Professional Development Programme on Enriching Knowledge of the Business, Accounting and Financial Studies Curriculum (BAFS)

WebCT Learner Guide
The “Professional Development Programme on Enriching Knowledge of the Business, Accounting and Financial Studies Curriculum” is delivered on the WebCT platform. This Learner Guide is to provide you with the necessary information to familiarize yourself with the WebCT learning tools. It is subject to change whenever needed.

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1. What is WebCT?

WebCT is a “Web-based set of Course Tools” designed to deliver online learning. It was originally developed by the University of British Columbia and is currently being used by Hong Kong Institute of Vocational Education as the delivery platform for its online courses.

WebCT brings the dynamics of a classroom environment to the World Wide Web. It allows you to interact in a virtual classroom in much the same way as in a standard classroom. The difference is that it can be done from any place in the world, at any time and with the resources of the Internet as support.

Using WebCT does not require any specialized skills. It provides the online learning tools, such as discussion forum, calendar, assessments and grading, in a variety of ways. As you progress through each unit of the course, you will become more familiar with them. Nevertheless, as WebCT is operated in the Internet environment, you are expected to know how to browse through the Internet.
2. Hardware and Software Requirements

As WebCT is launched on the World Wide Web (WWW), you need to have the hardware and software resources to access the Internet. Suggestions for each are as follows:

Hardware

- At least a Pentium III personal computer with a minimum of 256Mbytes of RAM.

- The personal computer is connected to the World Wide Web, either through a network at your workplace of business or a modem connection from your residence. The modem should be at least 28.8 bps. Higher internet connection speed with 1 to 6Mbps is recommended.

- A colour monitor with resolution having at least 800x600 pixels is preferred.

- In our course, a number of WebCT tools has been adopted for online learning. This may make the screen look crowded. You can try the following to improve the layout:

  ✓ Adjust the font display size in your browser.
  ✓ Hide the browser menu and toolbars.
  ✓ Adjust the frame borders.

It is not necessary to change the screen resolution of your computer.

Software

- Internet Browser
  To use WebCT, you will need Internet Explorer 6.0 SP1 /Netscape 7.2. Internet Explorer 6.0 SP1 or SP2 is preferred for best result in viewing our web-based course on the WebCT platform.

- Java Runtime Environment (JRE v1.5.0.7) and Adobe Acrobat Reader are required for studying the course. Both software can be downloaded from the following web sites.
  (i) Java Runtime Environment
      http://java.sun.com/products/archive/j2se/5.0_07/index.html
  (ii) Adobe Acrobat Reader
       http://www.adobe.com
After you enter the WebCT CE6 homepage, a window will pop up and check your browser whether it is compatible with WebCT CE6.

To ensure that you are using a supported browser, use WebCT's Browser Tune-Up at http://www.webct.com/tuneup. It includes step-by-step instructions to make sure your browser settings are optimized for the best possible WebCT experience.

3. Logging On and Off

You are assigned with a unique WebCT ID and Password to access our web-based course in WebCT. The following diagram shows the log-on procedure:
(1) Connect your computer to World Wide Web and visit our website (http://cwba.vtc.edu.hk/bafs/) using an Internet browser.

(2) Click the Courseware button in the navigation bar at the left, then click the To Logon to Courseware icon on the page to get into the WebCT Log-on window.

(3) On the Log-on page, ignore the message about the server/campus information. Just enter the WebCT ID and Password exactly as given to you. Click the Log-on button to proceed to the myWebCT page.

Warning: The log-on Password is case sensitive. That means it identifies the difference between upper and lower case characters!

(Hint: For convenience, bookmark the Log-on page in the Internet browser so that you can have a 'direct access' to this page next time.)

(4) After you have logged in, you will see a My WebCT screen. The courses you have enrolled will be listed under Course List. Click on the link to enter the web-based course. To return to My WebCT page, click on the My WebCT link at the top of the page.

(5) This is the homepage of the web-based course. From it, you can get access to all the learning materials as well as the supporting online learning tools.
4. WebCT ID and Password

Each participant will be allocated a WebCT ID and password. The WebCT ID is a unique identifier for each course participant. A password is used in combination with the WebCT ID to logon to the web-based course.

Your WebCT ID cannot be changed, but you can change the password. Follow the steps below to change your password:
1. From the “My WebCT” page, click My settings.

2. From the “My Profile” tab, click Change Password.

3. In the “Current password” text box, enter your current password.

4. In the “New password” text box, enter your new password.

   (Notes: Passwords are case sensitive and must be at least six characters.)

5. In the “Confirm new password” text box, re-enter your new password.

6. If you want to receive your login information by e-mail when you forget your user name or password, set up a secret question that you will have to answer before the information will be sent to you:

   a. In the “Secret question” text box, enter a question.

      (Example: What is the name of your favorite pet?)

   b. In the “Secret answer” text box, enter the answer to the question. In order to receive your login information by e-mail, you must enter the answer exactly as entered here.

   (Important: In order to receive your login information by e-mail, you must have a valid e-mail address in your profile.)
7. Click **Save**.

8. Click **Done**.
5. **Technical Support**

To ensure successful delivery of this web-based course, we are obliged to provide necessary technical support for our services. However, this is limited to the technical problems arising at our server end. Problems relating to the participants’ computers or any third parties in between will be beyond our support.

Some common problems that occur are listed as follows:

- not a 32-bit operating system.
- not enough RAM.
- not enough hard disk storage space.
- incorrect versions of Netscape or Internet Explorer.
- incorrect proxy settings.
- incorrect cache settings.
- incorrect POP mail settings.
- slow or faulty ISP connections.
- using browser navigation rather than WebCT navigation.
- more than one browser open at the same time.
- impatience with connection speed.
6. Course Homepage

This is the first page you can see after logging onto the web-based course. You can return to the homepage at any time by selecting the Home link underneath the course title (this link is referred to as *breadcrumbs*).
Learning Components

The learning components on the course homepage are:

1. Course Contents

   It contains all the learning materials of the ten units. In each unit, it consists of Study Materials, Assessment, Study Materials in PDF format and Learning Resources Corner inside the Study Materials (applicable to some units only)

   ![Table of Contents for Course Contents](image)

2. Course Overview

   It provides the relevant information of the web-based course.
3. Discussion

You are free to discuss with the instructors via email on any academic problems in relation to the topics studied in the course.

4. Calendar

It reminds you of the important events of the course.
5. My Grades

It allows you to check your assessment results and grades.

Navigating through the Learning Materials

You can navigate through the learning materials by two ways:

1. **Course Menu** - On the left hand side of the homepage is the Course Menu. You can click on the links underneath the Course Menu to go to different parts of the course. You may note that these links serve the same functions as the icons on the homepage.

2. **Breadcrumbs** – Underneath the course title, you can see a trail of links showing the sections of the course you have visited. These are called breadcrumbs. Similar to the Course Menu, you can just click on the displayed links to get to the desired sections of the course.

Some hints for the course navigation:

- Use WebCT’s course menu to navigate wherever possible.
- Use the breadcrumbs to return to a previous section.
- If the above fail and you get lost, use the back button on your Internet browser.
- If you are still lost after trying the above, go back to homepage and reselect the desired section.