



# Submitting Assignments using WebCT

If your professor has requested that you submit an assignment through WebCT, follow the simple procedure below. This procedure should work both on PCs and Macs both on- and off-campus. Please contact the Instructional Technology Resource center at x6-4739 or [itrc@brandeis.edu](mailto:itrc@brandeis.edu) if you have any questions or problems regarding this process.

## Before you begin:

It is important to name your document correctly. The file name cannot contain any of the following characters: spaces, tabs, line feeds, carriage returns : ~ [ ] ! @ # \$ % ^ & \* ( ) + ` } } | \ < > , ? / ; ' " WebCT will not recognize file names with spaces, or characters that are not numbers or letters.

If you are working on a Mac, you also need to make sure that your file name ends with the appropriate PC extension so that your submission will be readable on a PC. If you are saving a Word document, make sure the file name ends with “.doc”. If you’re saving an Excel spreadsheet, make sure the file name ends with “.xls”. If you are saving an Adobe Acrobat file, make sure its file name ends with “.pdf”. All of the above endings should be typed in without the quotation marks.

You may consider saving or copying your assignment to the desktop so that it will be easier to find later. You are now ready to begin your submission.

**1. Open WebCT.** Start your favorite web browser, such as Netscape or Internet Explorer, and type in “http://webct.brandeis.edu” and press enter. You should see a web page resembling the page on figure 1.

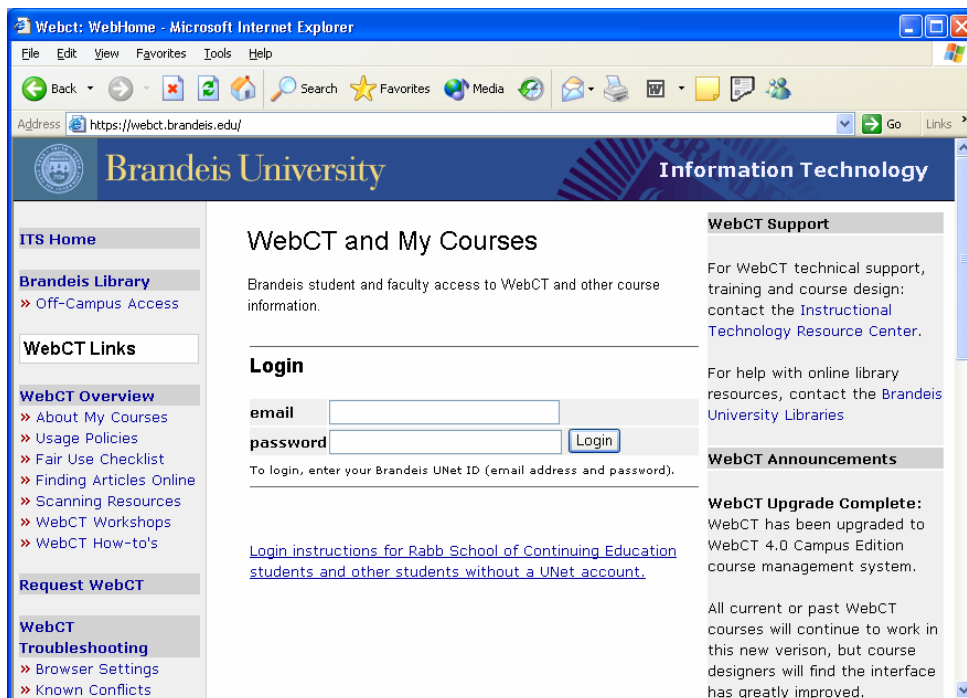
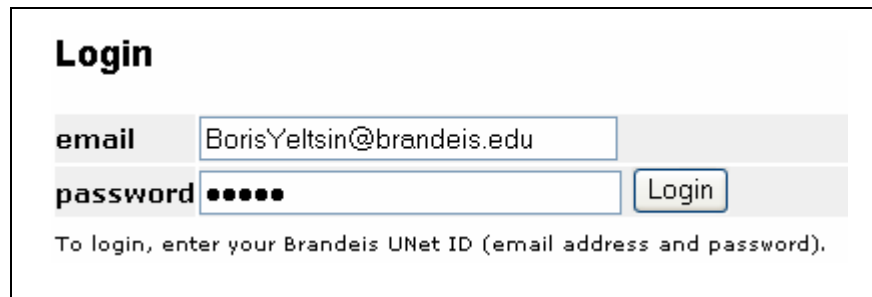


Figure 1. WebCT Login Page

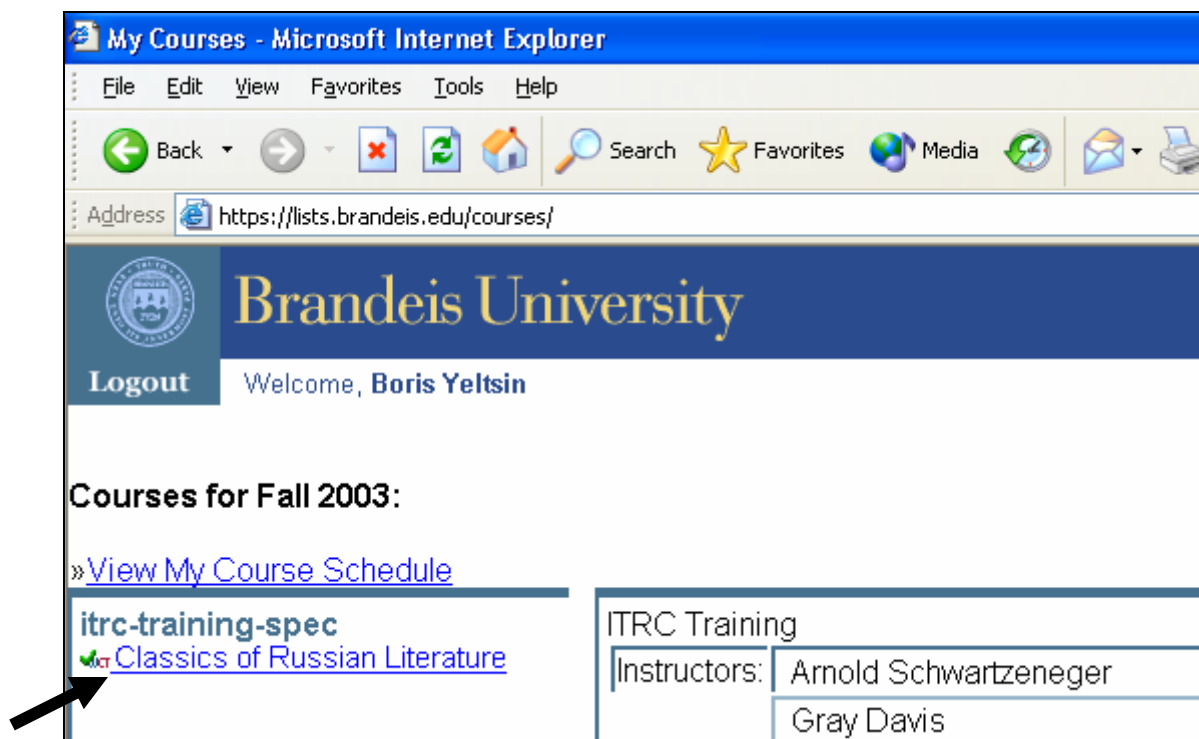
**2. Log In.** Click on the box labeled “email” and type in the e-mail address. In almost all cases, this will be your Brandeis e-mail address. In other cases, this will be the e-mail address with which you registered for WebCT. If you do not have a Brandeis e-mail address and have not registered another e-mail address with , click the “Login instructions for Rabb School ... and other students without a UNet account” link,” and follow the instructions on the resulting page. When you have completed the procedure outlined on the resulting page, exit your browser completely, and return to step 1. To completely close your browser on a PC, simply close all open browser windows. On a mac, hold down the “Apple” key and press Q.

Once you have registered and entered your e-mail address, enter your password in the password box, and click “Login”.



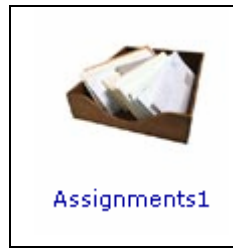
*Figure 2. Logging In*

**3. Select your course.** On the resulting page, find the course for which you want to submit the assignment. Once you have found the name of the course, click on the “Visit WebCT Course” link next to it.



*Figure 3. Webct Course List (simulated)*

**4. Find the dropbox.** The dropbox will look like the one shown in figure 4. The title (written in blue underneath the picture may differ). Click on the picture or the title.



*Figure 4. The Dropbox Icon.*

**5. Select the assignment.** From the available option, select the assignment you wish to submit by clicking on its title. Some assignments, such as those which are not yet being accepted or those whose due dates have passed may be disabled. In the example in figure 5, we shall submit the Dostoyevsky research assignment.

Training Course - WebCT 4.0 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Links

Address [https://webct.brandeis.edu/SCRIPT/033ITRC\\_TRAINING\\_SPEC/scripts/serve\\_home](https://webct.brandeis.edu/SCRIPT/033ITRC_TRAINING_SPEC/scripts/serve_home) Go Links

myWebCT Resume Course Course Map Check Browser Help

Training Course

▼ Course Menu

- Homepage
- Calendar
- Discussions
- Chat
- Dostoyevsky Research P
- The Shapes PowerPoint

Homepage > **Assignments1**

**Assignments**

✏ 1 Available : ⌚ 0 Late : ⌚ 0 Due soon

Display:  Go

✏ **Dostoyevsky Research Paper**  
Availability: Immediately - October 4, 2003 2:00pm  
Grade: -- / 100  
Status: Not submitted

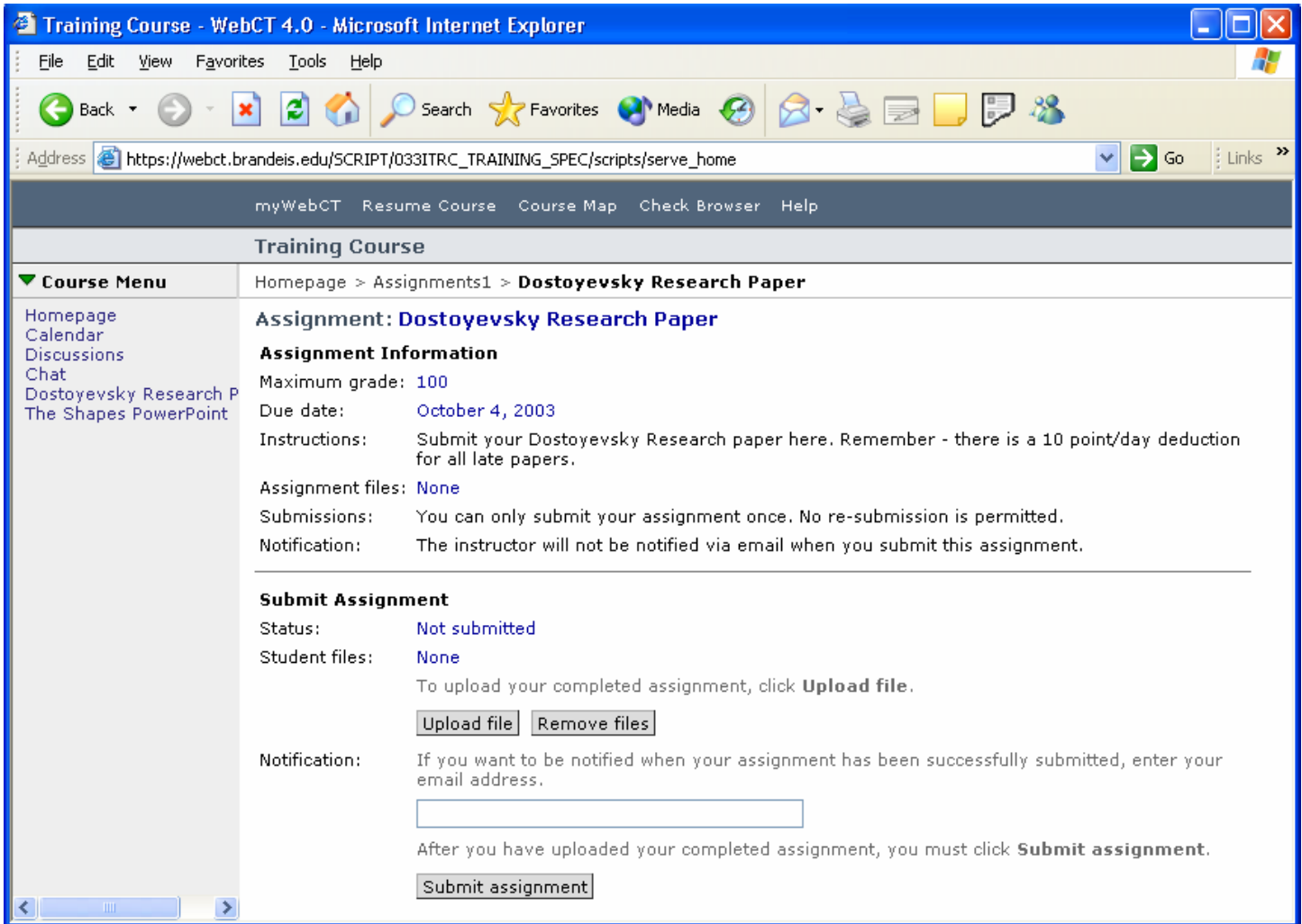
**Tolstoy Research Paper**  
Availability: Unavailable  
---  
Status: Unavailable

**Lermontov Research Paper**  
Availability: Unavailable  
---  
Status: Unavailable

**Gogol Research Paper**  
Availability: Unavailable  
---  
Status: Unavailable

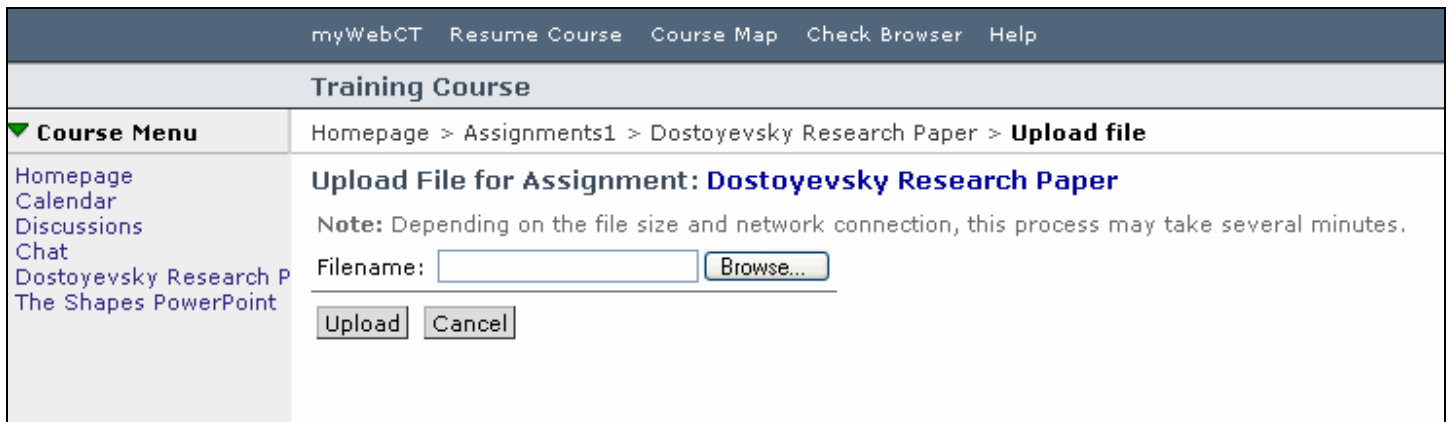
*Figure 5. The Assignment List.*

**6. Select and upload the file.** A page containing the assignment information, such as the one shown in figure 6a will appear.

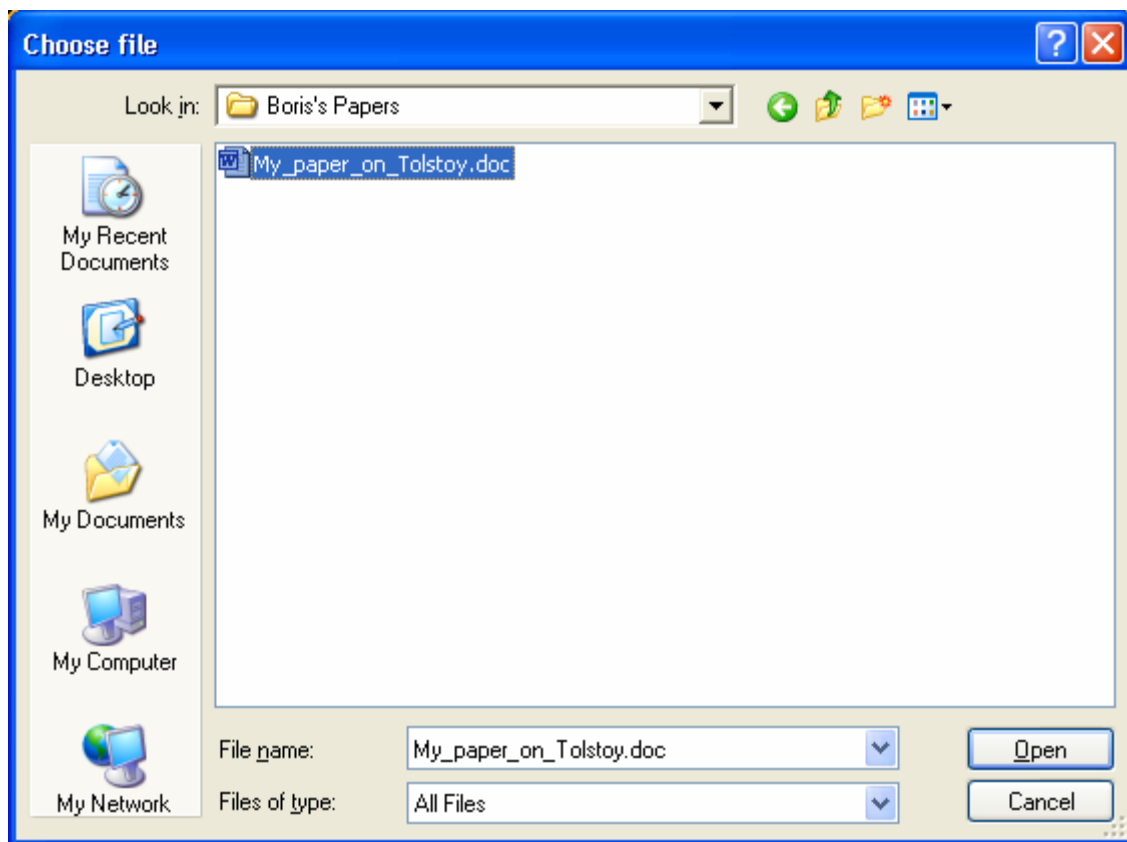


*Figure 6a. The assignment submission page.*

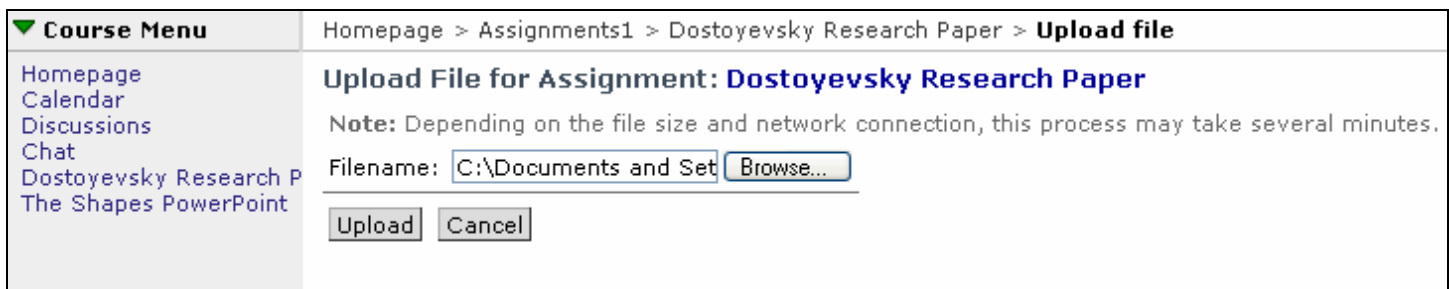
- i. Click on the "Upload" button.
- ii. On the page that appears click the "Browse" button (figure 6b).
- iii. A file selection dialog, much like the one used by your other programs (such as Microsoft Word) will appear. Select the file that you wish to submit. The Windows file selection dialog is shown on figure 6c.
- iv. When you select your file, the selection dialogue will close, and the file's path will appear in the textbox on the upload page (figure 6d). Click on the "upload" button.
- v. The page in figure 6a will appear again, only this time it will list the file you just uploaded under "Student Files". If you have more files you wish to submit as part of this assignment, repeat steps i-iv. Once you have uploaded all the files you wish to submit, you may want to enter your e-mail address into the "Notification" section (as shown in figure 6e). This is so that you are notified by e-mail when your submission is complete. Then, click on the "Submit assignment" button. A confirmation box will pop up. Click "Ok".



*Figure 6b. The Submission interface.*



*Figure 6c. The File Selection Dialog (Windows)*



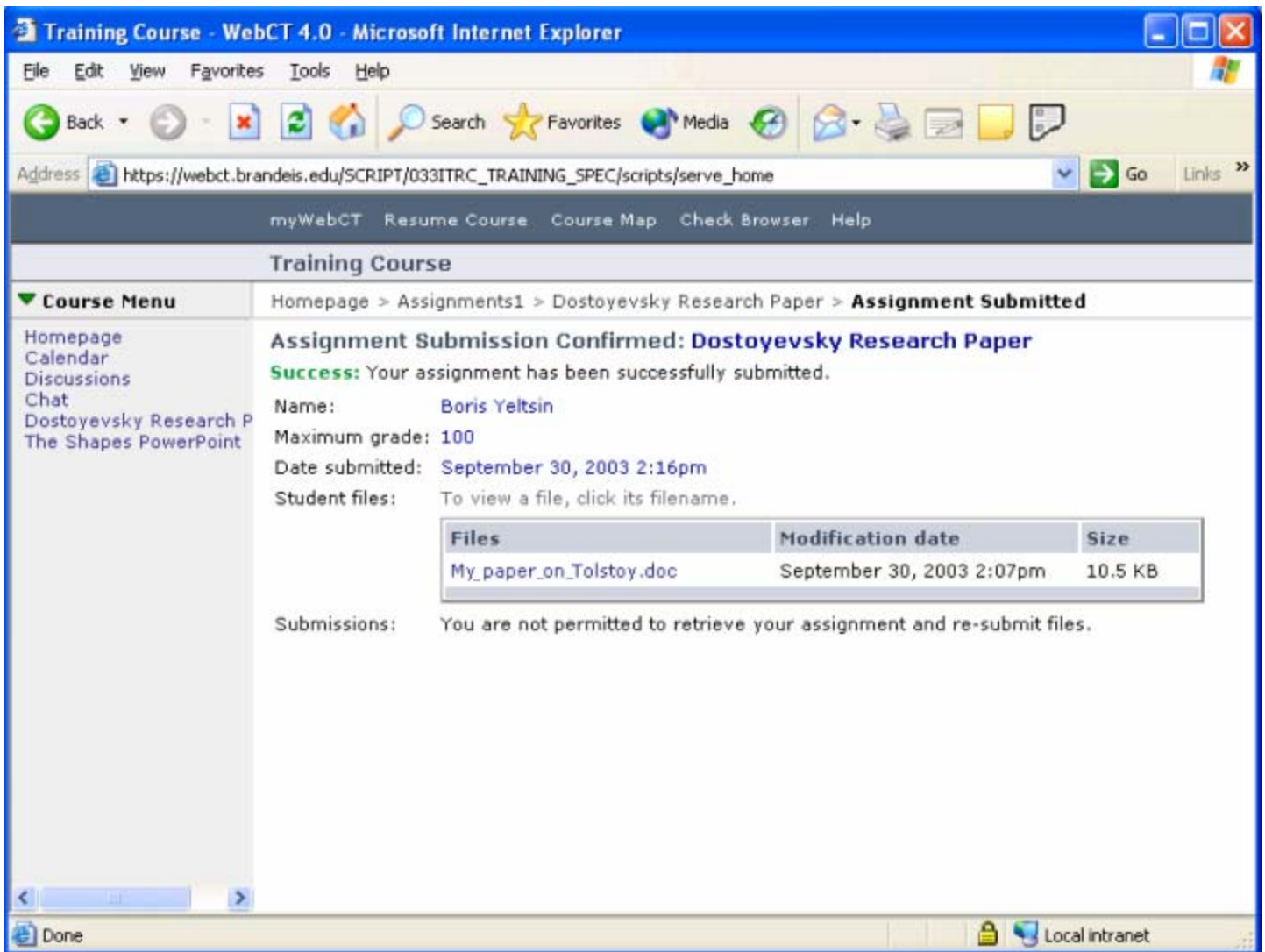
*Figure 6d. Submission interface with a file selected.*

**Notification:** If you want to be notified when your assignment has been successfully submitted, enter your email address.

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

*Figure 6e. The notification section.*

**7. Confirmation.** You should now see a page similar to the one shown in figure 7. This means that your assignment has been submitted correctly.



*Figure 7. Submission confirmation page.*