

Uploading to WebCT

Correctly Name Each Assignment (otherwise it will not work) and save to your Desktop:

- For the Project Proposal Draft name your doc: “your_email_name.doc”
- For your Final Project Proposal name your doc: “your_email_name2.doc”
- For your Fall Power Point Presentation name your ppt: “your_email_name3.ppt”
- For your Spring Power Point Presentation name your ppt: “your_email_name4.ppt”
- For your Spring Success Story name your doc: “your_email_name5.doc”

For example, if your email address is bob@ucsc.edu:

- Your Project Proposal Draft would be named: **bob.doc**
- Your Final Project Proposal: **bob2.doc**,
- Your Fall Power Point Presentation: **bob3.ppt**
- And so on. **(It will not work if your presentation is not named correctly as outlined above).**

Log on to WebCT

- Go to www.ic.ucsc.edu
- Click on “WebCT” on the left side of the screen
- Enter your login and password in the yellow box (they are the same as your Cruz mail login and password)

Under Courses:

- Select “Cowl-184A Leadership and Institution Building”
- Click on “Submit presentations and assignments here” (the one with the bull’s eye)

Under Student Presentations:

- Scroll down the list and find your name (it will be highlighted with blue “Edit Files” tabs).
- Click on the “Edit Files” tab between your name and “CUIP Assignments”
- Click on the box next to your name (**DO NOT** click on the box next to index)
- Select upload in the box on the right
- Click “choose file” to browse and find the file you want to upload (**make sure it is named correctly (see above), otherwise it wont work**)
- Select “DESKTOP” from the top of the popup window
- Scroll to find your assignment or presentation and double-click
- When the title appears on WebCT, click “Upload”

To make sure your PowerPoint is working correctly:

- Click “Homepage” on the far-left side of the screen
- Click on “Submit presentations and assignments here” again
- Find your name again, but this time click on “CUIP Assignments”
- If you can view your assignment or presentation, CONGRATULATIONS, you’re done!

Troubleshooting: If you experience problems uploading, make sure that you have titled your file correctly as described above at the top of the page.