

E-campus student guide

Two internet tools (in addition to e-mail) are available to help you communicate and interact with your teachers and advisors: Shared Directories and Course Forums. Both are accessible through WSC's E-campus, which can be found at <http://ecampus.wsc.edu>, or by clicking E-campus from the WSC homepage.

Logging in

On the E-campus page, log in with your WSC network username and password. Your username is the first two letters of your first name and the first four letters of your last name, followed usually by 01, all lowercase. For example, Jane Smith's login would be jasmit01 (or 02, 03, etc., depending on how many Jane Smith's have WSC network accounts). Your initial password is your Social Security number. If you have password problems, click the "I forgot my password" link on the E-campus page. If you are uncertain about your username, contact your instructor.

Shared Directories

After you have logged in to E-campus, click on the G: Drive button (just below the weather). You should see a folder (ex. Classes_2003_Fall) that contains folders for each of the classes you are taking. Click on the main class folder and you will see individual course folders. Click on an individual course folder and you will see a collaboration folder and a hand-in folder. The collaboration folder allows students to access any files placed into it by faculty or students. The hand-in folder is secure – it allows faculty full access to files within it, but students have only storage rights. In other words, they can place files in the folder, but they can't open their own or anyone else's files. This is intended for students to submit assignments, papers, etc., that will be seen by the faculty member and no one else.

To place a file in a folder: Click on the folder you want to place a file into. Click Browse to find the file on your computer or network directory. Then click Upload.

To retrieve a file from a folder: Click on the appropriate folder, then click on the file you want. One of two things will happen, depending on the browser you are using. Either the file will open in its application (for example, a Word Document will open in MS Word), from which you can save the file to your computer, or a dialog box will appear, asking if you want to save the file or open it.

Course Forums

A Course Forum is a bulletin-board tool that allows faculty and students to post and reply to announcements. On the E-campus page, click on one of the courses listed under the WSC BBS Forums heading at the right of the page. To read the message, click on the listing under Topics. To post a new message, click on the New Topic button, type your message and click Submit. Then click Return to forums, or just wait a few seconds and you should automatically return to the forum. To reply to a message, click Post Reply, type your message and click Submit.

Other features

After you have logged in to E-campus, you can go directly to your Willy e-mail or WebCT online class by clicking on the appropriate link. At the bottom right of the E-campus page you will also find a full listing of WSC faculty who have academic web pages.