Michigan Technological University Chemistry Department’s Syllabus
1400 Townsend Drive, Houghton, Michigan 49931-1295
www.chemistry.mtu.edu

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1. Course Number, Title, Semester, and Year.

CH1110 University Chemistry I (3), Fall, 2006. DOW 641 at 11:05 – 11:55 AM.
This course is a first level course in the chemistry department’s listing of courses for our various majors
and other departmental majors requiring two semesters of chemistry.

2. Instructors, Address, Telephone Number, and Office Hours.

Course Lecturer: Rudy Luck, 19-701b, (487-2309) rluck@mtu.edu
Office Hours: M,W,F 2:00 PM - 3:00 PM

Lab Supervisor (CH 1111) Lorri Reilly, 19-508A, (487-2044) lareilly@mtu.edu

Learning Center Coordinator: Lois Blau, 19-206A, (487-2297) lablau@mtu.edu

Recitation Instructors To be decided:
Offered on Tuesdays and Thursdays at various times.

3. Purpose of this Syllabus.

Welcome to University Chemistry I. This syllabus outlines the content of the course and contains the rules
and regulations by which your performance will be assessed. It is important that you spend some time reading this
in order to understand how the course is graded and when assignments are due. Furthermore, by having this detailed
description of the course, you are in a position to read the relevant chapters in advance of the discussion of material
in the lectures. This is helpful for a thorough comprehension of the course and it also helps you to comprehend the
material faster and not be lost during the lectures. You should also do the examples as they occur throughout each
chapter. Use a sheet of paper to block out the solutions and then immediately verify your answer. Then try the
practice exercises. If you have any difficulty with the problems, these can be discussed at the recitation periods,
with a coach in the learning center or with me during office hours. Please take advantage of these opportunities.

4. Introduction.

A general introduction to chemistry, which begins with the scientific method, and includes the structure of
the atom, chemical calculations and a study of the composition of materials, their structures and properties, and
related energy conversions. This course builds a sound foundation of vocabulary and conceptual knowledge in
chemistry and this course should improve your quantitative and computing skills. These aims will be accomplished
by a comprehensive understanding of approximately the first half of the required text. Students taking the course
will attain an understanding of atomic and molecular structure, the mole, gases, chemical reactivity, valence and
other common concepts. The course will also demonstrate the applicability of scientific concepts and thinking
processes to significant current issues in science. The course consists of two and a half hours of lecture and one
recitation session per week. You should have already been assigned to a particular recitation section. Information
on the lab (i.e., CH1111) is available at http://www.chemistry.mtu.edu/pages/courses/index.php.

5. Short Course Description and Prerequisites.

A major objective of this course is to help you acquire knowledge of chemistry as the central, experimental
natural science, which deals with the composition of materials, their structures and properties, and related energy
conversions in living and nonliving systems. This first semester of a two-semester sequence of chemistry courses
will provide students with an informed understanding of the nature of scientific reasoning, discovery, and invention
through a systematic exploration of the basic concepts and practices of chemistry. The course will also demonstrate
the applicability of scientific concepts and thinking processes to significant current issues in science. These aims
will be accomplished by a comprehensive understanding of approximately the first half of the required text. This
course is not recommended for students in programs requiring only one semester of first-year chemistry.
Prerequisite: A math ACT of 26 or higher (SAT 600), 3 years of high school mathematics and a good understanding of high school chemistry or a passing grade in CH1000, Preparatory Chemistry.

6. Textbooks.

The book listed below should be available from the bookstore.

Required. Brown, LeMay & Bursten
"CHEMISTRY, The Central Science",
Prentice Hall, Tenth edition, 2006

One iClicker device from the bookstore for $33.50. Bring this to every lecture.

This device will allow for the quick taking of attendance and for obtaining your responses to various questions during the lectures. If you do not bring this you will not receive a grade for that lecture.

7. Course Objectives.

This course will consider scientific inquiry in historical and cultural contexts. Historical examples of scientific creativity will be provided as appropriate to the topic being covered. We will also look at the progress of physical and chemical discoveries and their impact on our way of life. In this way, we will learn to develop a respect for limits on resources and responsibilities which face modern citizens. Overall, this course will explore the distinctive nature of scientific thinking, emphasizing:

* Distillation of seemingly disparate data into unifying concepts derived from theoretical constructs having wide applicability.
* Quantitative precision based on observation and experimental measurements; this requires the ability to do multiple, controlled laboratory experiments which can be replicated by others.

Students will develop a critical appreciation of the ways that scientists develop concepts and methods with practical applications which have direct implications for contemporary life. This course covers units on energy conversions, properties of solutions, gases and solids, structure of atoms, equilibrium and its relation to thermodynamics as well as everyday life, properties of materials in aqueous solution, and bonding and molecular structure with emphasis on geometry.

8. Teaching Methodology.

Lecture
Attendance at the lectures is required. Lectures assisted with transparencies, computer simulations, demonstrations, and some videotapes will constitute the major form of instruction for this course. From the outset, you are advised to read and study the required text. In fact you should read the relevant section before coming to the lecture. Quizzes will be administered during the lectures based on this reading.

Homework
There will be weekly problem sets assigned online. For this you need to have access to a computer with preferably the program Netscape installed. **REMEMBER TO ALWAYS ALLOW POPUPS FOR THE WEBCT SITE!!!!** These quizzes must be completed within the set time and submitted for grading. It is your responsibility to ensure that you can access the course website on Web-CT and read all the various chapter summaries and take these online quizzes. Practise exams will also be provided using this format. I also expect you to try problems at the back of the chapters in the text. If you experience difficulty with any of them do some more questions from that section and seek out assistance at the learning center. Attendance at the recitation sessions is required and the instructor will discuss the solutions to the problems in the recitation package which is distributed during the first period for your recitation.
Exams
There will be three term exams held from 6:00-7:00PM on Sept 28, Oct 26 and Nov 30 and one final exam based on material covered in the lectures, the appropriate chapters in the text and from the problem sets. The term exams and the final exams will be based on material from the lectures, the lecture demonstrations, and the problem sets. Therefore, it is critical that you attend lectures. If you have a university-approved absence and there is a scheduling conflict, it is possible to make arrangements in advance. A university approved absence is if you represent the university in some official capacity (athletic or academic event).

Please note that there are no make-up exams and late problem set assignments are not accepted. The final exam is on December 20, 2006. Book your vacation after that date.

CH0011, Development of Chemistry Skills, Chemistry Learning Center
CH0011 is associated with the Chemistry Learning Center. Students who would like an individual, weekly appointment are encouraged to enroll in CH0011. Stop by the CLC between 8:00 am – 5:00 pm during the first week of class to sign up for an appointment time with a coach. You must attend your first weekly appointment which begins the second week of class. Grades in CH0011 are satisfactory/unsatisfactory based on attendance. You are expected to attend every appointment. However, you are allowed to miss 1 appointment in case of an emergency and still receive a satisfactory grade. Note: there is no tuition charge for CH0011 as it is a zero credit course.

Walk-in Hours, Chemistry Learning Center
In addition to CH0011, you are encouraged to make use of the Chemistry Learning Center for individual assistance during our walk-in hours. Beginning on Tuesday, September 5th, the Chemistry Learning Center walk-in hours for Fall Semester are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10:00 am – 4:00 pm</td>
<td>10:00 am – 4:00 pm</td>
<td>10:00 am – 4:00 pm</td>
<td>10:00 am – 4:00 pm</td>
</tr>
<tr>
<td></td>
<td>7:00 – 9:00 pm</td>
<td>7:00 – 9:00 pm</td>
<td>7:00 – 9:00 pm</td>
<td>7:00 – 9:00 pm</td>
</tr>
</tbody>
</table>

There is no cost for using the walk-in hours. The Center is staffed by friendly, upper level undergraduate students who have a good background in chemistry and are familiar with the courses. The CLC is a relaxed, comfortable place to get help or to use as a study place. There are additional books and other resources available. Additional information is available on the CLC web site: http://www.chemistry.mtu.edu/pages/clc/index.php.
If you have questions about first year chemistry lecture courses, contact: Lois Blau, Coordinator of the Chemistry Learning Center, 206/208 Chemical Sciences Building, 487-2297, lablau@mtu.edu

In summary, there are many aspects to this course. You have to understand that you are the person responsible for taking advantage and utilizing all of the different learning situations to help you with the material. These are:

1. Your reading the book.
2. Attending the lectures and taking the various quizzes.
3. The problems assigned for recitations. Make sure you know how to work these out by attending the recitations.
4. The Web-CT practice quizzes and the online assignments
5. Assistance from coaches in the Chemistry Learning Center

By a constructive engagement with the above, you should not have any difficulty with the term and final exams.

9. Academic Integrity Policy.

Standards of academic conduct are set forth in the University's Academic Integrity Code, which can be found in the MTU Student Handbook or at www.admin.mtu.edu/dos/acadinteg1.htm. By registering for this course, you have acknowledged your awareness of the Academic Integrity Code, and you are obliged to become familiar with your rights and responsibilities as defined by the Code. Violations of the Academic Integrity Code will not be treated lightly, and disciplinary actions will be taken should such violations occur. This includes plagiarism or receiving
inappropriate assistance on the online quizzes, examinations and laboratory assignments. Cheating is an extremely serious academic offense. Allegations of cheating will be referred to the Dean of Student Affairs (Dr. Gloria B. Melton) for appropriate action. Please see me if you have any questions about the academic violations described in the Code or as they relate to particular requirements of this course.

10. Grading Policy.

Your grade will be assessed on the basis of three 60-minute exams (30% of the total grade), the recitation problem sets and quizzes (40% of the total grade) and one cumulative 2-hour final exam (30% of the total grade).

Lecture part of the course. % of the final grade

<table>
<thead>
<tr>
<th>Section</th>
<th>% of the final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three 50 minute term exams (all required)</td>
<td>30</td>
</tr>
<tr>
<td>Lecture quizzes (requires iClicker) (35/38)</td>
<td>10</td>
</tr>
<tr>
<td>WebCT weekly online assignments (10/11)</td>
<td>10</td>
</tr>
<tr>
<td>WebCT practice exams (all required)</td>
<td>10</td>
</tr>
<tr>
<td>Recitation attendance and problem sets (12/14 and 10/11)</td>
<td>10</td>
</tr>
<tr>
<td>One 2 hour final exam (required)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

A grade of A and AB, (AB 80-86%, A 87-100%) in this course will imply that the student has mastered the full range of topics covered in the lectures and can very successfully apply these to solve the problems presented. The student can derive the important factors that lead to the best solution and makes particularly insightful contributions to tutorial and class discussions.

A grade of B or BC (BC, 70-74%; B, 75-79%) would imply that the student has a thorough understanding of the subject. The student can think things through and makes helpful contributions to tutorial and class discussions.

A grade of C or CD (CD, 55-59%, C, 60-69%) would suggest that the student understands the subject matter but there are gaps in the scope of understanding. Some topics need more work. The student takes part in tutorial and class discussions and listens carefully when not actively participating.

A grade of D (D, 50-54%) implies that the student has only partial knowledge of the subject. The student is unable to make effective use of this knowledge and does not understand what is going on in the classroom. Makes little or no contribution to the discussions in tutorial sessions or in the class.

The F grade (F, <50%) suggests that the student wasted a semester (i.e., four months) at MTU.

11. Description of Types of Examinations.

The three 50 minute exams will be a varying mixture of multiple choice, short and long answer questions. Examples of these questions are:

1/ **Multiple choice**
   The atomic mass and the atomic weight of an atom are
   a. numerically different.
   b. numerically the same.
   c. based upon different standards.
   d. determined by different experimental methods.
   e. both assigned units of grams.

2/ **Short answer**
   If the atomic mass of an element is given in grams, that amount is known as a ____________.

3/ **Long answer**
   Describe the structure of the atom.
12. Detailed Schedule of Lectures and Examinations.

The lectures will be held in DOW 641 at 11:05-11:55 AM on Mondays, Wednesdays and Fridays.

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 6 / 8 / 11</td>
<td>1</td>
<td>Introduction: Matter and Measurement.</td>
</tr>
<tr>
<td>13 / 15 / 18</td>
<td>2</td>
<td>Atoms, Molecules, and Ions</td>
</tr>
<tr>
<td>20 / 22 / 25</td>
<td>3</td>
<td>Stoichiometry: Calculations with Chemical Formulas and Equations.</td>
</tr>
<tr>
<td>27</td>
<td>4</td>
<td>Aqueous Reactions and Solution Stoichiometry.</td>
</tr>
<tr>
<td>Thur., September 28: First term exam (Chapters 1, 2 and 3) 6:00-7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct 2 / 4</td>
<td>4</td>
<td>Aqueous Reactions and Solution Stoichiometry.</td>
</tr>
<tr>
<td>6 / 9 / 11</td>
<td>5</td>
<td>Thermochemistry.</td>
</tr>
<tr>
<td>13 / 16 / 18</td>
<td>6</td>
<td>Electronic Structure of Atoms.</td>
</tr>
<tr>
<td>Thur., October 26: Second term exam (Chapters 4, 5 and 6) 6:00-7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>7</td>
<td>Periodic Properties of the Elements.</td>
</tr>
<tr>
<td>Nov 1 / 3 / 6</td>
<td>8</td>
<td>Basic Concepts of Chemical Bonding.</td>
</tr>
<tr>
<td>8 / 10 / 13 / 15</td>
<td>9</td>
<td>Molecular Geometry and Bonding Theories</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td>Take the day off so that you can return home early for Thanksgiving. This lecture will occur on Dec 1</td>
</tr>
<tr>
<td>27 / 29</td>
<td>10</td>
<td>Gases.</td>
</tr>
<tr>
<td>Thur., November 30: Third term exam (Chapters 7, 8 and 9) 6:00-7:00 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 1</td>
<td>10</td>
<td>Gases.</td>
</tr>
</tbody>
</table>

Wed., December 20 Final Exam (Chapters 1-12) 10:15-12:15 PM
13. Purpose of Recitations:

MTU provides seven recitations for CH1110 offered on Tuesdays and Thursdays. Here the class is divided up into smaller sections which afford you a chance to get to know one another and to solve chemistry problems in a constructive manner. You have to complete the problems in your recitation package (distributed during the first period) and hand in the required answer sheet before the period starts. The solutions to these problems will then be discussed during the recitation period. You will be divided up into smaller groups and each group will submit an answer for a question. You should know how to work out all the questions as a result of this exercise. In order for this to be a constructive exercise, your solutions have to be handed in at the start of the recitation. You should keep a record of your answer. These will then be graded and are worth 80% of your recitation score. 20% of this score is based on your attendance. There are no excuses allowed for not handing in the answer sheets at the start of the period and for missing a recitation.

You should also work problems at the back of each chapter. The listing below would represent useful problems to attempt.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,3,4,6,10,13,14,16,17,28,34,39,41,42,46,48,54,57,62,68,77,80</td>
</tr>
<tr>
<td>2</td>
<td>1,2,5,7,10,14,17,18,21,24,28,33,36,39,42,45,47,50,55,59,63,69,75,79,82,89</td>
</tr>
<tr>
<td>3</td>
<td>1,3,6,8,9,11,14,16,19,22,26,29,33,36,39,44,45,47,51,54,59,63,69,72,78,83,89,93,102,105</td>
</tr>
<tr>
<td>4</td>
<td>1,3,4,7,9,12,17,20,23,27,31,34,37,41,47,49,51,53,57,60,63,67,71,79,84,90,92,98,107,110</td>
</tr>
<tr>
<td>5</td>
<td>1,4,5,10,12,17,20,23,24,26,29,31,34,39,43,49,55,59,61,64,65,67,72,77,81,86,90,98,105,108</td>
</tr>
<tr>
<td>6</td>
<td>1,2,3,5,8,9,1,12,16,19,22,25,28,31,34,41,47,49,50,53,54,61,63,70,73,77,80,84,96,103</td>
</tr>
<tr>
<td>7</td>
<td>1,2,3,4,6,7,9,12,13,15,23,35,26,27,30,33,37,40,43,46,49,53,57,63,65,67,70,80,85,88,94,103,108</td>
</tr>
<tr>
<td>8</td>
<td>1,3,5,6,7,10,12,13,17,20,22,25,29,33,35,36,39,44,45,48,50,53,55,57,60,62,66,71,73,74,84,88,100,103</td>
</tr>
<tr>
<td>9</td>
<td>1,2,3,4,6,7,10,11,14,17,20,22,24,29,31,36,39,40,42,49,52,55,57,59,60,61,64,71,76,80,82,86,91,104</td>
</tr>
<tr>
<td>10</td>
<td>1,2,4,5,8,9,12,17,20,24,27,31,36,39,43,45,48,53,57,60,63,69,75,81,85,90,100,111</td>
</tr>
<tr>
<td>11</td>
<td>1,2,3,5,6,8,10,13,16,22,29,32,33,36,39,43,45,51,54,57,60,64,71,74,78,81,88,95,98,100,106</td>
</tr>
<tr>
<td>12</td>
<td>1,2,3,4,6,7,10,13,19,23,25,29,34,38,40,41,44,47,48,53,55,56,65,66,69,71,75,82</td>
</tr>
</tbody>
</table>
14. Recitation Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td></td>
</tr>
<tr>
<td>5 / 7 (Sep)</td>
<td>Distribution of Recitation Materials</td>
</tr>
<tr>
<td>12 / 14</td>
<td>Introduction: Matter and Measurement</td>
</tr>
<tr>
<td>19 / 21</td>
<td>Atoms, Molecules, and Ions</td>
</tr>
<tr>
<td>25</td>
<td>WebCT practise exam (due date)</td>
</tr>
<tr>
<td>26 / 28</td>
<td>3 Stoichiometry: Calculations with Chemical Formulas and Equations and Strategies for the 1st term exam</td>
</tr>
<tr>
<td>3 (Oct) / 5</td>
<td>First Exam Review and Discussion</td>
</tr>
<tr>
<td>10 / 12</td>
<td>4 Aqueous Reactions and Solution Stoichiometry</td>
</tr>
<tr>
<td>17 / 19</td>
<td>5 Thermochemistry</td>
</tr>
<tr>
<td>23</td>
<td>WebCT practise exam (due date)</td>
</tr>
<tr>
<td>24 / 26</td>
<td>6 Electronic Structure of Atoms &amp; Strategies for the 2nd term exam</td>
</tr>
<tr>
<td>31 / 2 (Nov)</td>
<td>7 Periodic Properties of the Elements.</td>
</tr>
<tr>
<td>7 / 9</td>
<td>8 Basic Concepts of Chemical Bonding.</td>
</tr>
<tr>
<td>14 / 16</td>
<td>9 Molecular Geometry and Bonding Theories</td>
</tr>
<tr>
<td>27</td>
<td>WebCT practise exam (due date)</td>
</tr>
<tr>
<td>28 / 30</td>
<td>Strategies for the 3rd term exam</td>
</tr>
<tr>
<td>5 (Dec) / 7</td>
<td>10 Gases</td>
</tr>
<tr>
<td>12 / 14</td>
<td>11 Intermolecular Forces, Liquids, and Solids.</td>
</tr>
</tbody>
</table>

NB: The WebCT practise exam will be administered on the WebCT site. You can take this whenever you wish on the given day. You will be given 60 minutes to complete and submit your answers. After everyone has submitted their answers, the grading should be made available. The term exams will be closely related to these exams.
Juggling your responsibilities!

The many different aspects of University Chemistry 1110!

Lecture Quizzes

Lab reports

Chemistry Learning Center

Recitation quizzes

Term and Final Exams

WebCT quizzes

Chapter questions

YOU

Learn to be a successful juggler of all the different course components.
Using WebCT

WHAT SOFTWARE DO I NEED?

• All you need is a web browser to connect to WebCT. Internet Explorer (v. 5.0, 5.2 (for Mac users) 5.5SP2, 6) or Netscape (4.5x, 4.6x, all versions of 4.7 except 4.78 and 4.79, 7.0x, 7.1) Mozilla and Safari should also work. Refer to http://www.webct.com/quickstart/viewpage? for more detailed information as well as the recommended browser settings.
• You can access WebCT from anywhere in the world, as long as you have an internet connection and one of the browsers mentioned above.
• A good tutorial to observe that would allow you to understand all there is to know about WebCT is available at http://www.webct.com/service/ViewContent?contentID=5920910. Just read the page and move the mouse around selecting the various links. The www.webct.com site itself is where the webct stuff is all arranged and sold.

How do I log on?

Start your web browser and go to: https://courses.mtu.edu/public/CH1110_rluck/index.html
• Enter your WebCT User ID and WebCT Password in the corresponding fields (top right of the login page). Then click on OK.
  - WebCT User ID = your MTU ID User ID (eg: if your mtu email id is: janed@mtu.edu: then your WebCT ID username is: janed).
  - WebCT Password = your MTU ID password

HOW DO I USE THE CALENDAR?

The WebCT calendar tool allows you to see what is happening in your course. For example, you can see when assignments are due, and when tests are scheduled.
• From your course homepage, click on the Calendar icon/link. You can click on any day number on the calendar to view the day’s list of events.
• In the list of events for a day, click on Next Month, or Last Month to see the next and previous month’s calendars.
• You can jump directly to any month by using the drop down menus at the top. Select the desired Month and Year, then click on GO.
• If your instructor has allowed, you may be able to add public and/or private calendar entries.
• To add an entry, click on any day number on the calendar. In the list of events for that day, click Add Entry button.
• In the Add a Calendar Entry screen, fill in the appropriate boxes and click the Add button.

HOW CAN I PRINT PAGES FROM WEBCT?

Some WebCT pages are displayed using frames. That is, each section of the page is split and given its own area. You need to take some precautions so that you print exactly what you want.
• Click within the area that contains the information you wish to print.
• If you have Microsoft Internet Explorer, choose Print from the File menu. At the print menu, click on the button beside Only the selected frame. Then the OK.
• If you are using Netscape Navigator, select Print Frame instead of Print from the File menu.
• If the page doesn’t contain frames, indicated by you not seeing any of the above listed options, you can print the webpage normally.

HOW DO I POST TO THE DISCUSSION BULLETIN?

Using the WebCT discussions tool, you can communicate with classmates, or your instructor. If you are unsure about anything regarding the course, you can post a message in the discussions area. Your instructor or classmates can then try to answer them. Plus, you get a chance to help out a fellow classmate as well.
• From your WebCT course homepage, click on the Discussions icon/link.
• Reading Messages:
  - Once in the discussions area, click a topic that is listed to view the messages in that topic (Note: you can click on All to see every message that has been posted).
  - You can either click on Show all or Show unread to see every message in the topic area, or just any that you haven’t read.
- To view the list of replies to a certain message, click on the blue triangle beside the message subject. Or, you can click on the Unthreaded link at the top of the page to individually list every message in the topic area. To switch back to the previous view, click on the Threaded link.
- To read a message, just click on the message subject.

**Replying to a message:**
- Once you've read a message, you might want to reply to it. From the message display window (the window that you read the message in), click on Reply (Note: If you want to send a private message to this person, click on the Reply Privately link, otherwise your message will appear in the public post areas).
- At the next window, type in your reply, then click on the Post button.
- If you want to reply to the message but also quote it in your reply, click on Quote instead of Reply in the first step.

**Posting a new message:**
- To post a brand new message to a topic area, click on the Compose a discussion message link.
- When the compose window pops up, select which area you want to post in from the Topic drop down list.
- Type in your subject, then your message.
- Your instructor may allow you to post anonymously to this area (i.e. instead of your name appearing on the post, Anonymous, will be displayed). To do this, click on the check box beside the Post Anonymously option.
- To add a file attachment to the message, click on Browse beside the big paperclip icon. Find the file on your computer, and click Open. Then, click on the Attach File button.
- To post your message now, click on the Post button.

**How do I take quizzes?**
As part of your course, your instructor may choose to have you complete some online WebCT quizzes. These are similar to paper quizzes but they are done through the internet. Some quizzes may count for marks, others may let you practice and test your knowledge, and yet others may be used as assignment submissions.

- From your course homepage, click on the Quizzes/Tests link/icon.
- You are then going to see a list of available quizzes, their due date, how many attempts you made at each quiz, how many attempts you have left, and the marks of any previous quizzes you completed.
- To submit or work on a quiz, click on the quiz title. A new page with Quiz instructions will appear. Read the instructions and then click on the Begin Quiz button.
- A new window will pop up that is divided in two sections. The left hand side contains the quiz questions, and the right hand side shows your progress.
- To answer a question, type in or select your answer and click on the Save Answer button located below the question. You will then notice in the right hand frame that a red dot for the question turned to a green star. This means you've answered that particular question.
- If you made a mistake - don’t worry. You can change your answers if you wish. Simply type in or select a new answer and click on the Save Answer button again.
- To leave a quiz without submitting it for grading, just close the quiz window.
- If you are done and ready to submit your quiz, click on the Finish button at the bottom of the page. At the next prompt, confirm that you really want to submit the quiz. You CANNOT take back a submitted quiz!

**How do I submit assignments?**
Your instructor may want you to use the Assignments tool on WebCT to submit online assignments. If you have trouble, contact your instructor.

- From the course homepage, click on the Assignments icon/link.
- You will be taken to the Assignments area where you'll see a list of available assignments, their due dates, and their instructions.
- Click on an Assignment title to work on that assignment.
- To download assignment related files: click on the filename, then on radio button (ylinder) beside the filename, and then the Download button.
- To submit completed assignments: first click on the Student Files button (found on the assignment detail page). Click on the Upload button, click on the Browse button (find the file on your computer and click Open), and finally click on the Upload button again.
Your file will then appear on the page. Once you have submitted every file (using the procedure above), click on the Return to Assignment link at the top.

From the detail page, click on Submit Assignment button, then Submit Assignment again to actually submit the assignment. You may have to enter your e-mail address during this process.

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HOW DO I SEND WEBCT E-MAILS?

Using the e-mail tool, you can send private messages to anyone in your class. This is like regular e-mail, except that the recipient must be a WebCT user in your class.

- From your course homepage, click on the Mail icon/link.
- A line in red will show you how many new messages you have.
- To read any of your messages, click on the appropriate folder link (i.e. Inbox). A list of messages in that folder will be displayed. Selecting All shows every message (like the discussions areas).
- Reading messages and replying to messages are the same as for the discussions area; except that the Reply link will automatically send a private reply to a person’s mailbox.
- To send a new message to someone, click on Compose Mail Message from the main mail area. From this window, click on the Browse button to see a list of possible recipients. Select the appropriate person and click on Done. (Note: You can select more than one recipient by holding the CTRL button while you select the names).
  - Type in a subject, and then your message.
  - To add a file attachment to the message: click on Browse beside the big paperclip icon. Find the file on your computer, and click Open. Then, click on the Attach File button.
  - Once you are done, click on the Send button to send your message.
- The Manage Messages and Manage Folders links let you manage your messages and folders respectively.

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HOW CAN I USE THE WEBCT CHAT ROOMS?

The WebCT chat tool allows you to have real-time conversations with classmates, TA’s and/or your instructor(s).

- From your course homepage, click on the Chat icon/link.
- You will be taken to the chat area. You will see four specific chat rooms, one general room for your course, and one general WebCT chat room for all WebCT users. Note that the activity of the first four rooms is recorded.
  - To enter a chat room, click on its title.
  - A new chat window will pop up. It is separated into three sections. Type in your message in the bottom section. The large area that takes up most of the window is where messages will appear. The right hand column shows all chat participants.
  - To send a message, just type it in the bottom text box, and press ENTER.
  - You can send a private message to a single participant by clicking on their names in the right hand column before typing and sending your message. You can select more than one person by holding the CTRL key as you select their names.
  - Once you have sent your private message(s), deselect the person by clicking again on the person’s name. Now you can send public messages again.
- You can leave the chat room by clicking on the Quit button at the bottom right.

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