

## ORIENTATION INFORMATION

### LOG ON

URL: <http://webct.stanly.edu> or <http://webct.stanly.cc.nc.us> (www. is not part of URL)

### ID AND PASSWORD

The WebCT System Administrator will assign students an ID and password and place students in courses based on class rosters. The ID is set up as follows:

first initial + last name + last four digits of social security number (all lower case)

The password is the same as the user ID. You are encouraged to change your password when you log in. If you set up a test question, WebCT will send you a new password if you forget your password. If you do not have this set up, you will have to email your instructor and ask that your password be reset.

### BROWSER REQUIREMENTS

**Browser Checker:** WebCT Campus Edition 4.1 automatically checks your browser when you log in to determine which browser you are using. Once the WebCT version and browser version are determined, you will be able to see if your browser is supported by WebCT by clicking on the link for the Browser Tune-up page:

[http://www.webct.com/exchange/viewpage?name=exchange\\_browser\\_tuneup](http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup).

WebCT browsers are classified as:

- **Validated:** These browsers have been tested extensively and have been validated for use with WebCT.
- **Nonvalidated:** These browsers have not been tested extensively but no significant issues are known.
- **Unsupported:** These browsers are known to have significant issues in operation with WebCT and are not supported for use with WebCT.

**Note:** The supported browsers for use with WebCT are **Microsoft Internet Explorer, Netscape, AOL, and Mozilla**. Other browsers such as Opera and Safari are not supported for use with WebCT.

A list of browsers for various versions of WebCT is shown on the Browser Tune-up page along with links to download supported browsers. For WebCT CE 4.1, the following information is given:

Browser	Validated	Unsupported
Microsoft Internet Explorer	5.0, 5.5, 6.0	4.0 and 5.5 SP1
Netscape	6.2 (may require updated Java plugin), 7.0, and 7.1.	4.7 to 4.8, 6.0, and 6.1
AOL	7.0, 8.0, and 9.0	3.0 and earlier
Mozilla	1.5 and 1.6	-

**AOL Users:** Even though AOL is shown as a validated browser, WebCT does not always work properly with AOL. If you use AOL, you may need to use Internet Explorer or Netscape as your browser. Otherwise, you may experience problems accessing WebCT as well as problems using some WebCT components. In order to get to WebCT via AOL, take the following steps:

- Connect to the Internet using AOL.
- Minimize the AOL screen. (Do not close AOL or you will lose your Internet connection.)
- Start Internet Explorer or Netscape. You will use IE or Netscape as your browser—not AOL as your browser.

Losing your connection or getting AOL timeout notifications?

- Open a private chat within AOL.
- Minimize the chat.
- Minimize AOL.
- Open Internet Explorer.
- AOL will think you are busy while you are using WebCT and you will not be asked to disconnect because of a lack of activity.

## BROWSER SETTINGS

You must make adjustments to the browser you use to access WebCT. If the browser is not set correctly, some components of WebCT will not work properly. Specific steps for the adjustments may be found at the following URL: [http://www.webct.com/exchange/viewpage?name=exchange\\_browser\\_tuneup](http://www.webct.com/exchange/viewpage?name=exchange_browser_tuneup).

As an example, the following are steps necessary to optimize an Internet Explorer browser:

---

### 1. Enable Java Script

IE 4.0 and higher	<ol style="list-style-type: none"> <li>1. Select Tools and then choose Internet Options</li> <li>2. Select the <b>Security</b> tab and click the <b>Custom Level</b> button.</li> <li>3. From the Security Settings screen, scroll to <b>Scripting</b>.</li> <li>4. Enable “<b>Active Scripting</b>” and “<b>Scripting of Java Applets.</b>”</li> <li>5. Click <b>OK</b></li> </ol>
-------------------	---

## 2. Set Browser Cache

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

## 3. Turn off Anonymous Logon

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

## 4. Enable Cookies

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

## 5. Disable Pop-Up Killers

These 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. Unfortunately, they also inhibit WebCT from performing properly. If you are unable to view Discussion postings, Quiz windows, and download links, then search your hard drive for any software with "pop-up" in the name and disable it.

**Note:** Norton Internet Security 2003 has an automatic ad-blocking setting that must be disabled for WebCT to perform properly. Disable this function within Norton.

To disable pop-up blockers for WebCT, search your hard drive for any software with "pop-up" in the name. Disable it or set your WebCT server as an allowed site. Some popular pop-up killers include:

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

Pop-up blocking functions are included in some antivirus, internet security, personal firewall, and browser programs. Disable the relevant setting in the program or set your WebCT server as an allowed site. Examples of programs that include pop-up blocking functions include the following:

- [Norton Internet Security](#)
- [Zone Alarm Pro](#)
- [Google Toolbar](#)
- [Yahoo! Toolbar](#)
- [MSN Toolbar](#)
- [AOL 8.0 and later](#)
- [Safari browser](#)
- [Microsoft Windows XP, Service Pack 2](#)
- [ICQ Toolbar](#)
- Mozilla browser
- Netscape browser
- Firefox browser

## 6. Disable Firewall Software Applications

Some firewall applications prevent consistent and continuous communications between the student computer and the course web sites. Some popular firewall software applications include:

Norton Firewall  
McAfee Firewall  
ZoneAlarm

Disable the firewall software application before connecting to the course or configure it to allow access to the WebCT site.

## Technical Problems

If you have trouble getting into WebCT or accessing any of the features, make sure you have made the adjustments described above. If you are still having problems, contact the WebCT System Administrator as follows:

Marlene Saunders  
105 Patterson Building  
(704) 991-0258  
[saundem@stanly.edu](mailto:saundem@stanly.edu)