ELE2320 – Childhood and Early Adolescent Development
Steps to Gain Access to WebCT:

1) Open Internet Explorer or Netscape Navigator.

2) Go to Eastern’s home-page (www.eiu.edu).

3) In the pop-up menu in the bottom left corner, scroll down to “Virtual Course Environment.”

4) Click on the “my Web CT” link.

5) On the “Welcome to Web CT” page, click on the link to log-in.

6) A box will pop up requesting that you sign in. Type in your EIU username and password and click “OK.”

7) Under the list of courses, click on the link of the course section that you are enrolled in (i.e. ELE2320ADF – Childhood and Early Adolescent Development Section 004).

Once You Have Reached the Course Home-Page:
There are several links listed on the course home-page. By clicking on any of the links, you will gain access to a variety of information.

1) “Contents” Link – online learning resources.

2) “Calendar” Link – online calendar that contains important due dates.

3) “Communication Center” Link – provides access to the “Mail” and “Dropbox” functions. Use the “Mail” function within WebCT to contact the instructor. You will also use this function to turn in your Second and Third Current Events and your Video Reactions. The “Dropbox” function will be used to submit your First Current Event, Personal Child Study Paper, and Journal Articles. When turning in an assignment, select the assignment through the dropbox that you are trying to submit. You will have to upload to assignment from your disk. To upload completed assignment files, click Student files. To submit assignments after uploading them, click Submit assignment. To upload completed assignment files, click Upload. After the files are uploaded, click the Return to Assignment hyperlink. The Assignment Instructions screen appears. To complete the process, you must click Submit assignment on that screen.

NOTE: When submitting assignments through the dropbox, you cannot have any spaces, number signs, commas, or other odd characters in the file name.

4) “Quiz” Link – takes you to a selection of online chapter quizzes that you are able to take.
5) “My Records” Link – shows you all the points that you have earned up to a certain date.
   Note: In order to calculate your percentage, take the total points listed and divide by the total amount of required points that have been offered. For example, if you have taken two exams, but you have also received extra credit points, you would still only divide your total points by 200.

6) “Syllabus” Link – takes you to an online version of the course syllabus.

7) “Links” Link – provides a source of references that are categorized by chapter.

8) “Tips” (Study Guides) Link – takes you to online study guides for each exam.

9) “Communicate” (List for ELE2320) Link – has a list of which assignments are to be submitted through the dropbox and which assignments are to be e-mailed to the instructor.

10) “Help” (How-To’s) Link – an online list of instructions for WebCT.

11) “Bookmarks” (Journals) Link – takes you to a page that has a list of education journal websites.

12) “Movie” (Video Worksheets) Link – has printable online worksheets for the videos that are viewed in class.

13) “Example” (Articles) Link – has online articles that can be printed off. They will be used as supplemental readings during the semester.