

**La Trobe University**

**Learning Management System  
LMS/WebCT  
Information Guide for Students**

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Website: <http://webct/latrobe.edu.au>

## Learning Management System LMS/WebCT -Getting Started

LMS/WebCT is an internet based learning management system which allows you access to learning materials and activities related to your studies from any location with internet access. Further information is available at

<http://www.latrobe.edu.au/studentlmsinfo/>

### What do I need to use LMS/WebCT:

Students will need:

- a La Trobe University user name and password (printed on your Statement of Account)
- one or more units in the LMS/WebCT system
- a computer with internet access. On campus, students can connect to the internet from any computer laboratory, Library and Study Hall. Off campus, students should connect to the internet via a subscription to an Internet Service Provider
- a web browser with Java, JavaScript and cookies enabled in the browser settings. Supported browsers are listed at <http://www.webct.com/tuneup>

### To access your LMS/WebCT Unit for the first time:

Having connected to the Internet, point your browser to:

<http://webct.latrobe.edu.au>

Setting a bookmark in your browser at this stage will enable you to return here easily.

Select 'Check Browser' in the black menu bar at the top of your screen.


WebCT Version CE 6.1 (13.0.0.70)

### Browser Check Results

This browser check will ensure your browser is configured so the complete functionality of this application is available to you. For each area checked, mandatory or recommended changes are indicated.

For more information, see the [Browser Tune-up Page](#).

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**Browser Check**

This browser is validated for use with WebCT.

It appears that you are using **Microsoft® Internet Explorer 6.0** browser.

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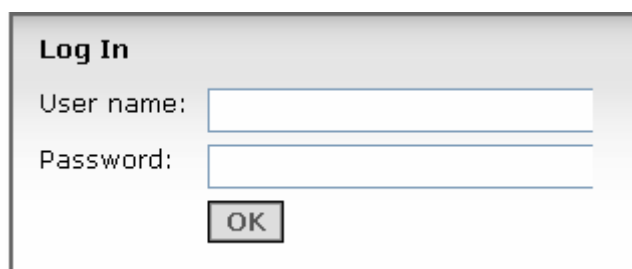
**Cookies Check**

Cookies are enabled.

The Browser Check screen will appear and will check that your browser is configured for optimum use with the LMS/WebCT system. If not, the Browser Check will direct you to additional resources.

### Logging in and The My WebCT Page

At the La Trobe University LMS/WebCT screen, log in to the LMS/WebCT system by entering your User name and Password. Your User name and Password are printed on your Statement of Account.

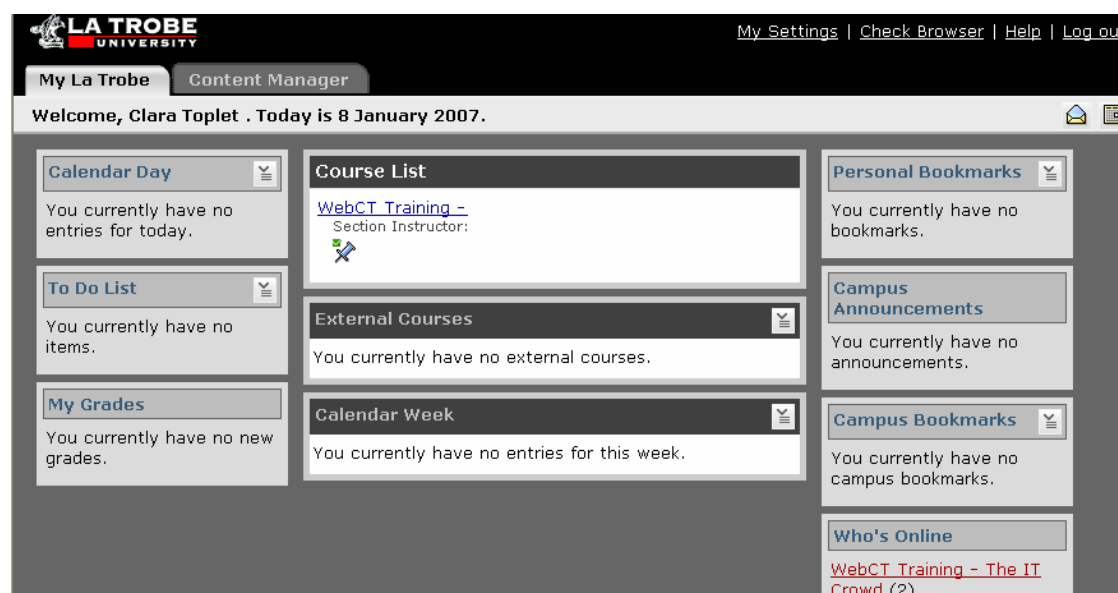


**Log In**

User name:

Password:

The My WebCT page provides links to a number of useful resources.



The screenshot shows the My WebCT interface for user Clara Toplet on 8 January 2007. The page features a navigation bar with 'My La Trobe' and 'Content Manager' tabs. The main content area is divided into several channels:

- Calendar Day:** You currently have no entries for today.
- To Do List:** You currently have no items.
- My Grades:** You currently have no new grades.
- Course List:** Contains a link to 'WebCT Training - Section Instructor:'.
- External Courses:** You currently have no external courses.
- Calendar Week:** You currently have no entries for this week.
- Personal Bookmarks:** You currently have no bookmarks.
- Campus Announcements:** You currently have no announcements.
- Campus Bookmarks:** You currently have no campus bookmarks.
- Who's Online:** Shows 'WebCT Training - The IT Crowd (2)'.

- The **Course List** channel contains links to units in which you are enrolled.
- **Campus Announcements** allows you to read announcements sent by the University to those staff and students who are using LMS/WebCT
- Using the **External Courses** channel you can create links to other (non-La Trobe University) online courses in which you are involved.
- You can use the **Calendar Week** and **Calendar Day** channels or the **Calendar icon** on the My La Trobe toolbar to access a Global Calendar.
- The **To Do List** channel allows you to create a personal to do list.
- Students can use the **My Grades** channel to view grades that have been released.

- With the **Personal Bookmarks** channel you can add bookmarks to your favorite web pages and the **Campus Bookmarks** provides links to pages that have been provided by La Trobe University.
- The **Who's Online** channel let you view the names of other LMS/WebCT users who are currently online in the learning contexts in which you are involved and to request a real-time chat session with one or more of these users.

Example: If you are involved in two units, the **Who's Online** channel contains a link for each unit. The number of LMS/WebCT users who are currently online in the unit displays next to the unit title.

- Use the **Mail** icon on the My La Trobe toolbar to access the **Mail** tool for all of your units.

## My Settings

The link to **My Settings** is in the black menu bar at the top of the screen

- **My Profile.** You can include your email address. In **My Tool Options** you may elect to have your LMS/WebCT email forwarded to this email address.
- **My Tool Options.** You can set options for certain tools. Tool options are personal and apply only to you. The options you set here are default, which means they apply to all of the units in which you are enrolled.
- **My Roles.** The My Roles tab displays all of your current enrolment information including your status in learning groups within units.

## Ending a Session

You can log out of your LMS/WebCT unit by selecting **Log Out** from the black menu bar at the top of your screen.

## Getting Help with LMS/WebCT

In the first instance, check LMS/WebCT Student Help at <http://www.latrobe.edu.au/studentlmsinfo> There is information at this site regarding:

- Logging in
- Browsers and Settings
- Accessing the Internet
- Getting plug-ins
- Frequently Asked Questions

There are also a number of student guides including:

- LMS/WebCT Mail
- Discussions
- Assignments
- Take Notes

## Troubleshooting

<b>Problem</b>	<b>Solution</b>
<i>Setting up my computer to use LMS/WebCT</i>	Select the ' <b>Check Browser</b> ' link in the black menu bar at the top of each LMS/WebCT page to check that your browser is supported and that the settings are correct for optimal use of the LMS/WebCT system.
<i>Plug ins required to view documents.</i>	Point your browser to <a href="http://www.latrobe.edu.au/studentlmsinfo/plugins.html">http://www.latrobe.edu.au/studentlmsinfo/plugins.html</a> where there are links to a variety of the more commonly required plug-ins.
<i>LMS/WebCT Server is unavailable</i>	From time to time LMS/WebCT will be unavailable due to scheduled upgrades or server maintenance. Under normal circumstances, this downtime will be limited to non-teaching periods of the year. An announcement regarding any system downtime will be made on the LMS/WebCT log in page.
<i>Unable to log in to the LMS/WebCT system.</i>	Check that you are using the correct authentication details (User name and password) that are issued on your Statement of Account. Note that if you change your password for any other La Trobe University system, this change will be reflected in all University system.

*My unit is not available in LMS/WebCT.*

Your access to your unit in LMS/WebCT is restricted to teaching periods. If the teaching period has commenced and your unit is still not listed contact:

**Your Lecturer:** Not all units have an online component in LMS/WebCT and your lecturer may have an alternative method of distributing study materials.

**Your School/Department or Faculty Office:** Check your Statement of Account and contact an Administrative Officer to ensure that you are correctly enrolled in the unit for the teaching period. Within 24 hours of your enrolment being processed you will be able to access the unit in LMS/WebCT.

After you have checked with your Lecturer and you are correctly enrolled, contact:

**The Study Hall:** The Study Hall is located on Moat Drive at the Bundoora Campus.

Website: <http://www.latrobe.edu.au/studyhall>

Freephone: 1300 786 535

Be prepared to supply the following information:

1. Your Student Number and username (from your Statement of Account)
2. Your unit title and code (i.e. BIO2CES Excitable Cells and Endocrine Systems)
3. The name of your lecturer
4. Which browser and browser version you are using (i.e. Internet Explorer Version 6.0)
5. Your location when you experience problems (at home, the workplace)
6. If you're at home, the name of your Internet Service Provider
7. The exact text of any error messages

*My LMS/WebCT Unit contains no information.*

Some units have a range of material available in their LMS/WebCT site while some others may have little content or tools added by the lecturer. The unit material is typically made available as the semester progresses.

If you have been advised by your Lecturer to access unit information via the LMS/WebCT system and you can find no information in your LMS/WebCT unit, please contact your Lecturer.

*File not found* If you select a link within your LMS/WebCT unit then receive a message indicating that the page or file cannot be found, contact your Lecturer and request that the link be repaired.

### **LMS/WebCT Help**

You can access student help from within your online unit. Help is available from the HELP link in the menu bar at the top of your unit.

### **Netiquette**

Netiquette is a term for standards which govern computer mediated communication. As participants of online communication groups, that is, discussion, chat or email, all students are expected to observe the University's Internet Code of Practice. So that all students may feel encouraged to participate, rude, sexist or other disparaging comments are not acceptable. Remember that discussion and chat postings can be read by all participants, and that some people in the class may have very different backgrounds, customs and experiences to your own.

### **Student Tracking**

The system automatically records every time you access a LMS/WebCT unit, the amount of time you've spent on the system and the amount of time you've spent using each tool. While there has been some negative publicity on the use of certain software to obtain information about users on the open web, please be assured that, in the context and environment of LMS/WebCT, the only information that's being recorded is your point of participation.