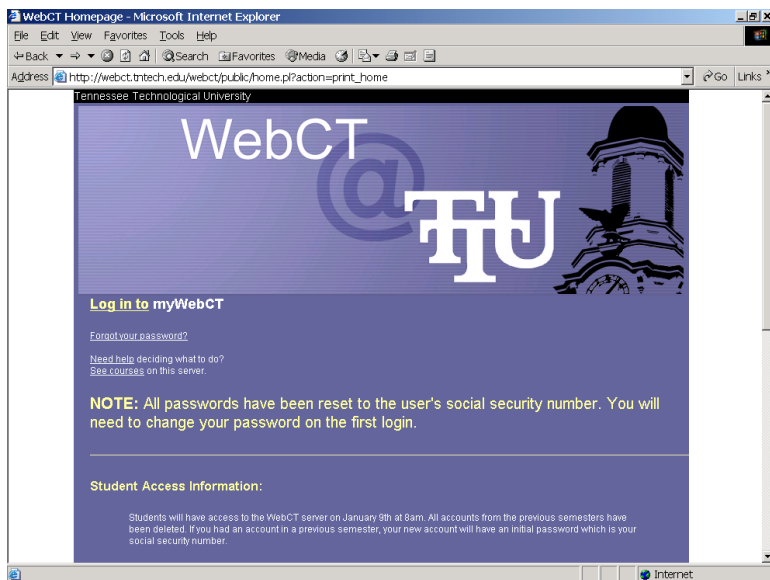


Welcome to WebCT for the TESI

This site has been created to facilitate discussion among TESI participants, both during the Institute and after.

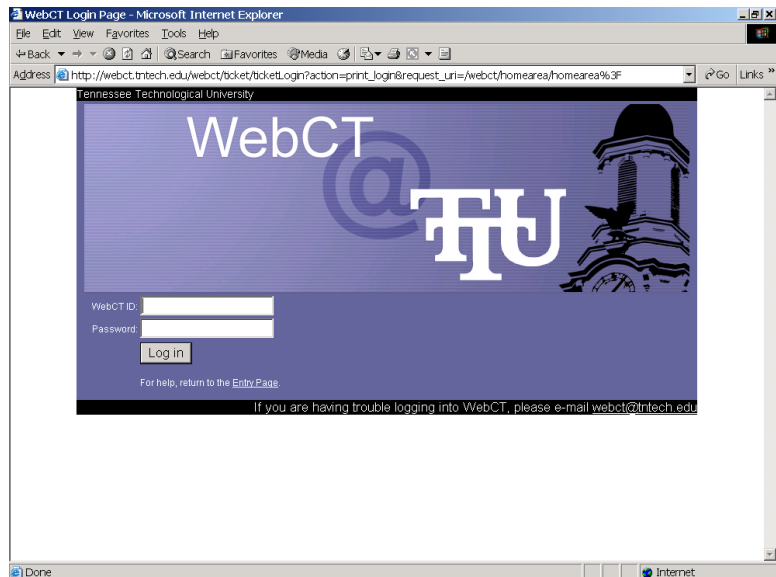
- The WebCT portal can be found at the TTU WebCT site: <http://webct.tntech.edu/> or from the TTU home page (www.tntech.edu), under Quick Links, select WebCT.
- Help may be accessed from any screen by clicking the HELP link. This will provide context sensitive help

Once at the TTU WebCT page, your screen should like this:



How to enter the TESI WebCT site:

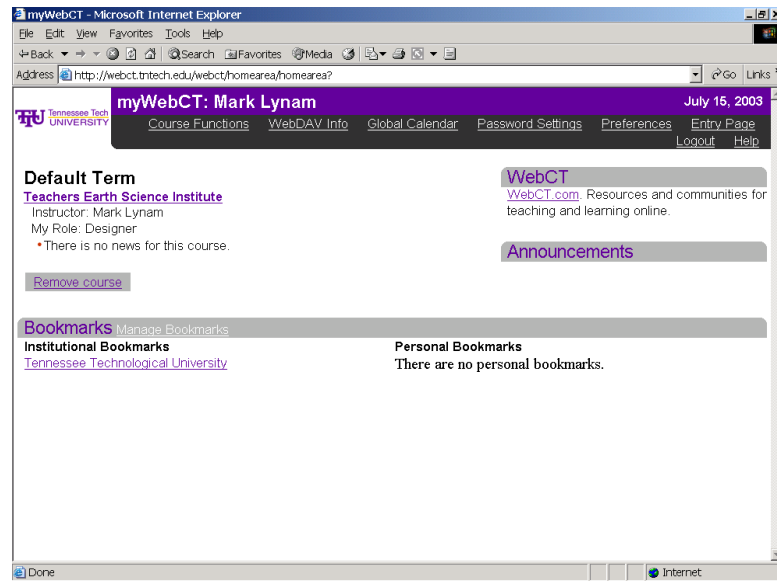
- Select the **Log in to my WebCT** link
- Your WebCT ID is your last name and first initial (for example, lynamm)
- The **initial** password will be tes03 (zero-three)
- You will be prompted to change your password the first time you log in.
- Set a password hint so that you can automatically receive a new password if you forget yours. Create a



question that is meaningful to you and type the answer. If you forget your password, select the [Forgot your password?](#) link. WebCT will present the question. If you give the correct answer, then a new password will be automatically emailed to you. If your password is forgotten, and you've chosen NOT to create a password hint, contact Mark Lynam (mdlynam@tntech.edu; 931.372.3673) and a new password will be sent.

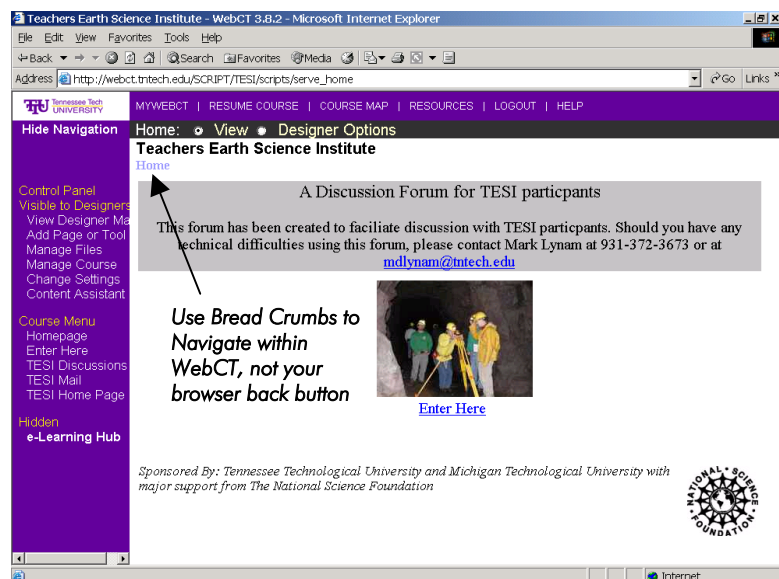
myWebCT Page

- This is your portal to the TESI WebCT pages as well as to options in the black menu bar.
- Use Password Settings to reset your password or change your Login Hint.
- Click on Teacher's Earth Science Institute to be taken to TESI pages.
- You may also use the Manage Bookmarks link to add/hide both institutional and personal bookmarks.



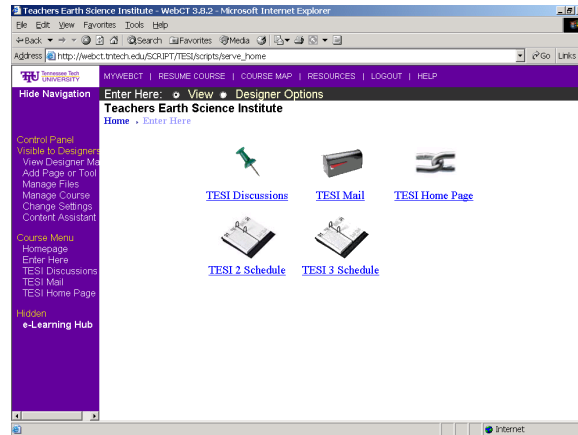
Entry Page for TESI

This is the entry page to the TESI pages. Notice what WebCT refers to as "Bread Crumbs". Use these 'Bread Crumbs', rather than the Back and Forward buttons on your browser. Using these bread crumb links enables the WebCT scripts to execute correctly and return you to where you need to be.



The TESI Home Page

It's here that you access the various components that have been created for TESI. As you explore and move around in these pages, please remember that the best way to do so is by clicking on the bread crumbs (the links under the text: Teachers Earth Science Institute).

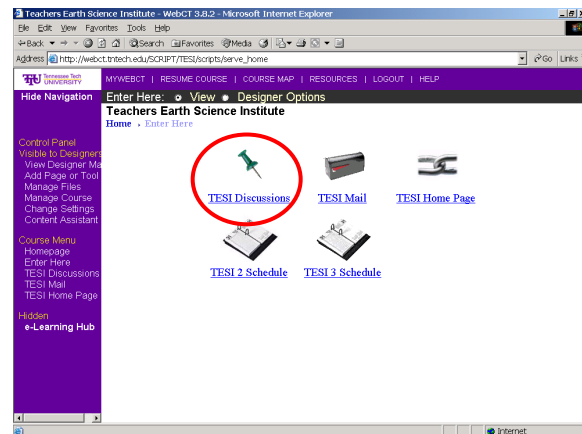


TESI Discussions:

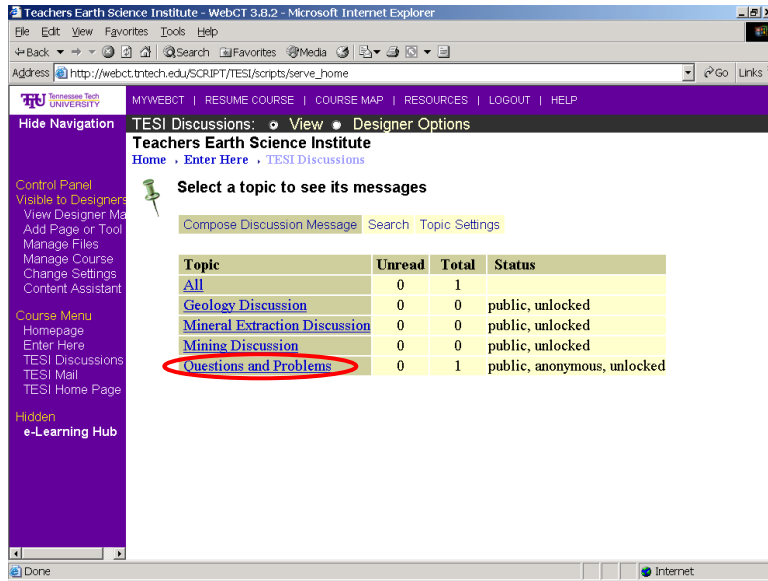
Discussions allows you to:

- post to and reply to topics
- read topics in chronological order or by thread (subject)
- download topics
- search for topics by subject date, or author.

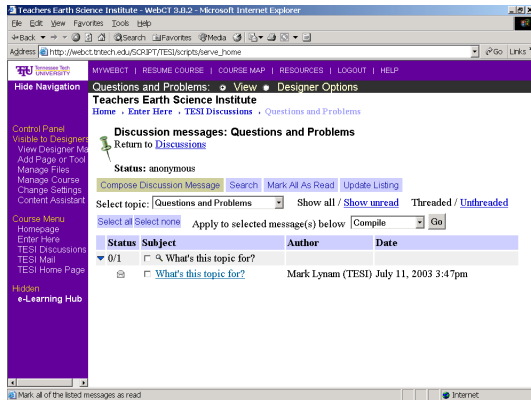
NOTE: If you would like a new topic created, please contact Mark Lynam (mdlynam@tntech.edu; 931.372.3673).



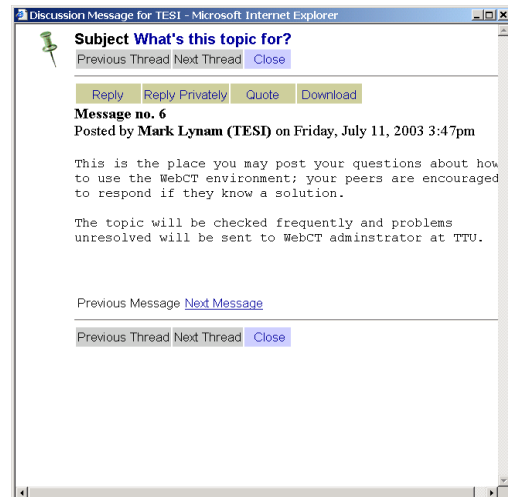
Clicking on TESI Discussions should open your browser to the following screen. (Topics may change)



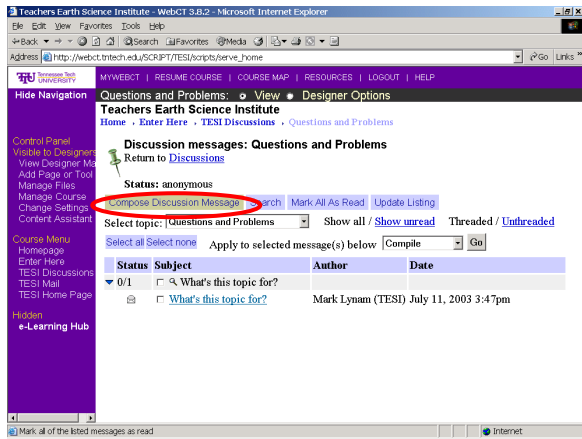
To view the postings in a particular, click on that topic. For example, clicking on the topic Questions and Problems brings up the screen on the left.



Clicking on the subject, "What's this topic for?" opens a new browser window that shows either the chronological postings (unthreaded) or postings grouped by subject (threaded)



To compose a message, click on **Compose Discussion Message**, and a new browser window opens to **Compose Discussion Message**.

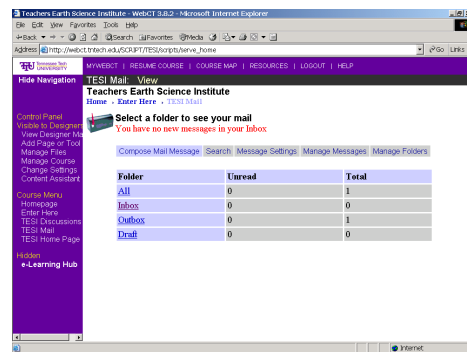
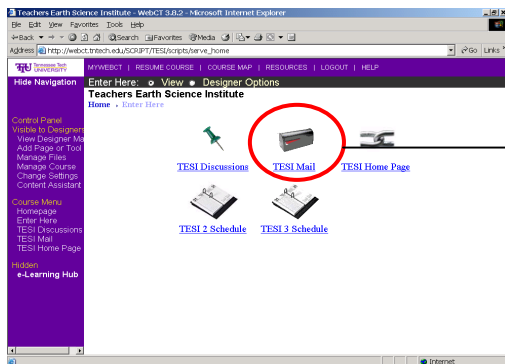


Other WebCT TESI Components

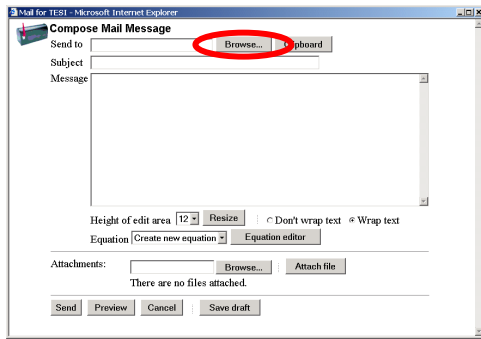
Mail

- TESI Mail allows you to:
 - send email to other institute participants
 - receive email from participants
 - attach text or image files to your email.

IMPORTANT: TESI Mail is, by default, SEPARATE from your 'permanent' email. TESI email is an internal email account. You do have the option of forwarding mail received in your TESI Mail account to your external account. Clicking on TESI Mail opens this screen. From here, you may check, compose, and manage your mail folders.

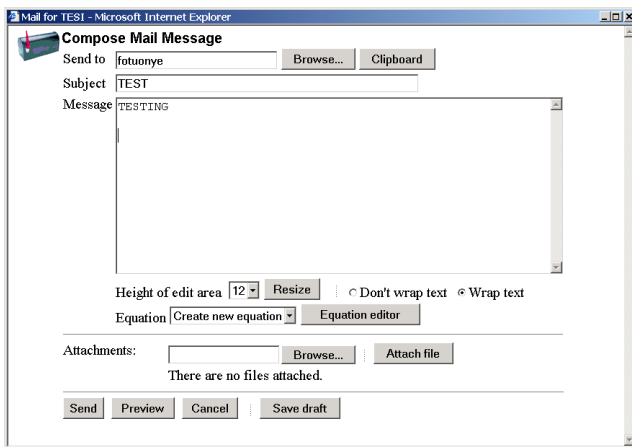
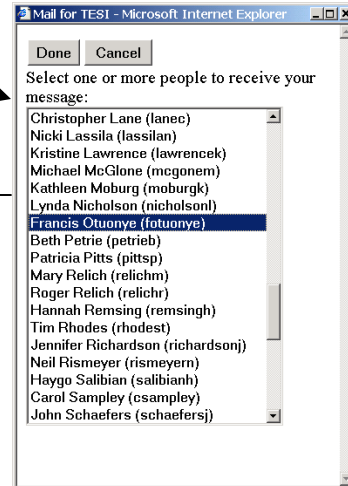


Clicking on Compose Mail Message will open a new browser window, shown below.



Complete the **Send to** text box by typing the name of the recipient(s) browsing the list of possible recipients.

- Click Browse. The list of possible recipients appears.
- Select recipients by clicking their name. To select more than one recipient, hold the CTRL key while clicking the names.



You may choose to forward your TESI mail to an external account. To do this, from the TESI mail screen, choose Message Settings. This opens a new browser window. Under Mail Forwarding, enter your external email address. Mail sent will then also be forwarded to your external account.

IMPORTANT: If you receive mail from TESI in your external account, do not reply to the message (you'll notice the email comes to your inbox with the return address of webct@ntech.edu).

