




WebCT Vista Tips and Instructions for Group Work

Steps	Action	Icon and how to do it
Step 1	To log in	Enter username and password which should have been supplied to you
Step 2	To post an introduction	<ul style="list-style-type: none"> >> Click on 'Start Here' >> Click on 'What you need to know before you begin' >> Click on 'Getting Started - Introductions' in the table of contents >> Follow instructions for posting your introduction
Step 3	To check the group to which you have been allocated This also lists the names of your fellow group members	<ul style="list-style-type: none"> >> Click on 'Start Here' >> Click on 'What you need to know before you begin' >> Click on 'Groups for Activities' in the table of contents
Step 4	To start contributing to the WebCT -	<ul style="list-style-type: none"> >> Click on 'Start Here' >> Click on 'What you need to know before you begin' >> Click on the correct "Activity" >> Click on the "Activity * - Group * Workspace" >> Click on the "create message" button >> Enter a descriptive subject title >> Enter your message text
Step 5	To enter the group workspace This is where you will be doing most of your work with your group. This area can be viewed by only your group and where you will be having group discussions around the activity.	<ul style="list-style-type: none"> >> Click on "Activity * - Group * Workspace" (according to the number you have been allocated to)
Step 6	To view all entries from your group so far	<p>Ensure '+' is visible. This means the discussion thread is in the 'expanded mode'</p> <p>If '-' is visible then the discussion thread is in the 'contracted mode' and does not allow you to view all entries.</p> <p>Make sure you click on it to expand the thread so that '+' is visible.</p>
Step 7	To enter your contribution. This is done by replying to an existing message or by clicking on the "create message" button.	<ul style="list-style-type: none"> >> Click on 'Start Here' >> Click on 'What you need to know before you begin' >> Click on the correct "Activity" >> Click on the "Activity * - Group * Workspace" >> Click on the "create message" button >> Enter a descriptive subject title >> Enter your message text in the box provided. >> Then press 'Post' <p>If you want to review what you have written before you post it press 'Preview'. This allows you to amend it.</p>

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Step 8	<p>To add an attachment If your contribution is a table or a map, or you have a long contribution then you may want to use a word document and then attach it to your message</p>	<p>>> Within the message window, click on 'Add Attachments' button >> Click on 'Basic View' >> Click on 'My Computer' >> Navigate to the file on your computer >> Click on 'Open' >> Click on "Add Selected" Then write in your message in the box provided. Then press 'Post' If you want to review what you have written before you post it press 'Preview'. This allows you to amend it. The 'paper clip'  icon should appear next to your posting.</p>
Step 9	<p>To view an attachment</p>	<p>>> Click on the file name under the heading "Attachments:" >> Click on 'Save' >> Save the attachment on your computer in a specified folder. >> Scan the file for viruses using your up to date antivirus software. >> View the document by opening the file. >> Choose file > print to print the attachment</p>
Step 10	<p>To check whether your contribution has registered You may think your entry has not registered as it may not appear on your screen. To check if it is there you need to click on your postings subject title.</p>	
Step 11	<p>To post your response in the 'public response area' At the end of each week, one group member will be responsible for posting a final group answer in the 'public response' area. This area can be viewed by all groups. Each public response area will be numbered according to the activity number.</p>	<p>>> Click on 'public response' area for the relevant activity number i.e. "Activity 1 - Public Response Workspace" >> Click on the "create message" button Then post your public response. This will most likely be an attachment (if so follow instructions for Step 8)</p>
Step 12	<p>To view feedback from the lecturer/tutor After every group has posted their final response in the public area, a feedback message will be posted by the tutor or lecturer at the end of the contributions in the 'public response' area It will be titled 'feedback to activity x'</p>	<p>Click on 'Activity * - Group Feedback ' in the public response area to view feedback to the activity.</p>
	<p>Other tips/symbols</p>	
	<p> Display Complete Thread To view all entries from your group as a long list of text</p>	
	<p>Show All Ensure the show all button is bolded so that you can view all material</p>	<p> All</p>