

Accessing WebCT Vista at Bainbridge College

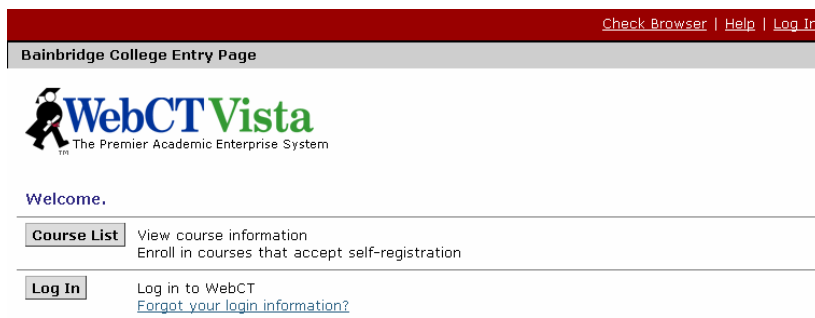
WebCT Vista is an online course management system used by many instructors at Bainbridge College. It allows them to create online materials to enhance a class taught on campus or to teach a class entirely over the Internet. You will need access to a computer and the Internet to access Vista.

Before logging in for the first time, you will need two important pieces of information:

- Your **Banner PIN** number. If you do not know it, you will need to visit the Admissions and Records Office in person to look it up. You will need a photo ID.
- Your **BC e-mail** address. This can be found by logging into Banner Web.

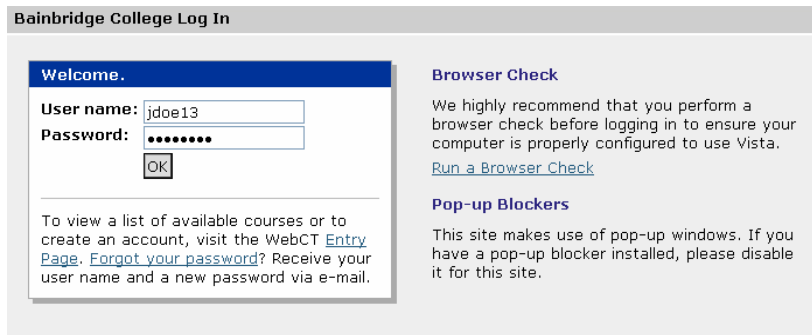
Instructions:

1. Go to the college homepage at <http://www.bainbridge.edu>.
2. Select the **Services** tab and choose **WebCT Vista**. The login screen will appear.



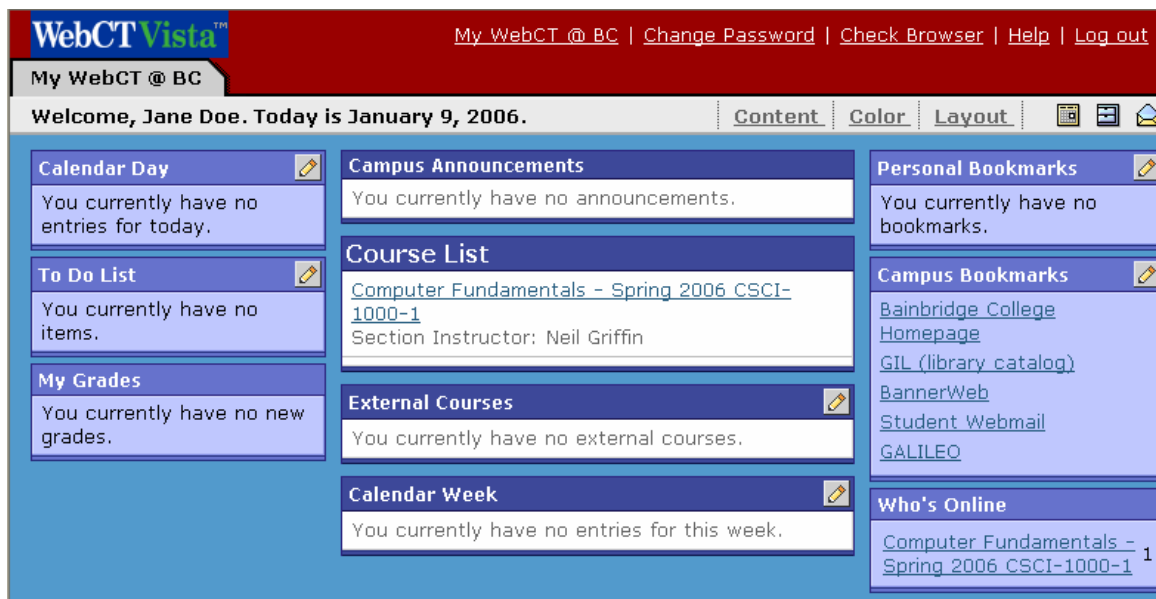
The screenshot shows the 'Bainbridge College Entry Page' for WebCT Vista. At the top right, there are links for 'Check Browser', 'Help', and 'Log In'. Below the header, the WebCT Vista logo is displayed with the tagline 'The Premier Academic Enterprise System'. A 'Welcome.' message is followed by two main options: 'Course List' (with subtext 'View course information' and 'Enroll in courses that accept self-registration') and 'Log In' (with subtext 'Log in to WebCT' and a link for 'Forgot your login information?').

3. Click the **Log In** button.

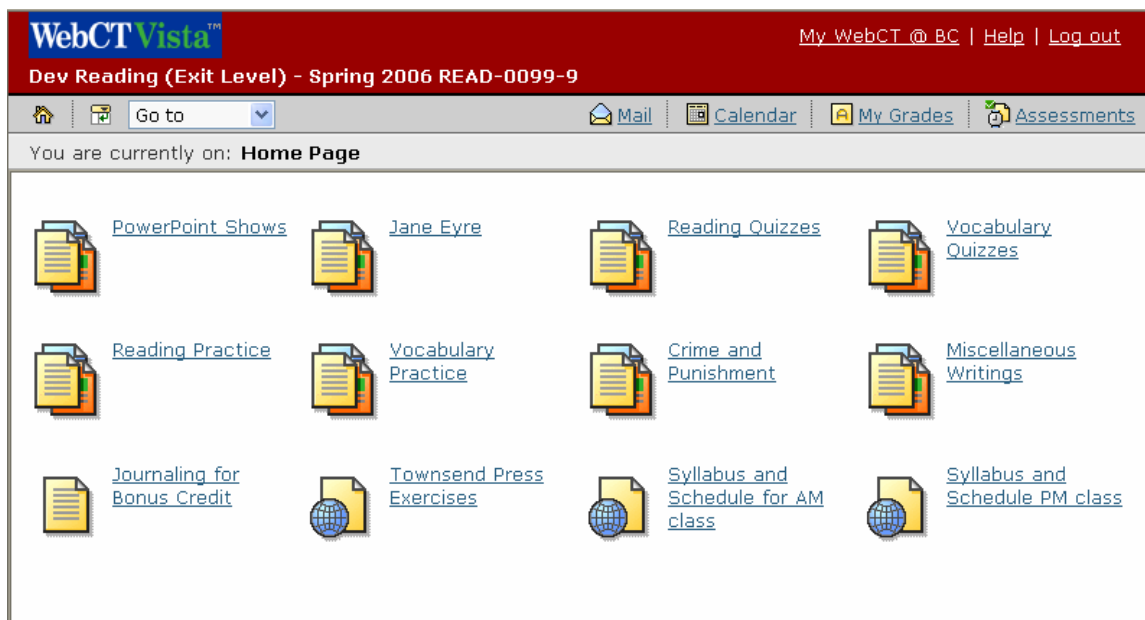


The screenshot shows the 'Bainbridge College Log In' screen. On the left, there is a 'Welcome.' box containing a login form with fields for 'User name:' (containing 'jdoe13') and 'Password:' (masked with dots), and an 'OK' button. Below the form, there is a link to 'Entry Page' and a link for 'Forgot your password?'. On the right, there are two informational sections: 'Browser Check' (recommending a browser check and providing a link 'Run a Browser Check') and 'Pop-up Blockers' (advising to disable pop-up blockers).

4. If this is your first time using WebCT Vista on this computer, click the **Check Browser** link. If all of the items have a check, you are ready to go. If not, you will need to make the changes recommended. The links at the bottom of the window will help you with this process. Close the window when you are done.
5. Enter your user name and password. Your user name is the first part of your Bainbridge College e-mail address. Your password is your Banner PIN number.
6. Once logged in, you will see the My WebCT page. This is your organizer page. Besides listing your courses, the My WebCT page also gives you a view of your class calendars, new mail, new grades, and important announcements. You can add your own calendar entries, bookmarks, and to-do items.



- Click on the name of the course you wish to access. **Note:** At this time, all of the courses you are enrolled in are listed. If you receive an error when you try to access a course, this indicates that the instructor is not using Vista at this time.



- Once logged into a course, you will have access to the content and tools selected by your instructor. The screen above is a sample from an actual class. The course toolbar at the top of the screen has navigation controls on the left and buttons for course tools, such as grades, mail, chat, assessments on the right. If there are more tools than can fit on the toolbar, you will see a button labeled **More Tools**. The icons below contain the course content.

If you need help, there is always a **Help** link at the top of the screen. When you are finished in a course, click the **My WebCT @ BC** link to select another course or **Log out** to exit WebCT Vista.

Online Support Center – 24/7 assistance, including password resets. Click on the Services tab on the BC website or go to <http://help.view.usg.edu>.