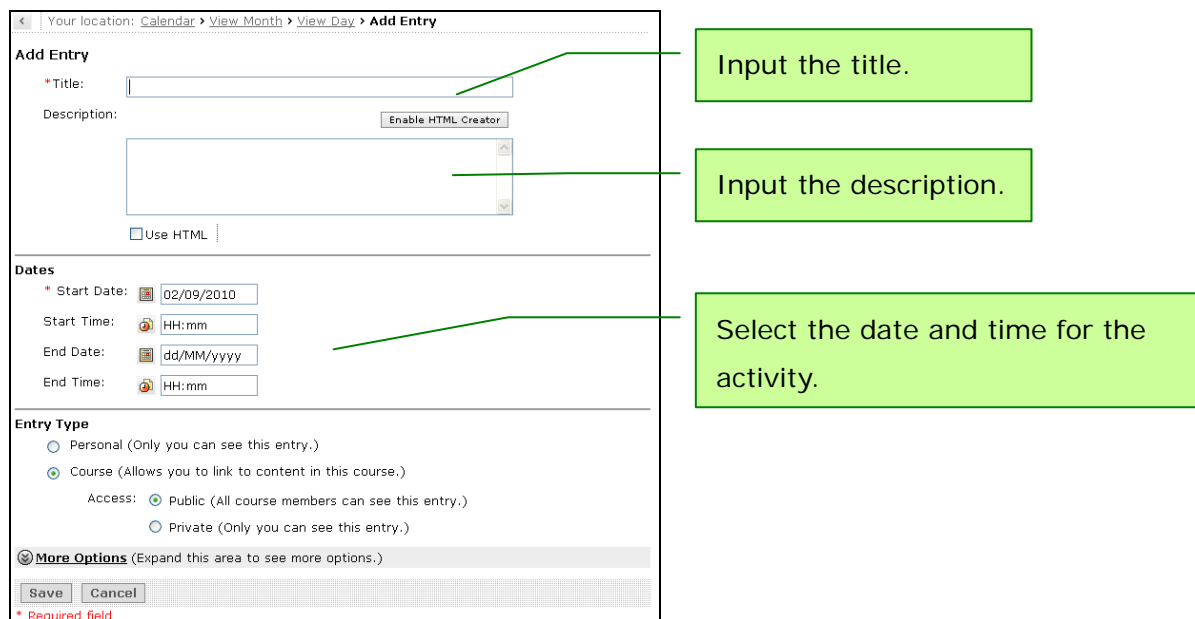
Click the date of an item to view the details.



To add new personal items, select the month and click the date (e.g. 2 September 2010) to enter the interface of "View Day". Click "Add Entry".

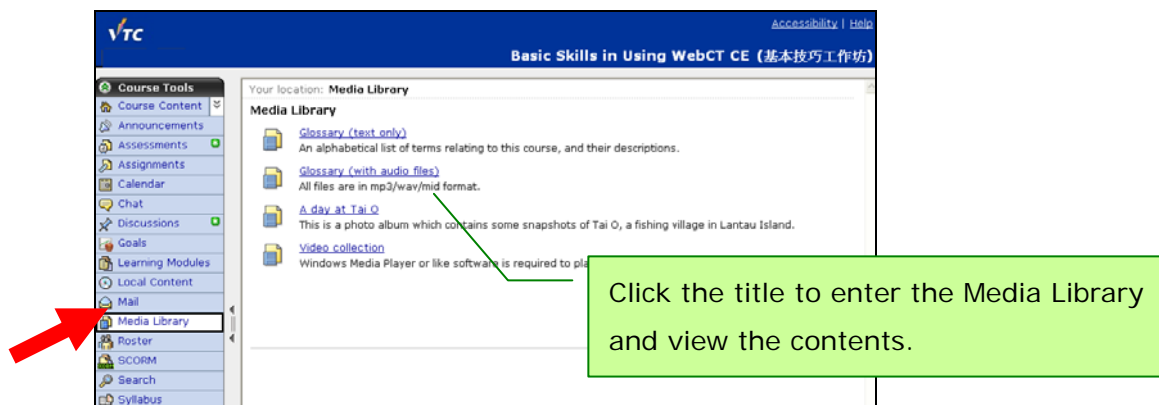


Fill in the required details on the list. Click "Save".



6.2 Media Library

Teachers can create a Media Library to build a database of text, images, video clips and audio files for students' viewing.

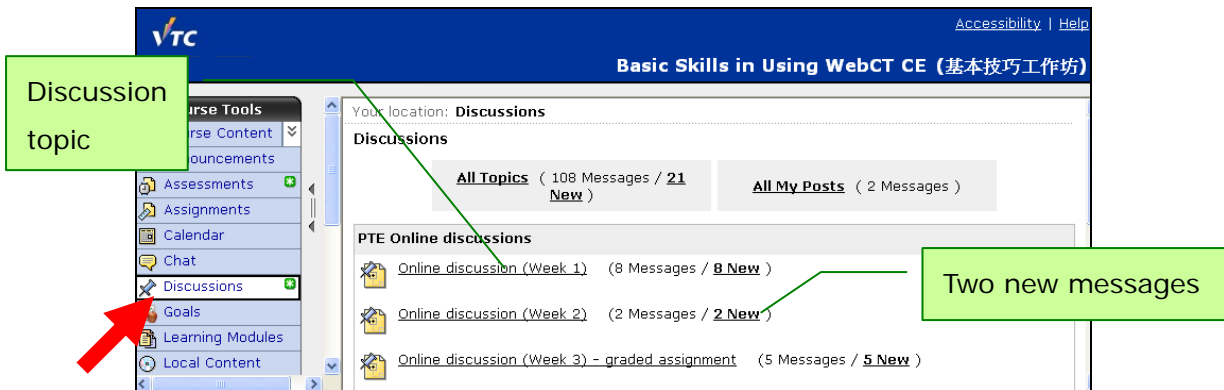


Interface of Media Library

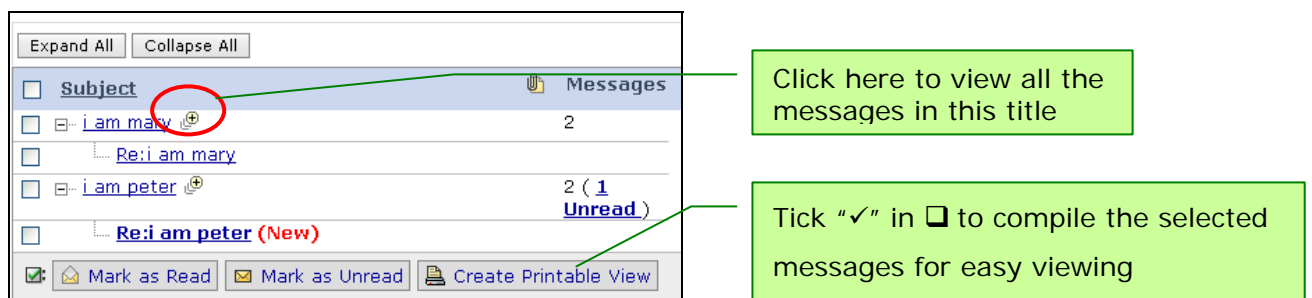
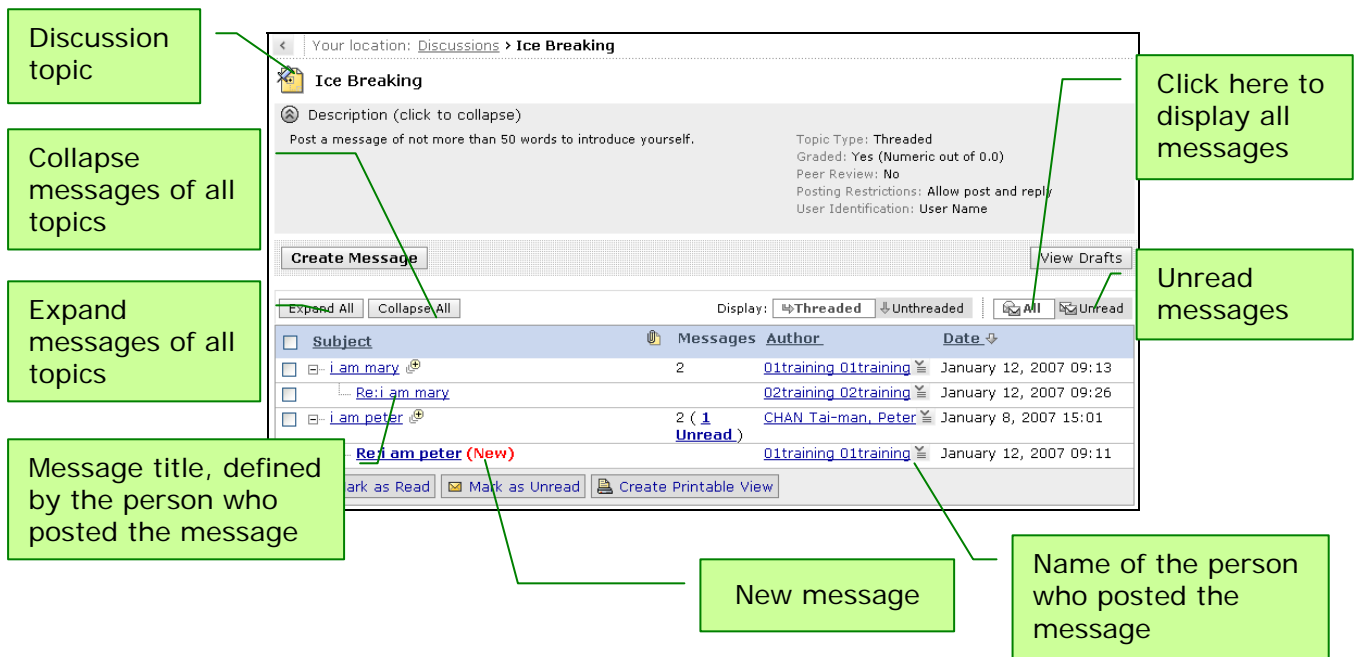
6.3 Discussions

On a discussion forum, teachers and students can post messages and discuss among themselves. Students can post questions and reply to a message posted. Teachers will reply the questions and give comments related to the module where appropriate.

Specific discussion topics can be set by teachers.



To view the message(s), click the topic to enter the discussion forum. Click the title to view the message(s).



After reading a message, you can:

- click "Reply" to reply to a message;
- click "Forward" to forward the message to other users, including students, teachers and instructors; OR
- click "Close this window" if you have no responses.

The screenshot shows a message window titled "Message". The subject is "i am peter" and the author is "CHAN Tai-man, Peter". The date is "January 8, 2007 15:01". The message content is "My name is peter and i love blogging! You can find my blog at yahoo!". There are "Reply" and "Forward" buttons. Below the message, there is a section "Messages in the thread" with a "Display Complete Thread" button. A table shows the message details:

Name	Author	Date
i am peter	CHAN Tai-man, Peter	January 8, 2007 15:01

At the bottom, there is a "Close this window" button. Three green callout boxes point to the "Forward" button, the "Reply" button, and the "Close this window" button.

Click "Create Message" to post the comments or questions to the Discussions.

The screenshot shows a discussion page titled "Ice Breaking". The "Create Message" button is circled in red. The page includes a description, a "View Drafts" button, and a list of messages. The "Create Message" button is located at the bottom left of the page.

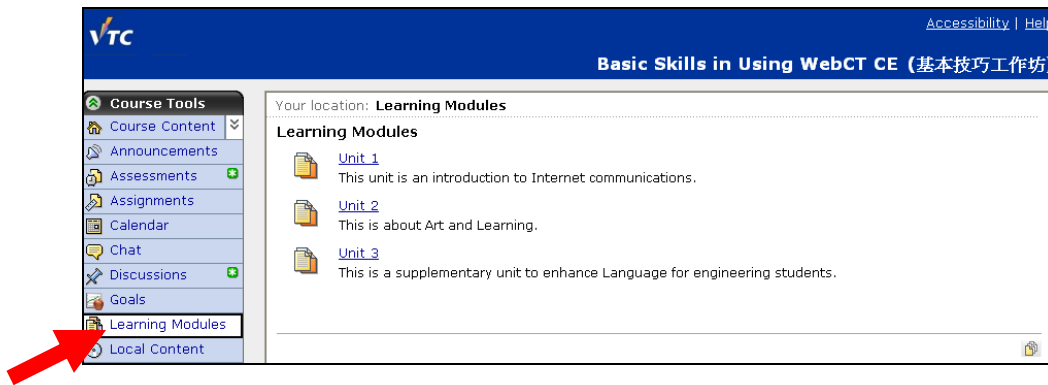
Input the contents to the newly created "Create Message" window.

The screenshot shows the "Create Message" form. It has a "Subject" field, a "Message" text area, and an "Attachments" section. There are "Post", "Preview", "Cancel", and "Save as Draft" buttons. A red arrow points to the "Enable HTML Creator" button. Five green callout boxes provide instructions:

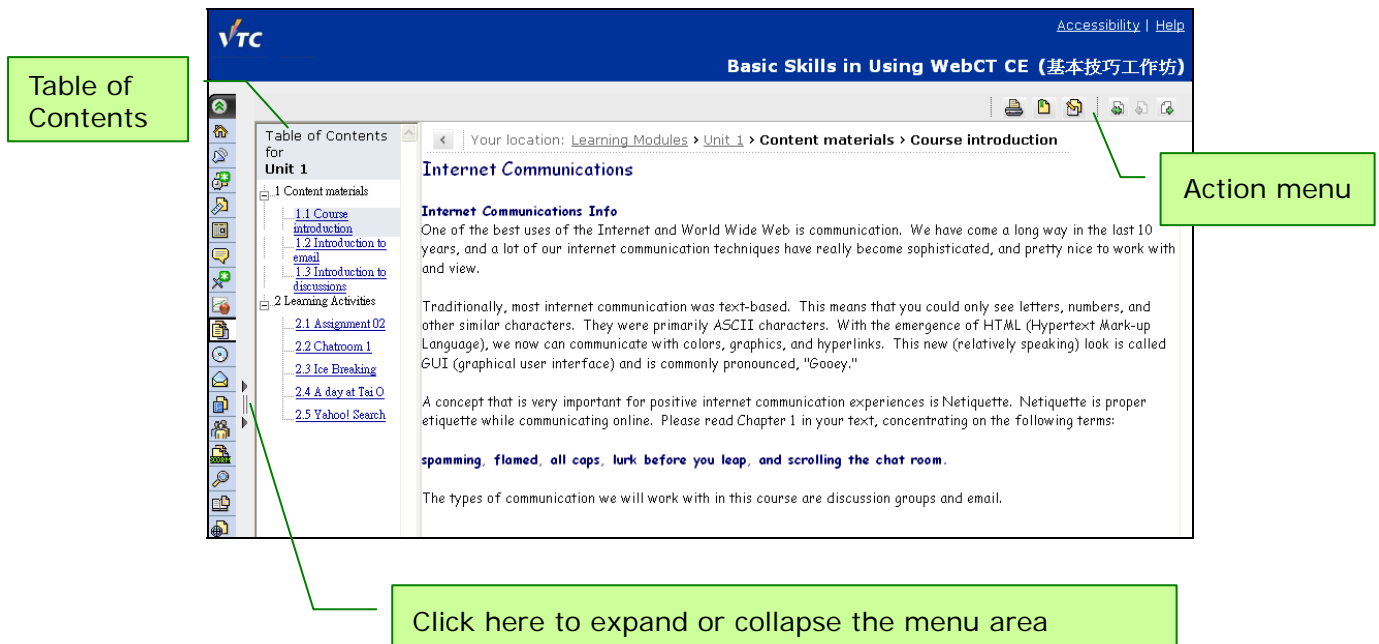
- (1) Input the subject
- (2) Input the message contents
- (3) Add attachment (optional)
- (4) Preview message
- (5) Post message

- Click "Enable HTML Creator" to create messages in HTML format.
- Click "Add Attachments" and follow the instructions to add attachments. To save the WebCT server storage, you are advised not to attach large files.

6.4 Learning Modules

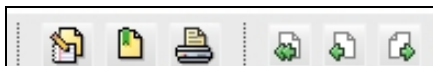


Click "Learning Modules" to view all the learning modules of a module. Select and click a title, its Table of Contents will be displayed. The Table of Contents directly links to the pages contained. You can either start learning in chronological sequence or any sequence you prefer.



On the top right-hand corner, you can find an Action Menu with a series of buttons. This "Action Menu" assists you to browse the module contents.

Below is the Action Menu

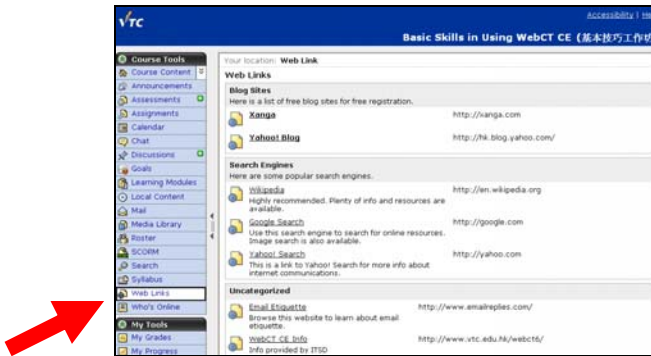


From left to right:

Notes / Bookmarks / Print / Previous page / Previous page of the Table of Contents / Next page of the Table of Contents

6.5 Web Links

Web Links tool contains Internet resources recommended by teachers, accompanying with hyperlinks for easy navigation.



6.6 My Tools

Most of the WebCT modules include the following tools for students:

- ❑ My Grades: You can find the results of WebCT assessments, assignments and graded postings as well as information released by your teacher(s).

Your location: My Grades

My Grades
 January 8, 2007
Student: CHAN Tai-man, Peter (tic_guest)
Course: rosala1
Section: Section 1 - Basic Skills of using WebCT CE 6
Section Instructor:

Item	Grade	Statistics	Comments
Midterm:			
Final:			
Sample_quiz:	45.00 (out of 50.00)		
Assignment 1:			

(XX) - Indicates a grade that is partial or not complete

- ❑ My Progress: This provides statistics of learning progress, e.g. browsed web pages, content folders, assessments, assignments and records of participation in discussion forum.

My Progress
Student: CHAN Tai-man, Peter
 First access: Jan 5, 2007
 Last access: Jan 5, 2007
 Total number of sessions: 2
 Report generated Jan 8, 2007

Session	First Access	Last Access	Total Time	Content		Discussions		Assessments			Assignments				
				Viewed	Files	Viewed	Message	Posted	Message	Began	Finished	Total Time	Read	Submitted	Total Time
1	Jan 5, 2007	Jan 5, 2007	00:00:24	1					0	0	00:00:00	0	0		00:00:00
2	Jan 5, 2007	Jan 5, 2007	00:01:26	2					1	1	00:00:51	1	0		00:00:03
Total			00:01:50	3					1	1	00:00:51	1	0		00:00:03

Times given are in hours, minutes, and seconds.

- ❑ Notes: You can jot down some key points or notes for module contents.

Notebook [Help](#)

There are currently no notes.

[Close this window](#)

Teachers may add or delete some links of Course Tools and organize the Course Tools systematically based on the instructional design of the module. If you encounter any problems in using the tools, you can contact your teachers, or click "Help" on the top right-hand corner of the page.

7 User regulations

You are responsible for all activities carried out on the WebCT platform. Please note that the following activities are forbidden:

- (1) Publish any of the texts, images or resources which may be indecent, seditious, harassing, threatening and defamatory
- (2) Carry out any activities which violate VTC's regulation or the Basic Law of the Hong Kong Special Administrative Region
- (3) Infringe upon any intellectual property
- (4) Attach large files with your discussion posting
- (5) Abuse the server resources provided by your teachers, or use the area for non-learning activities

If you discover activities of abusing server resources, please report to teachers or campus staff.

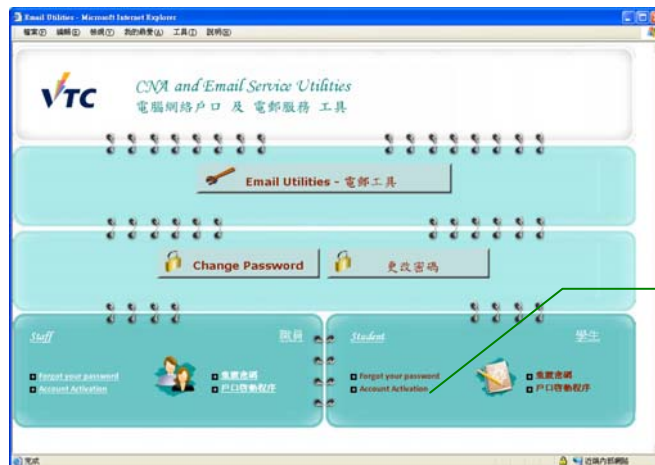
8 Appendix

8.1 Activate your Computer and Network Account (CNA)

Most of the students can log on the WebCT platform without activating their CNA. If you are a Youth Internet College (YC) student, you should first activate your Computing and Network Account (CNA) before you can access the WebCT platform.

Step 1: Go to the URL: <https://cnatools.vtc.edu.hk>

Step 2: In the bottom right-hand corner, there is an area for "Student". Click the link "Account Activation"



Account Activation

Step 3: Please read the "Undertaking & Acceptable Use Policy of VTC IT Resources".

Accept & Activate Account

Click the green button at the bottom of the page if you agree the contents.

Step 4: Enter the required details on the new page. Click "Activate".

CNA Activation 啓動電腦及網絡戶口

注意：透過《新生入學註冊系統》完成註冊程序之同學，[毋須再次啓動CNA。](#)
[顯示透過《新生入學註冊系統》啓動CNA的生效時間](#)

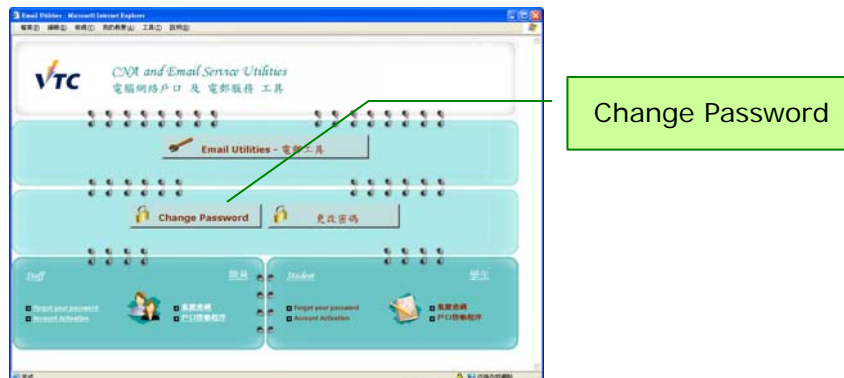
Notice: If you have completed the self registration process through "New Student Registration System", you do **NOT** need to activate your CNA using this interface.
[Show the CNA Effective Time after activation using New Student Registration System"](#)

Student number: e.g. For Student Card No. "8888 123456789 8", please enter "123456789"	<input type="text"/>
Full Name: e.g. "Chan Tai Man, John, please omit all comma, i.e. Enter "Chan Tai Man John"	<input type="text"/>
HKID Card No. e.g. For HKID A123456(7), please enter "A1234567" [If you do not have HKID Card, please enter your Passport No.]	<input type="text"/>
New Password: e.g. IamSm@rt, howAu2004, trv+2=4 [Please do not copy this example]	<input type="text"/>
New Password Again:	<input type="text"/>

8.2 Change your Computer and Network Account (CNA) password

Step 1: Go to the URL: <https://cnatools.vtc.edu.hk>

Step 2: Click the link "Change Password" located in the middle of the page.



Step 3: Enter your data and click "Save".

The screenshot shows the 'Change Computer Network Account (CNA) Password' form. The form has a title bar with 'Change Computer Network Account (CNA) Password' and a '中文' button. Below the title bar is a yellow box with instructions: 'To better protect your account, make sure that your password is memorable for you but difficult for others to guess. Do not share your password with anyone, and do not use the same password that you've used in the past. For security purposes, your new password must be a minimum of six characters long. A strong password contains a combination of uppercase letters, lowercase letters, numbers and symbols (such as +, ?, and *). The 'Save' button will be enabled only if the password meets the Complexity Requirements.' Below the instructions are four input fields: 'Username' (with a dropdown menu), 'Current Password', 'New Password', and 'Re-enter new password'. At the bottom of the form are three buttons: 'Save', 'Cancel', and 'Help'.

8.3 Reset your Computer and Network Account (CNA) password

If you forget your password, you can reset it.

Step 1: Go to the URL: <https://cnatools.vtc.edu.hk>

Step 2: In the bottom right-hand corner, there is an area for "Student". Click the link "Forget your password". Then follow the instructions provided.

