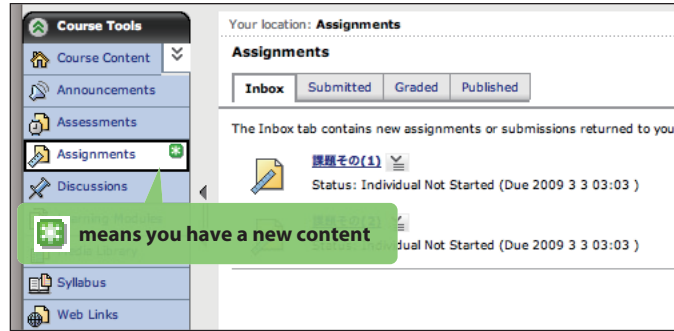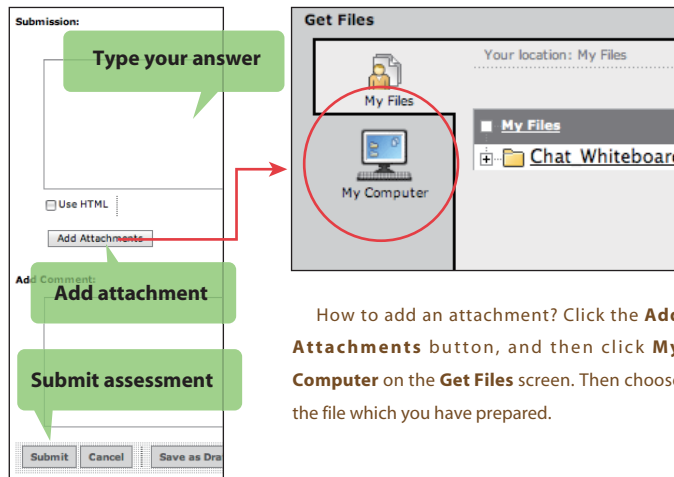## Submitting Assignments

In order to submit your assignment, click **Assignments** in the **Course Tools**. You can find new assignments in the **Inbox**. Assignments which you have already submitted or which have not yet been graded are listed under **Submitted**. And you may find the assignments which were graded under

means you have a new content

Graded, if teacher decides to share with you the results.

Choose an assignment and the **Edit Assignment** page will be shown. Here you can either type your answer in the **Submission** column directly or add an attachment. Your teacher may specify which method to use. When

Type your answer

Add attachment

Submit assessment

How to add an attachment? Click the **Add Attachments** button, and then click **My Computer** on the **Get Files** screen. Then choose the file which you have prepared.

you have finished, click the **Submit** button.

You may take back and correct assignments which you have already submitted. Click the **Submitted** tab and choose an assessment. If there is a icon on the right shoulder, click on the icon and you can revise it.

Pop-Up Blocker

You may have a problem using certain functions, while you are studying on WebCT. Visit the following URL, to see if your browser or its setting is OK.

http://www.webct.com/tuneup

Especially, you need to pay attention if the pop-up blocker on your browser is activated. If so, several WebCT functions, such as **Assessments** or **Discussions**, will not work correctly. You then need to turn off pop-up blocker. If , for example, you see the blocker warning on IE when you visit **WebCT CE6 エントリーページ** (Entry Page), you need to choose either "*Temporarily Allow Pop-ups* " or "*Always Allow Pop-ups from This Site.*"

See the images below on allowing pop-up blocker on Firefox and Internet Explorer (IE).

Firefox

IE
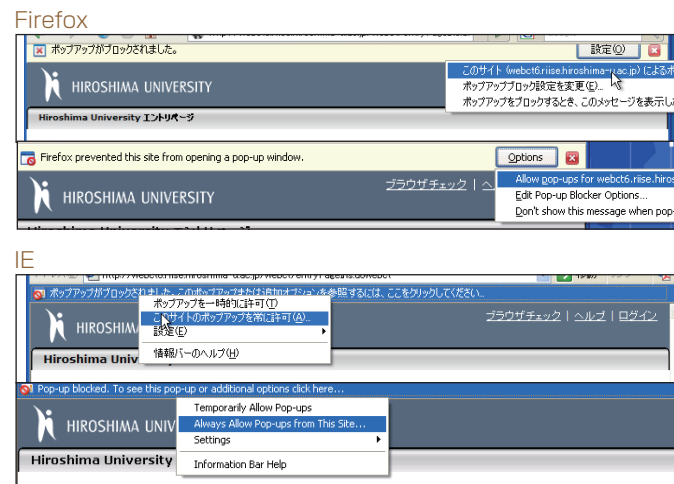
WebCT CE6 Quick Guide for Students

April 1st, 2009

By e-Learning Support Unit, Hiroshima University and Information Media Center, Hiroshima University

Here is information about WebCT CE6 :
http://www.els.hiroshima-u.ac.jp/
If you have questions about how to use WebCT :
http://www.media.hiroshima-u.ac.jp/helpdesk/

WebCT CE6 *Quick Guide*

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WebCT is a learning system software that provides you courses through the Internet. If you visit the web site for a certain course on WebCT, you can view its course materials, submit your assignments, or try some quizzes.

Class Support System

Open a web browser, such as Internet Explorer (IE) or Firefox, and visit the following URL : http://webct.riise.hiroshima-u.ac.jp

Or visit the Information Media Center website for Hiroshima University and click on the **WebCT** button.
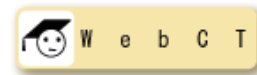
The "Class Support System" web page will appear. This page provides you with important information about WebCT.
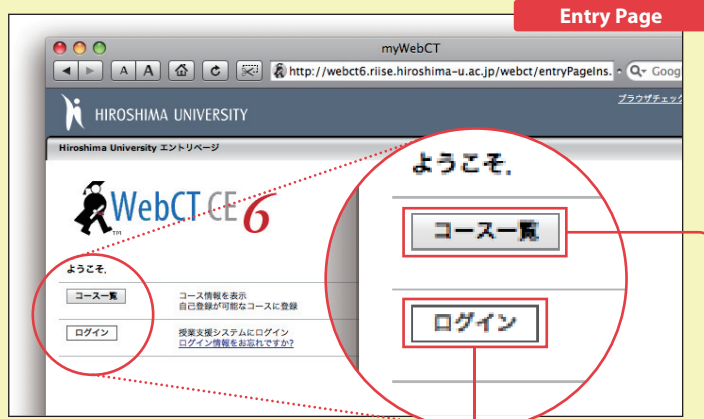
Click the **WebCT CE6** link button, and the **WebCT CE6 エントリーページ** (*Entry Page*) will be displayed.

Click this button

How to Reach Your Course Page

When you click the "WebCT CE6" link button on the **Class Support System** page, **WebCT CE6 エントリーページ** (*Entry Page*) will be displayed. Click the **ログイン** (*Log in*) button.


Entry Page

In order to log in to WebCT, both your **広　大 ID** (*Hirodai ID*) and password are required. If you do not remember your password, either Student Support in your department or the Information Media Center will help you.

Log In Page

To see the new content, Click **Show New Items**
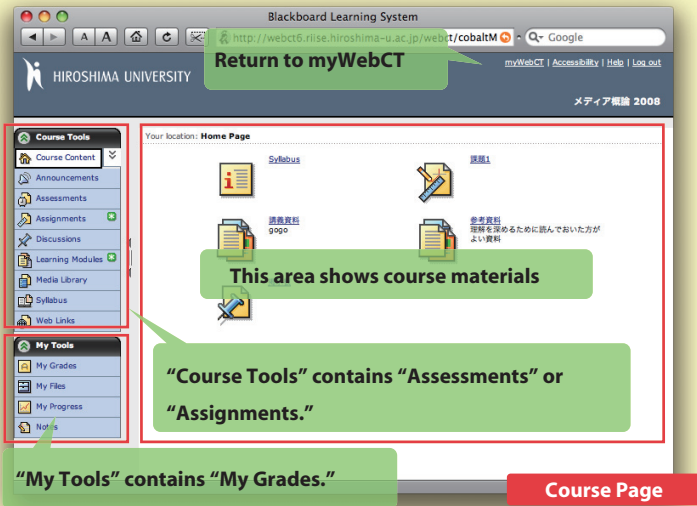
Click the Course

myWebCT

Customizing Your "My Language"

Initially, the information and instruction which WebCT gives you is written in Japanese because the default **My Language** is Japanese. You have the option of choosing either Japanese or English as your **My Language**. This selection, however, does not affect the course materials prepared by teachers.

Click マイ ツールオプシ

Choose マイ言語 英語 (米国)

Click Save

Setting "My Language" マイ設定
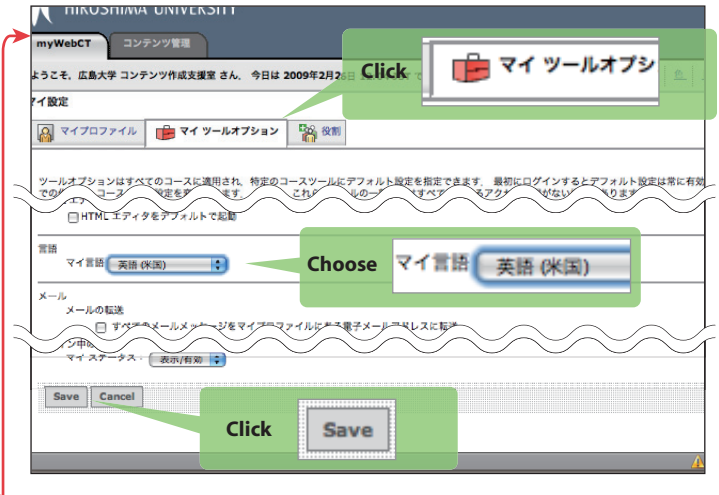
After logging in to WebCT, **myWebCT** will be displayed. In the **Course List**, you can see the classes which you take now, or that you previously took. Sometimes, you may not find some of the classes which you actually take, in the list. In this case, you may need to do self-registering in the class.

In order to reach the course page, click the name from the course list.

Return to myWebCT

This area shows course materials

"Course Tools" contains "Assessments" or "Assignments."

"My Tools" contains "My Grades."

Course Page

Self-Registering in a Course

Click **コース一覧** (*Course list*) on the **WebCT CE6 エントリーページ** (*Entry Page*). Select **学 部** or **大 学 院** among the categories, then choose your course from the course list. Click , and type your **広　大ID** (*Hirodai ID*) and password. Then click the **登録** (*Register*) button.

Self-Registering Icon

Submitting Assessments

Click **Assessments** from the **Course Tools**. Then choose a certain quiz or questionnaire.

Click **Save Answer**, after you answered each question.

When you have finished all questions, click **Finish** to submit your assessment for grading. You need to remember that **Save Answer** does not mean "*submitting an assessment*."