

Contact Information

Student Course Support

Web site <http://courses.uhcl.edu>
Walk-Ins UCT Support Center - Bayou Building 2300
Phone 281-283-2828
Email webctsupport@uhcl.edu

WebCT Quick Reference

Student Support <http://courses.uhcl.edu>
WebCT Login <http://courses.uhcl.edu:8900>
Orientation <http://courses.uhcl.edu/SSS/SOO/>
WebCT UserID <http://mypassportid.uhcl.edu/lookup>

What is Distance Education?

Online Classes: Online classes are accessed through the internet using a Course Management Tool called WebCT.

Web Enhanced: These are face-to-face classes that may have between one and seven meetings replaced with Web activities. Students will need to attend some face-to-face classes either on the UHCL campus or at one of the off-campus teaching centers.

Off-Campus Centers: Students attend traditional face-to-face classes at one of the Centers located in Houston or nearby suburban areas.

University of Houston-Clear Lake
<http://www.uhcl.edu>
Phone: 281-283-7600

Last update: 10/08/2007

Student Information on Distance Learning



Make Education Work For You!



WebCT is an online course management system. Many University of Houston-Clear Lake instructors use WebCT to offer students course materials and communication tools online. Tools that an instructor may use include course email, calendar, chat, discussion board, grade book and quizzes.



University of Houston-Clear Lake
2700 Bay Area Blvd.
Houston, Texas 77058

Distance Education

University of Houston System Centers:

These off-campus centers are learning facilities at which all four universities (UH, UHCL, UHD and UHV) offer classes.

- Sugar Land
- Cinco Ranch (Katy, TX)

University of Houston-Clear Lake Learning Centers:

- Pearland Center and Alvin Community College
- Holcombe Building, Texas Medical Center
- E.B. Cape Center
- Alief Taylor High School
- San Jacinto Community College District Campuses

Graduate & Undergraduate Programs Offered via Off-Campus:

- MA or BS in Behavioral Sciences
- BS, MHA, MHA/MBA in Health Care Administration
- MBA in Business Administration
- MS in Criminology
- MS in Educational Management
- MS in Counseling
- Courses in General Business (BBA)

Fully Online Programs

- State Certificate Upgrades for Texas Teachers
- MS in Instructional Technology
- MS in Software Engineering
- MBA

For more information contact:

Office of Distance and Off-Campus Education
<http://www.uhcl.edu/disted>
disted@uhcl.edu
281-283-3031

Distance Education
2700 Bay Area Boulevard, Box 101
Houston, Texas 77058

Computer Requirements

You can visit the WebCT Browser Tune-up area to fully prepare your browser for WebCT. WebCT Browser Tune-up is located at <http://webct.com/tuneup>.

Additional software may be required for a WebCT course:

- Windows Media Player or RealPlayer
- Adobe PDF
- Macromedia Flash
- Java Virtual Machine

Troubleshooting

When will I be able to access my WebCT course?

Students who have registered for WebCT courses at UHCL will be able to access their WebCT courses on the first day of class in any given semester.

Why am I being redirected to another Web page when I click the WebCT login page?

Spyware, parasites, and other deceptive software can cause problems when using WebCT or other Web sites. WebCT recommends that you check for, then uninstall or temporarily disable these types of software to eliminate problems when accessing WebCT.

Why does my browser hang when I log into WebCT?

Many features in WebCT run with popup windows such as e-mail, discussion board, download links, and quizzes. Depending on the pop-up blocking software you are using, you may be able to set your WebCT server as an allowed site, or you may need to disable the pop-up blocker while using WebCT.

Where can I find additional troubleshooting help?

Student Support Website:
<http://courses.uhcl.edu/SSS/troubleshooting.shtml>

Student Support
<http://courses.uhcl.edu>

Quick Reference

Many departments and individuals are involved in the development and support of WebCT. To ensure you that your question is answered by the appropriate individual, please use this quick reference guide.

For Information About	Contact
Course Content or Requirements * Syllabus * Content * Grades * E-pack Codes	Your Instructor
Registering for a WebCT Course: * Prerequisite * Course is full * Instructor contact information	Department For example, if it is an INST course, contact the Instructional Technology Department in the School of Education
Obtaining a UHCL Online Degree or certificate	Distance Education http://www.uhcl.edu/disted Email: disted@uhcl.edu Phone: 281-283-3031
WebCT Access and Technical Questions: * Course access and login * Forgotten password * Using WebCT tools * Browser settings	Student Support http://courses.uhcl.edu email: webctsupport@uhcl.edu Phone: 281-283-2828 Walk-Ins: Bayou Building 2300

Student Support
Phone: 281-283-2828

Preparing for a WebCT Course

You will need basic computer literacy skills, because these skills will not be taught during the course. Some of the necessary skills include:

- Disable pop-up blockers
- Find, copy, move, rename, and delete files
- Add browser extensions and plug-ins
- Create and save documents in a specific format/type such as HTML, text, Microsoft Word.



Where Do I Begin?

How do I set up a WebCT account?

Your account is created automatically if you are registered for a WebCT course at UHCL for the current semester. During late registration, allow at least two business days after your registration has been processed for your account to be created.

How do I find my WebCT ID and password?

To use WebCT at the University of Houston-Clear Lake, you must know your WebCT ID and password. To determine your WebCT ID and password, go to the Student Support Web site: <http://courses.uhcl.edu> or view the instructions on the next page.

How do I find out about online orientations?

Some Web courses offer an orientation held on campus to help familiarize you with the Web course delivery system. To find out where and when the orientation for your class will be held, visit the Distance Education Web site: <http://www.uhcl.edu/disted/orientations>.

How do I access my WebCT course?

Login to WebCT: <http://courses.uhcl.edu:8900>

UCT Support Center
281-283-2828
<http://courses.uhcl.edu>

UHCL Online Student Support

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WebCT Login Instructions

Step 1: Determine your WebCT UserID. Access to WebCT requires a WebCT ID (UserID) and Password (Student ID). Student accounts are created automatically for all enrolled students. If you do not know your WebCT UserID, please visit: <http://mypassportid.uhcl.edu/lookup>

In my case, my name is Azalea Boehm. Here is how I would look up my WebCT UserID:

1. Enter your last name (e.g. boehm)
2. Click the *Submit* button.
3. Click on *Your Name* (e.g. Boehm, Azalea)
4. In this example Boehm has three UserID matches. Under *System*, look for WCT. My WebCT UserID is *boehma123*.

Name of User: Boehm, Azalea

System	User ID
MFS	Boehma123
PCLAB	Boehma123
WCT	boehma123

There were 3 matches to query!

Step 2: Try logging into WebCT <http://courses.uhcl.edu:8900>

You should get a screen like this:



Step 3: Click on the "Login to WebCT" button



Step 4: All WebCT Passwords will be reset at the beginning of each semester to: p + student ID (seven digits, no spaces) (e.g., p0001234). Your student ID number is the seven digit number found on the back of your UHCL Student ID card and your registration receipt. *It is not your social security number.*

Step 5: On the Login to WebCT page, you will see a text box asking for your WebCT ID: (UserID) and Password: (p + Student ID). Note: Your WebCT UserID and Password are case sensitive, and must be entered using **lower case**.

Step 6: Enter your WebCT ID: (UserID) and Password: (p + Student ID). Click on the "Log in" button. Filled in, it looks something like this: