

Using the Assignment Tool

Login

- Go to <http://webct.salve.edu>
- Click **Login link**
- Enter your **WebCT ID**—firstname.lastname (lowercase, no spaces)
- Enter your **password**—initial password is nine digit student ID
- Click **Login**



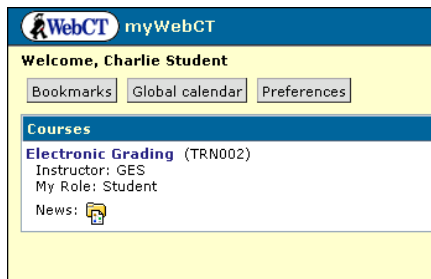
Login to WebCT




WebCT ID:

Password:

- Select your course from the list on the left side of the screen.




 myWebCT

Welcome, Charlie Student

Courses

Electronic Grading (TRN002)
Instructor: GES
My Role: Student

News: 

- Select the Assignment icon.

 Modules

 Assignments

 My Grades

Submit an Assignment

- The Assignment page shows all the assignments that are due for the course

Homepage > **Assignments**

Assignments

1 Available 0 Late 0 Due soon

Display:

Module I Assignment
Availability: Immediately - Unlimited
Grade: 88 / 100
Status: [Graded](#)

Module II Assignment
Availability: Immediately - Unlimited
Grade: -- / 100
Status: [Submitted](#)

Module III Assignment
Availability: Immediately - Unlimited
Grade: -- / 100
Status: [Not submitted](#)

- The **Availability** column shows when the assignment is available and when it is due.
 - The **Grade** column gives you a quick view of your grades.
 - The **Status** column tells whether or not you have submitted assignments and if they have been graded.
- **To submit your assignment click on the assignment title**
 - The assignment page gives the directions for the assignment, as well as any files that you may need to download to complete the assignment.

[Home](#) > [Assignments](#) > [Module I Assignment](#)

Assignment: [Module I Assignment](#)
[Return to Assignments](#)

Assignment Information

Maximum grade [100](#)

Due date [Unlimited](#)

Instructions Your paper is to be 7-10 pages double-spaced and word-processed. Include your name, course number, and assignment number on the cover page.

You must save your document with the following name:
lastname_firstname-TRN002Mod1
where you insert your last name and first name in the file name area.

Failure to follow the naming conventions can result in grading delays and/or lost papers.

Assignment files [None](#)

Submissions You are not permitted to retrieve your assignment and re-submit files.

Notification The instructor will not be notified via email when you submit this assignment.

- **Scroll to the bottom of the screen for the submission area**

Submit Assignment

Status: **Not submitted**

Student files: **None**

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

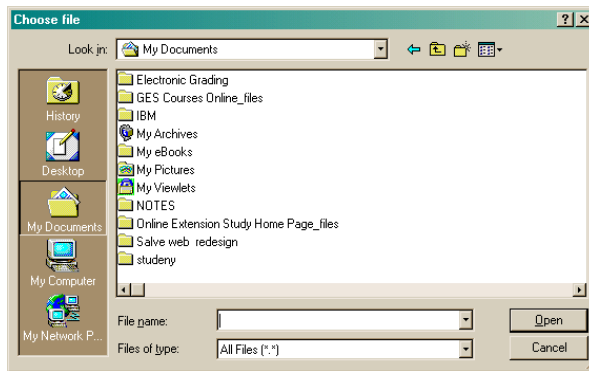
- Click the **Upload file** button to upload your file.

Upload File for Assignment: **Module III Assignment**

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

- Click **Browse** to select the file to upload
- This brings up a pop up window to choose your file.
-



- Navigate to the folder where your file is stored and select the file. Click **Open**.
- Click the **Upload** button
- The screen now displays your file

Submit Assignment

Status: **Not submitted**

Student files: To view a file, click its filename.

<input type="checkbox"/>	Files	Modification date	Size
<input type="checkbox"/>	Student_Charlie-TRN002Mod1.doc	June 5, 2004 11:44am	19.0 KB

To upload your completed assignment, click **Upload file**.

After you have uploaded your completed assignment, you must click **Submit assignment**.

- If you uploaded the wrong file, you can remove the file
 - Click in the box in front of the file name
 - Click on **Remove files**.

- A warning will be displayed.
 - Click **OK** if you are sure you want to remove the file.
 - Click **Cancel** if you do not want to remove the file
- Click the **Submit assignment** button to submit the assignment
- The assignment page now shows when the assignment was submitted.
- Click on the assignment link to return to the Assignments listing.

Checking your grades

- From the Assignment page Click on the Graded link in the Status column next to the assignment

Homepage > **Assignments**

Assignments

📁 1 Available | 🕒 0 Late | 🕒 0 Due soon

Display:

Module I Assignment

Availability: [Immediately](#) - Unlimited

Grade: 88 / 100

Status: [Graded](#)

Module II Assignment

Availability: [Immediately](#) - Unlimited

Grade: -- / 100

Status: [Submitted](#)

Module III Assignment

Availability: [Immediately](#) - Unlimited

Grade: -- / 100

Status: [Not submitted](#)

- This screen shows your submitted file, the file returned by the instructor, the instructor's comments and grade.

Assignment Results: **Module I Assignment**

Name: [Charlie Student](#)

Maximum grade: 100

Date submitted: [February 18, 2004 12:35pm](#)

Student files: To view a file, click its filename.

Files	Modification date	Size
Student_Charlie-TRN002Mod1.doc	February 18, 2004 1:35pm	19.0 KB

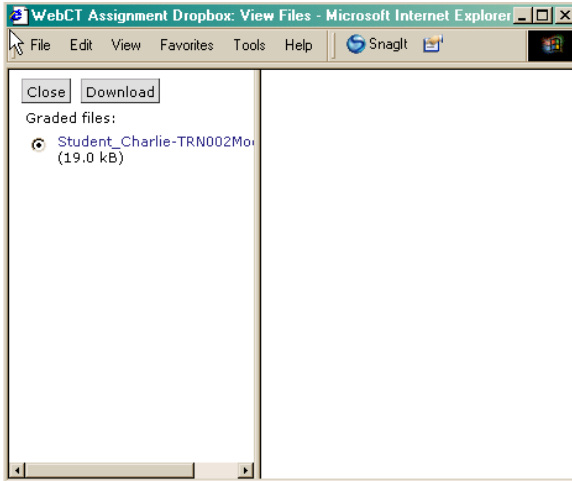
Graded files: To view a file, click its filename.

Files	Modification date	Size
Student_Charlie-TRN002Mod1.doc	February 18, 2004 1:43pm	19.0 KB

Comments: [Good Job! Interesting point of view. I think an example would strengthen your argument on page 2.](#)

Grade: **88** out of 100

- Click on the filename under Graded files to access the file with any corrections or comments the instructor may have made in the file itself.



- **Click on the file name to view it in the blank frame on the right side of the screen.**
- **To Download the file to your computer**
 - **Select the file and click the Download button**
 - **Verify you want to save to disk and click OK**
 - **Select the folder to save to and click Save**
- **Grades can also be view by going directly to My Grades from the homepage**

[Modules](#)

[Assignments](#)

[My Grades](#)

You will see a listing of the course assignments required for the course and the grade you have received for each one.

My Grades

Charlie Student (studentc)	
Module I Assignment (Out of 100.00)	88.00
Module II Assignment (Out of 100.00)	---
Module III Assignment (Out of 100.00)	---