

Basic WebStudy Tasks for Students

A summary of basic operations in the WebStudy Course Management System environment

Success Strategies

Start early!

Use the first few days of class to learn WebStudy.

Develop a schedule for accessing your class, completing assignments, and reviewing required materials.

Alert your professor to any problems as soon as they arise using WebStudy [Mail](#).

Dedicate time to your class each week.

[Tabs](#) | [Password & Personal Information](#) | [Reading and Sending Mail](#) | [Submitting Assignments](#)
[Taking Tests](#) | [Using Forums](#) | [Help for AOL Users](#)

Summary of Tabs

Your course may have fewer tabs.

[About](#) - general Information about the course and your instructor

[Timeline](#) - an interactive course syllabus with links to various course elements; a good starting point

[News](#) - announcements from your instructor

[Grades](#) - online gradebook

[Students](#) - classmates and shared presentations and information

[Tests](#) - practice quizzes and graded exams; NOT in order by due date, alphabetized within categories

[Forum](#) - class discussions; NOT in order by due date, alphabetized within categories

[Materials](#) - required and supplemental materials for class; NOT in order by due date, alphabetized within categories

[Work2Do](#) - class assignments; NOT in order by due date, alphabetized within categories

[Links](#) - access to course-related web sites

[Live](#) - real-time discussion area


[Teams](#) - student work groups and tasks

To Change Your Password & Personal Information

1. Click the Personal icon at top  to display your "About you" tab information sheet.

2. Change your password and add any other information you wish. (Note: It is helpful to provide an external email address and phone number so that WebStudy tech support can contact you if necessary.)
3. Click "Post It" to save your changes.
4. Use a password that you can easily remember and provide a hint. Write it down and remember it. Whatever you change it to remains for future semesters.


To Read WebStudy Mail

1. Click the Mail icon  at the top.
2. Click subject to read any mail on the list.

To Reply to Mail

1. Scroll down below the message; optionally edit subject line.
2. Type your reply in larger text area.
3. Select "No, send immediately" if you do not want to save message to complete and send later.
4. Click "Post It".

To Compose & Send WebStudy Mail

1. Click the Mail icon  at the top.
2. Click the Compose Tab
3. Select recipient from class list.
4. Fill in subject and content areas.
5. Optionally add attachments (click attachment button and follow directions).
6. Select "No, send immediately" if you do not want to save message to complete and send later.
7. Click "Post It".

To Submit Assignments (Two Methods)

Method #1. Text area

1. Type your content in the text area in the lower half of your screen.
or
Copy and paste from an open application. Recommendation: copy into WordPad first, then Copy and Paste from WordPad.
2. Select "Send To Instructor" if your work is complete.
3. Click "Post It".

Method #2. Upload file

1. Create your assignment in Word or appropriate application. Save in RTF format ([how do I do that?](#)) so that your instructor can open and grade your work.
2. Click the "Browse" button.
3. Locate and select your assignment file.
4. Click "Open" in dialogue box.
5. Select "Send To Instructor" if your work is complete.
6. Click "Post It".

Taking Online Tests

1. Alert others not to interrupt you.
2. Turn off background programs such as virus scanners.
3. Click the Exam link on the timeline.
4. Click on the button that says "I Agree to Take This Exam." Once you click it, you must complete exam.
5. Select correct answers by clicking. Be careful with scroll mouse. Scroll wheel may change your answer if you do not click outside question area after picking answer.
6. Review all responses before clicking "SUBMIT" button.

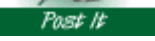
7. Essay questions will be graded later.
8. TIP for AOL users. AOL tends to disconnect students. Suggest first going into commerce area; start to buy a cheap product. Then take test in another Window. Return to purchase and cancel it. AOL seems to not disconnect when you are buying something.
9. Do NOT use the BACK BUTTON while taking an exam

Using Forums


To Get Started

1. Follow the link to the desired forum (either from the Timeline or the Forum tab).
2. Click the name of the forum link above the instructions.
3. Click "Start New Thread" at the top of the page to begin a new message.
4. Enter your response in the text box.



5. When you've finished, click "Post It" - .

To Respond to Other Students

1. Click the "Reply" button -  - under their message.
2. Enter your message in the text box.



3. Click "Post It" - .