

Welcome to the Orientation to WV Birth to Three Web CT Course!

This Web CT course is provided as a means for WV Birth to Three enrolled direct service practitioners and service coordinators to demonstrate required foundational knowledge in order to maintain enrollment in the WV Birth to Three System. You may want to print a copy of these instructions before proceeding.

What to do:

The internet website address for the course is: <http://teach.wvnet.edu:9932/webct/public/home.pl>

This link will take you to a log on screen. (You may want to create a "Favorites" on this page for easy access in the future. To do so, click Favorites and click add. Now click your mouse on the "**Log in**" to my WebCT link.)

Your Web CT ID is: DHHR_first name+last name. Your name must be typed in all lowercase letters with no spaces. The system is case sensitive so you need to type exactly as above (be sure to include the _(underscore) between DHHR and your name in the Web CT ID.) *Your name must be entered as you listed it with the Central Finance Office.*

ID Example: DHHR_johnsmith **Your initial password is:** last name (lower case, no punctuation).
Password Example: smith The **only exception** is if your last name has less than four characters, in this situation your first and last name are combined as your password.

Protecting Your Password: After logging in, you will be prompted to complete a password hint question and answer. Please click **OK** with your mouse and complete the form with your email address and information requested. Then click your mouse on update login hint at the bottom of the page. This will take you to your "**myWebCT**" screen and the course "**BPH-OMCFH-101 Orientation to WV Birth to Three. After you log in for the first time, it is recommended that you change your password to one of your own choice. To change your password, click on Password Settings at the top of the page and follow the directions provided.**

Accessing the Course: You will be able to access any of the icons at any time. If you need to return to this beginning page (the Home Page) simply click on the Navigational items at the top of the screen under the address element or on the left hand navigational bar. Click your mouse on the title of the course. This will open a screen which includes options to preview the Orientation Power Point, Orientation Manual or to take the **appropriate WV Birth to Three Competency Test for your discipline.**

What Test Do I Take? Interim and ongoing service coordinators must take the Service Coordination Competency Test. All other disciplines take the Early Intervention Specialist Competency Test. You may review the Orientation Course prior to taking the test. The course instructor will be able to view a history of the activities that you complete on the site. The history will include activities that the practitioner engages in on the site, as well as a summary of how the individual practitioner scores on each item in the competency test. This information assists the course instructors in monitoring use of the course, and in making any needed modifications in course or competency test, or other technical assistance activity content.

You will need to complete all questions in the test in order to obtain your test score. After you complete all questions, the Web CT system will provide you with your score. Practitioners must attain a score of 80 percent or above to meet the competency standards. You may take the competency test up to three times prior to the end of your initial enrollment year. If after three attempts, you have not achieved a score of 80% or above you will not be able to take the test again until you have completed requirements contained in the WV Birth to Three TA Bulletin, Annual Enrollment and Competency Test Updates, March 21, 2005.

After completing the Competency Test, please take a few minutes to complete the Course Assessment found on the Orientation to WV Birth to Three website. Your feedback is welcomed and valued. If you have questions, please email wvbtt@wvdhhr.org.