

# How to Use WebCT for CAWV Training and Testing...

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The CAWV Training Course and the CAWV Education Verification Exam is now available on WebCT, an educational software program used by Auburn University for Distance Learning.

An important first step in getting ready to take a course using the Auburn University WebCT Campus Edition is to do a 'Browser Check' to find out if the internet browser program (Internet Explorer, Netscape, etc) you are using will work with WebCT.

## BROWSER CHECK

- 1) Go to the [www.aces.edu](http://www.aces.edu) website, in the blue rectangle at the top of the browser page; click on '*Auburn University*',
- 2) In the dark blue strip across the top of the page, click on '*Students*',
- 3) Under 'Frequently Used Resources' on the page right side, click on '*WebCT*',
- 4) At the top of the browser window in the grey bar titled 'Entry Page', click on '*Check Browser*' on the far right (*this grey bar is the WebCT Navigation Bar*),
- 5) If the browser check says your browser is not validated for use with WebCT, or even if it says it is, click on '*Browser Tuneup Page*' for more information,
- 6) Follow directions as necessary to get a browser/browser version that will work with WebCT Campus Edition Version 4.1 (this is the version that AU uses as of May 2005),
- 7) Click to Confirm your operating system, and
- 8) Click to Confirm your browser.

To optimize your browser, click on '[Prepare](#)' your browser settings for WebCT' and follow the directions for your particular browser.

The above steps should ensure that your browser and browser settings are ready for WebCT. Once you have done this, return to these instructions and continue.

## GETTING TO AND USING THE *On-line Certified Animal Waste Vendor Training*

- On the '**A WebCT Based CAWV Training & Education Verification Site**' page, click on the link: **Certified Animal Waste Vendor Training on Open WebCT**. (Note: Bookmark this page for quick access to the educational material if you plan to complete the training over several days.)
- You may get a security alert window asking if you want to open the page under a secure window. If this occurs, click OK. This will take you to the WebCT self-registration site for *AL Certified Animal Waste Vendor Training* (see below).

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**Self-registration****Self-registration in: AL Certified Animal Waste Vendor Training**

To complete your self-registration in this course, log in to your myWebCT now. If you do not yet have a myWebCT, you can create one now. After creating your myWebCT, log in using your WebCT ID and password to complete your self-registration.

[Create myWebCT](#)

[Log in to myWebCT](#)

- Click on **Create myWebCT** and complete the information requested.

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**Create myWebCT**

myWebCT gives you access to all your WebCT courses.

Completing this screen creates your myWebCT and sets the WebCT ID and Password that you will use to log in to it.

Choose your own WebCT ID and Password that you will use to log in to WebCT.

Note: If your school has given you a User Name and Password, do not use them here. The User Name and Password are only used when adding courses.

**Personal Information**

\*First name:

\*Last name:

\*Email address:

**Login Information**

Your password must contain a minimum of 4 characters.

You should record your WebCT ID and Password and store them in a safe place.

\*WebCT ID:

\*Password:

\*Confirm password:

Login hint:

Correct answer:

To add courses to your myWebCT click **Continue**, and then enter your WebCT ID and Password.

To return to the Entry Page, click **Cancel**.

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\*Required fields.

You will need to assign your own WebCT ID (user name) and password for the training. **Write this information down so you do not forget; it is your only access to the system.**

- Once you have registered you will get a login dialogue box where you will enter your user name and password and then click OK.
- You will now see the welcome screen. Click on ***Go to Course***.
- (In the future, when accessing the information, you will click on ***Log in to myWebCT***. When you login using the dialogue box, you will probably get an error message. At the top of the browser window it will state:

**Self-Registration Confirmation.**

**Error: Internal Conflict Creating a Course Account ...**

Ignore this message and click on **myWebCT** on the grey WebCT Navigation Bar at the top of the page. This will take you to your welcome page where you can click on the course title to access the class.)

- This will take you to the course homepage which has an introduction entitled **What is a Certified Animal Waste Vendor**. Read this overview and then click on ***Course Content and Related Materials*** at the bottom of the page.
- Read the additional instructions. These tell how the Content Modules, Self-Help Quizzes, and Finish Modules work together to move through the course material. The Self-Help Quiz for each Content Module provides feedback on the right side of the page for each question you answer. No records are kept for these quizzes.
- Start with (click on) Module One and review the material. When you reach the bottom of Module One, click on '***Course Content and Related Materials***' in the Homepage> Course Navigation Bar at the top of the WebCT course window. You are back to the course content page.
- Click on ***Self-Help Test #1*** and answer the questions. Feedback is given on all answers and no records are kept. When you get through the Self-Help Test, click on '***Course Content and Related Materials***' in the Homepage> Course Navigation Bar at the top of the WebCT course window. You are back to the course content page.
- Click on the ***Finish Module One*** picture. This takes you to the Quizzes and Surveys Page. Click on ***Finish Module One*** and read the quiz directions, then click '***Begin Quiz***'.
- Answer Question 1, click '***Save Answer***', click '***Finish***', click '***OK***' to proceed, click '***OK***' to Submit Quiz for Grading. Click '***View Results***' to see Finish Module One score. A score of 100 will allow you to go to the next Content Module.
- Click on '***Course Content...***' in the Homepage> Course Navigation Bar at the top of the WebCT course window. You are back to the course content page. Repeat

the above Module One steps for each succeeding module in order. When you complete Finish Module Six, return to the course content page by clicking '*Course Content...*' in the Homepage> Course Navigation Bar at the top of the WebCT course window.

- "Final Module-What Now" appears at the bottom of the course content page. Click on this module. On this page you can choose to ask for a CAFO Continuing Education Certificate for two hours of litter/manure land application training and not take the CAWV Exam to become certified. Here also, you can choose to take the CAWV Exam and will find the information on how to get the final exam 'proctor-password' and take the final exam. The CAWV education verification process costs **\$30**. You will be required to register and select a payment option at the link given. Once you select a payment option (credit card or mail in check) you will be given a password to access the CAWV Education Verification Final Exam. **This password will be good for one day only**. If you are not ready to take the final exam when you complete the training modules, our recommendation is that you wait until you are ready and then review the self-help tests one more time before going to Module 7 to access the final exam. Once you get your final exam password, go to the exam immediately and complete the process.
- Each final exam is different and will contain 30 questions that are selected randomly from a bank of 40 to 45 questions (including the self-help questions and four to six questions that you will not have previously seen).
- Once payment has been received in Auburn your education verification exam results and other information will be forwarded to Alabama Department of Agriculture and Industries (ADAI). ADAI should send your CAWV # pocket certification card to you shortly thereafter.