WebTutor COURSE PREPARATION CHECKLIST

WebCT

REGISTERING TO ADOPT WebTutor on WebCT

If possible, we recommend registering for your course six weeks prior to the course start date to allow time for you to customize your course for use with students and to familiarize yourself with the content and platform.

❑ Determine whether your course will be hosted on campus (minimum WebCT version 2. x), or centrally by Thomson Learning. (If you select on campus, please make sure to identify your Campus WebCT Administrator and have their contact information available for the registration form).

❑ Register for your WebTutor course by visiting http://webtutor.thomsonlearning.com and selecting Adopt WebTutor on WebCT.

Once your registration form is submitted, here's what you can expect:

Campus Hosting: Our Service Manager will contact your Campus WebCT Administrator to identify the best way to deliver content to you. This can be via CD-ROM, .zip file, or directions to download from an FTP site. This process generally takes 2-3 business days.

Central Hosting by Thomson Learning: You will receive an email confirmation with your course information in 3-4 business days.

❑ An Adoption Kit with additional information about your course will arrive in the mail within 1 week following your course set up notification.

WHILE YOU ARE WAITING FOR YOUR COURSE:

❑ Obtain the ISBN for your WebTutor Access Code package from your Thomson Learning Sales Representative. Notify your representative if you would like to include a Student Guide in the package.

❑ Notify the bookstore of your decision to adopt WebTutor. Explain that this is a required item and without it, your students will not be able to access their course materials.

❑ Visit http://webtutor.thomsonlearning.com and select Calendar of Events. Register yourself for an online WebTutor Orientation Session. This is a 1 hour online Orientation/Conference Call to get you up and running with your WebTutor course. If the dates and times available do not work for you, suggest an alternative date and time by using the Contact Us link at the site.

If you have not been contacted by Thomson Learning within 5 business days, please send an email to webt.clientservices@thomsonlearning.com.

COURSE PLANNING

❑ Identify the resources you would like to include in your WebTutor course. This can include your Syllabus, PowerPoint Lectures, Class Notes, Web links and more. Begin saving these files as HTML for easy import to your WebTutor course.

❑ Visit http://webtutor.thomsonlearning.com and select TOTAL Support to download the Instructor an/or Student Manual. A copy of each will be included in your adopter packet as well.

❑ Visit http://www.webct.com for additional resources to help you with learn about the WebCT platform. (Support, documentation and Tips and Tricks, and more).

After Your Course and Adoption Kit Arrives

Please Note - Detailed information on these next steps will arrive in your adoption packet.

❑ Adjust Browser Settings

❑ Add a sample student account to your course.

❑ Determine how you will upload your student roster to the course.

❑ Identify the features and tools of WebCT you will use.

❑ Determine how will you provide Syllabus information (In the Course Calendar, The Syllabus Tool, or by uploading your existing Course Syllabus).

❑ Begin Customizing your course

❑ Identify any Plug-Ins or Players students will need to access your course content.

1 week prior to class

❑ Plan an Orientation Session with your students

❑ Update Student View

❑ Check the bookstore to ensure WebTutor Access Codes are available

TECHNICAL SUPPORT

Help with the WebCT Platform:

Your adoption of WebTutor from Thomson Learning includes Technical Support directly from WebCT for you and your students. If you need help, an online web form is available at http://www.webct.com/support or, alternatively, you can contact support via email or phone.

Email: publisher.support@webct.com
Phone: 1-877-855-3238
Hours: Sunday - Friday 6am-6pm (PST), Saturday 9am-6pm (PST)

If you have questions regarding Thomson Learning content please contact Thomson Learning directly at webt.clientservices@thomsonlearning.com.