



(June, 2005)

Faculty Instructions for Accessing WebCT 4.1

Prerequisites

- For WebCT access, you need to use:
 - **Microsoft Internet Explorer: version 5.0, 5.5 and 6.0**
 - **Netscape Navigator: 6.2x, 7.0 and 7.1**
 - **AOL: 7.0 and 8.0**

Browser Settings:

- Adjust your browser settings before logging in to WebCT. Refer to page 2 for browser settings or click on **Check Browser** on the WebCT logon page (<http://webct.fairfield.edu:8900>).

URL: <http://webct.fairfield.edu:8900>

UserID: first initial, last name (jsmith)

Password: first initial, last name (jsmith)

UserID and password are case sensitive and must be in lower case. You can change your password once you have logged in by clicking on 'Change Password' from your 'My WebCT' page.

Trouble Logging In?

Contact Mary Kleps at ext. 3207 or mkleps@mail.fairfield.edu

WebCT Online Resources

You can access online Help within your course by clicking on Help in the menu bar. Click on Help Index to view the entire index.

<http://webct.com/faculty>

Regardless of the browser you are using, you need to disable Pop-Up Killers

While using WebCT, if you are unable to view Discussion postings, Quiz windows, and download links, then disable pop-up killers or ad-blockers on your system.

Pop-up killer applications work in the background while you browse the internet. When they detect a pop-up window that may be an unwanted advertisement, they automatically close the window. This can prevent WebCT from performing properly.

To disable pop-up killers or ad-blockers:

a) Search your hard drive for any software with "pop-up" in the name and disable it. Examples of popular pop-up killer applications include:

- Pop-Up Stopper
- Pop-Up Defender
- Pop-Up Zapper

b) Pop-up killing or ad-blocking functions are included in some anti-virus, internet security, personal firewall, and browser programs. Disable the relevant setting in the program. Examples include:

- Norton Internet Security 2003
- AOL 8.0

Accessing the Logon Page

If you try to connect to <http://webct.fairfield.edu:8900> and receive an error message that you are not authorized to view the page, you need to make the following change to your Internet Explorer settings:

- In Internet Explorer, click on Tools and then Internet Options.
- Click on the Advanced tab
- Scroll down to the section on Browsing and uncheck the option that reads "Show friendly http errors"
- Click Apply and OK

Prepare Your Browser Settings for WebCT

Internet Explorer – Follow these instructions if you are using Internet Explorer

1. Enable Java

You will need to have Java software installed in order for certain areas of WebCT to function properly. Follow these steps:

- **Get Java.** Go to the [Sun Java](#) site, and click Download Java Software. Follow the online instructions.

In addition, you will need to perform the following adjustments:

IE 4.0 and higher	<ol style="list-style-type: none"> 1. Select Tools then choose Internet Options 2. Select the Security tab 3. Click the Custom Level button 4. Scroll down to Java Permissions and choose either Low, Medium or High safety 5. Click OK
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2. Set Browser Cache

IE 4.0 and higher	<ol style="list-style-type: none"> 1. Select Tools then choose Internet Options 2. Select the General tab 3. Select Settings from Temporary Internet Files 4. Select the Automatically radio button 5. Click OK
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3. Turn off Anonymous Logon

IE 4.0 and higher	<ol style="list-style-type: none"> 1. Select Tools then choose Internet Options 2. Select the Security tab 3. Click the Custom Level button 4. Scroll down to the User Authentication settings 5. Under Logon select the Automatic logon only in Intranet zone radio button. 6. Click OK
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4. Enable Cookies

You may need to enable cookies in order to log in to WebCT.

IE 5.x	<ol style="list-style-type: none"> 1. Select Tools then choose Internet Options 2. Select the Security tab 3. Click the Custom Level button 4. Scroll down to the Cookies section 5. Set Allow cookies that are stored on your computer to Enable 6. Set Allow per-session cookies to Enable 7. Click OK
IE 6.x	<ol style="list-style-type: none"> 1. Select Tools then choose Internet Options 2. Select the Privacy tab 3. Enable Cookies: <ul style="list-style-type: none"> ○ If using a default setting, move the slider to select any of the following privacy settings: <ul style="list-style-type: none"> ▪ Medium High ▪ Medium ▪ Low ▪ Accept all cookies ○ If using a custom setting: <ul style="list-style-type: none"> ▪ Click the Advanced button ▪ Select Override automatic cookie handling ▪ Select Always allow session cookies ▪ Click OK to return to the Privacy Tab 4. Click Apply then OK

Netscape – Follow these instructions if you are using Netscape

1. Enable Java

You will need to have Java software installed in order for certain areas of WebCT to function properly. Follow these steps:

Get Java. Go to the Sun Java site, <http://www.java.com>, and click Download Java Software. Follow the online instructions.

Netscape 4.5 and higher

1. Select Edit then choose Preferences
2. Select Advanced from the left-hand pane
3. Make sure the Enable Java and Enable JavaScript boxes are checked
4. Click OK.

2. Enable Cookies

You may need to enable cookies in order to log in to WebCT. Note for WebCT administrators: If you are using WebCT

Netscape 4.x

1. Select Edit then choose Preferences
2. Select the Advanced from the left-hand pane
3. In the Cookies section of the right-hand pane select Accept All Cookies or Enable all Cookies
4. Click OK

Netscape 6.x

1. Select Edit then choose Preferences
2. Click on the arrow next to Privacy & Security in the left-hand pane and then select Cookies
3. Select Enable cookies for the originating website only
4. Click OK