Instructions for Logging In to WebCT for WebCT 101 Training

WebCT stands for Web Course Tools and is the learning management system used at the Community College of Rhode Island. The company WebCT was taken over by another company called BlackBoard Learning Systems and you will see the name “BlackBoard” appearing at times in WebCT. The name will eventually be changed over to the new company.

Please Note: You will be using the same username and password for WebCT that you use for CCRI Pipeline. If you do not remember your username or do not have an account on Pipeline, go to the CCRI Website (www.ccri.edu) and click on the Pipeline logo on the bottom left of the screen. There you will find links for looking up your username or creating an account as needed.

Accessing WebCT: Go to the website for WebCT at http://webct.ccri.edu (there is no “www” in this web address) or click the tab for WebCT from the “For Faculty and Staff” section of CCRI’s website. The following Entry page will appear:

Click on “Log in to my WebCT” to start the process of adding the WebCT training course to help faculty learn the basics of using this Learning Management System. The next screen to appear will ask for your username and password and you enter the same username and password used for CCRI Pipeline. Remember that these items are case sensitive so be careful not to have “Caps lock” turned on.
Once your login is accepted, the next screen will appear and would have a list of your courses on WebCT if you have used WebCT for another course. If this is the first course for which you have used WebCT, then there will be no courses listed. To add WebCT 101 Training to your list of courses, click on “Add course” as indicated by the red arrow on the next screen.

Once you have clicked on “Add Course”, your next screen will look like the one below on the next page. You must click on the down arrow next to the word “Main” and then choose “Training” from the drop-down list since you are going to be adding a course for faculty and staff training. You then click on the button for “Update” to bring up a list of all courses that are in the Training section.
You will now see this next screen to select the course to add to your entry page. Directly below this screen will appear a list of courses in the “Training” category as shown on the next page of this handout.
The correct WebCT 101 Course to pick is shown by the red arrow. Simply go to the right side of the page where the “pencil” icon is located and you will be added into the WebCT site for this course.

If you followed the above instructions, the next screen you see should tell you that you have successfully added the course, and you then click on “Go to course” to enter the WebCT site for WebCT 101.

If you encounter any difficulties in adding the course, such as your username and password not working in WebCT, you should call the CCRI Help Desk at 825-1112.

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