



# Student Guide for WebStudy for both online & web-enhanced courses

Here are some general instructions for using the *WebStudy* Course Management System. Your instructor will provide specific instructions about the features they are using for their course.

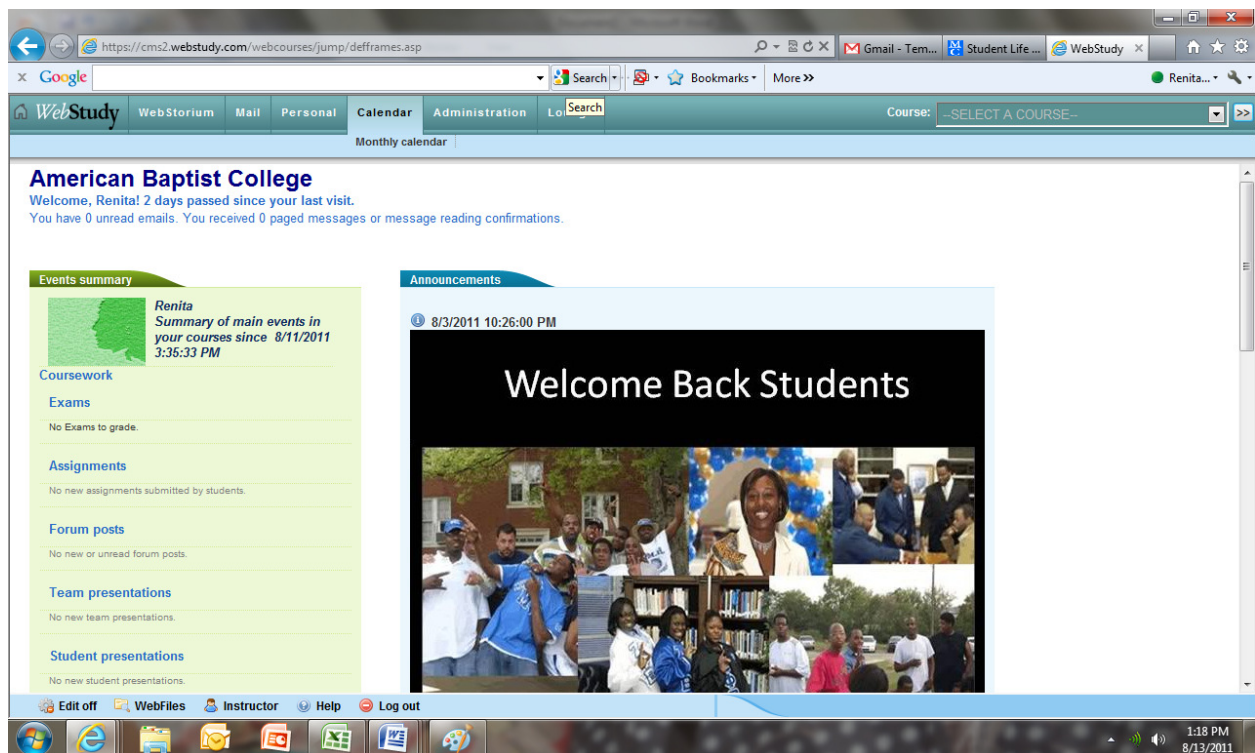
1. Go to [www.abcnash.edu](http://www.abcnash.edu)
2. Click on “Online Education”
3. Click on the WebStudy icon (see above icon)

**IMPORTANT:** Make sure that your browser will accept cookies. Make sure the “pop-up blocker” is disabled on your browser.



Type your LOGIN NAME and PASSWORD into the login screen on the right side of the screen.  
You will be set up in the system by the beginning of the semester.

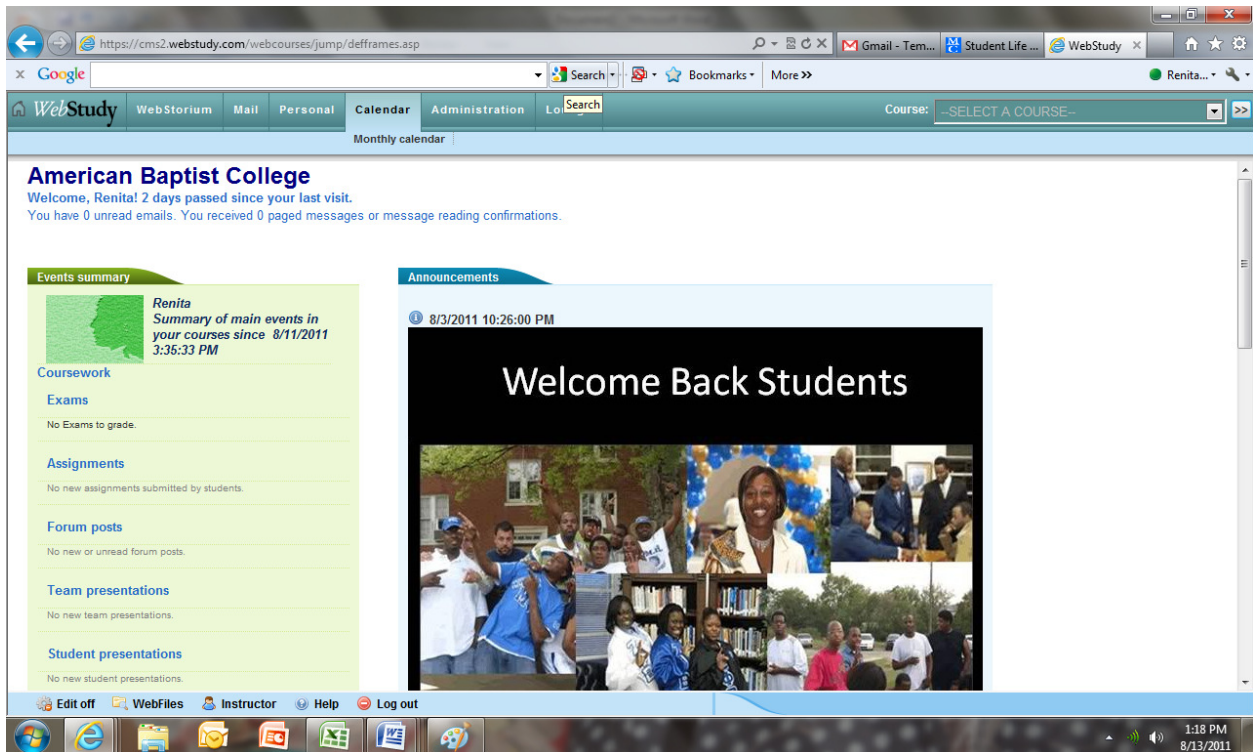
4. Your LOGIN NAME will be sent to you by Registrar/Academic Affairs Office.
5. Your initial WebStudy PASSWORD will be **password**.
6. Classes are available from 12:01AM the first day of the semester until 11:59 the last day of finals of that the semester
7. If you are unable to login, send an e-mail to [abc.officeacademicaffairs@gmail.com](mailto:abc.officeacademicaffairs@gmail.com) with the following information:
  1. Your first and last names
  2. The login name assigned to you.
  3. The course code and name
  4. Your e-mail address



- Intro to WebStudy:
  - The Welcome Page - Student can see at-a-glance if they have new and unread e-mails, unread forums, what

assignments are due and when, their graded work ready for them to view grades and Instructor's comments.

- Top Tabs:
  - **WebStorium** are resources that anyone can access from WebStudy
  - **Mail** is an e-mail that can only be used in WebStudy. You can use this to communicate with other classmates and your instructor.
  - **Personal** is how you would go in to change your Password or personal information in WebStudy
  - **Calendar** will show you assignments and exams if the instructor has put dates due on these resources.



- To get to your class, click on the down arrow next to SELECT A COURSE at the right of the menu bar. Click on the desired course code and click on the >> button.
- The screen will change to the **About** page for your class. This has general information the instructor has chosen to share with the students.
- Use the TABS on the right side of the screen to navigate around the class website. Your instructor chooses which of

these will be available for you. A brief description of the possible tabs is provided here:

- **About** – general course info
  - **Timeline** – This is the “heart” of WebStudy. Use this to follow the course requirements and access the various resources that are available.
  - **News** - Announcements
  - **Teams** – Used if your instructor has set up teams
  - **Students** – Shows info on your classmates
  - **Links** – External links that the instructor has set up for you to access
  - **Materials** – additional resources provided by the instructor
  - **Tests** – Quizzes are ungraded; EXAMS are graded
  - **Grades** – Students can see their grades in assignments, exams, etc.
  - **Work2Do** - Assignments
  - **Forum** – Discussion Forums
  - **Live** – Online chat capability for real-time online communication
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- If you have difficulty in a course you should begin by contacting the *instructor*. An online course is NOT an independent study; the instructor is available to help you succeed in the course. If you cannot resolve the issues then the next person to contact is the Academic Vice President.
  
  - **Please keep in mind that online courses still have schedules that must be followed. This includes the drop/add dates; the course withdraw dates; assignment, exam and project dates due. Time management and strong organizational skills are critical to success in an online course. Be sure to schedule at least 5 hours per week per course to complete course work.**

*We hope that WebStudy enhances your learning experience at American Baptist College by providing you with resources that are always available to you online to support your learning.*