GETTING STARTED GUIDE:
WEBCT CAMPUS EDITION™4.0

April 30, 2003

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ABOUT WEBCT

WebCT Inc. is the world's leading provider of integrated e-Learning systems for higher education. With WebCT, institutions can provide more convenient and personalized learning options for students, expand access to academic programs, and improve course quality.

WEBCT CAMPUS EDITION

WebCT Campus Edition™ 4.0 (hereafter referred to as WebCT CE) allows course designers to create an interactive learning environment that brings instructors and students together in a virtual classroom. This online course management solution combines course development and delivery tools with a comprehensive course administration system. With WebCT CE, you can create entire courses online or complement a classroom-based course.

Use WebCT CE to:

- provide course materials that include text, complex equations, images, video, and audio

- evaluate students with quizzes and assignments

- communicate with students via discussions, electronic mail, real-time chat sessions, and an interactive whiteboard

- facilitate learning using a searchable index, glossary, and image database for each course

- encourage student interaction by enabling the creation of student homepages and online presentations

- share course content with other designers and institutions

- record, maintain, and communicate grades

- enable student self-evaluations through self tests and progress tracking

- obtain data that allows you to analyze the effectiveness of your course

ABOUT THE TUTORIAL

AUDIENCE

The *Getting Started Tutorial* introduces course designers to the WebCT CE course-building process. A course designer may be an instructor, a teaching assistant, or an instructional designer-anyone building a course from the designer interface of WebCT CE.

This tutorial is intended for designers who have never used WebCT CE before. However, this guide assumes that you possess basic computer skills and that you are familiar with web browser navigation.

ORGANIZATION

The tutorial is divided into three parts:

❑ *PART ONE: GETTING STARTED* introduces the WebCT CE Campus Edition 4.0 workspace and discusses some key concepts that are central to building a WebCT CE course. This section should be read before proceeding to Parts Two and Three.

❑ *PART TWO: CREATING BASIC COURSE ELEMENTS* contains three lessons. The first lesson is directed at creating a central web page for your course. The next two lessons explain how to add course content. Each lesson is a stand-alone unit.

❑ *PART THREE: ADDING COMMUNICATION AND EVALUATION TOOLS* contains two lessons directed at adding course elements that allow the exchange of information between WebCT CE users. A third lesson is directed at adding a course element to evaluate your students' progress. Each lesson is a stand-alone unit.

Although the lessons in Parts Two and Three can be completed in any order you choose, you'll gain a better understanding of the course building process by progressing through the tutorial in the order in which it's presented.

REQUIREMENTS

Before you begin the tutorial, your WebCT CE administrator must create an empty course, called *Introduction to Internet Communication*, in which you have designer access. This tutorial walks you through the process of adding tools and course content to that empty course.

If you haven't already done so, contact your WebCT CE administrator and ask that a blank course be added to your User Record. Request that the administrator follow the detailed instructions found in the *System Administrator's Guide: WebCT Campus Edition 4.0,* in *Chapter 3: Course Management, "Creating a Course for the Getting Started Tutorial."*

TUTORIAL CONVENTIONS

The following conventions are used in this document:

Font characteristic or symbol	Description
bold	Identifies a button or text that can be clicked. For example: Click **OK**.
italic	Identifies a tool name, screen name, or screen element. This type of formatting is also used to reference another document or another section of this document. For example: On the *Welcome* screen, click **Next**.
`courier`	Identifies text that the user enters, or has entered, into a field or text box. This font is also used for URLs, e-mail addresses and filenames. For example: In the text box, enter: `Syllabus` `http://www.webct.com`

USING THIS TUTORIAL

You'll be logged in to WebCT CE while you work through the lessons contained in this tutorial. For ease of reference, you may want to print this document. The tutorial is 94 pages in length.

If you prefer to view the tutorial electronically using Adobe® Acrobat® Reader®, there are embedded links for your convenience. Use the links to access referenced web pages or other sections of this document. To return to the previous page, use *Go to previous view*

 displayed in the Reader toolbar.

PART ONE: GETTING STARTED

LESSON 1: LOGGING IN AND EXPLORING THE WEBCT CE ENVIRONMENT

Before you start creating your course, it's best to become familiar with some WebCT terminology and the WebCT CE workspace.

There are a number of screen features that are common to all areas of WebCT CE. To navigate quickly and efficiently through your course, it's helpful to understand the layout and function of these workspace features.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- explain the course building concepts that are central to WebCT
- log in to WebCT CE and access a course.
- identify the four main areas of the WebCT CE workspace.
- access online Help to get more information on using WebCT CE.
- preview WebCT CE screens to see how they appear to students.
- explain the roles of the *Course Menu* and the *Homepage*.
- access the *Control Panel* and describe the course modification options it contains.
- navigate through your course using the *Course Menu* and the breadcrumbs.

UNDERSTANDING WEBCT'S KEY COURSE BUILDING CONCEPTS

To better understand the WebCT CE course building process, you need to become familiar with two key concepts: links and tools.

LINKS

Your institution's WebCT CE software is stored on a web server along with all the files for each WebCT CE course. Data such as course content and student information are not stored on your computer. You and your students access the WebCT server and the course files via a web browser, such as Microsoft® Internet Explorer or Netscape Navigator®.

You access a specific area of your course on the server, such as *Mail* or *Glossary*, by clicking a *link*. This sends a web page request to the server. The server responds by delivering the corresponding web page to your computer for display.

Because all files reside on the WebCT server, if you want to add existing course material to your WebCT CE course, you must upload the files from your computer to the server. In the process of uploading the file, you also create a link to that file. You and your students access the file by clicking the link.

The diagram below illustrates how all communication within the WebCT environment passes through the WebCT server.

Uploaded course files are stored on server

WebCT Server

Student clicks link to request course file

Designer clicks link to request course file

Server sends file for display

Designer uploads files to server

Server sends file for display

Student computer

Designer computer
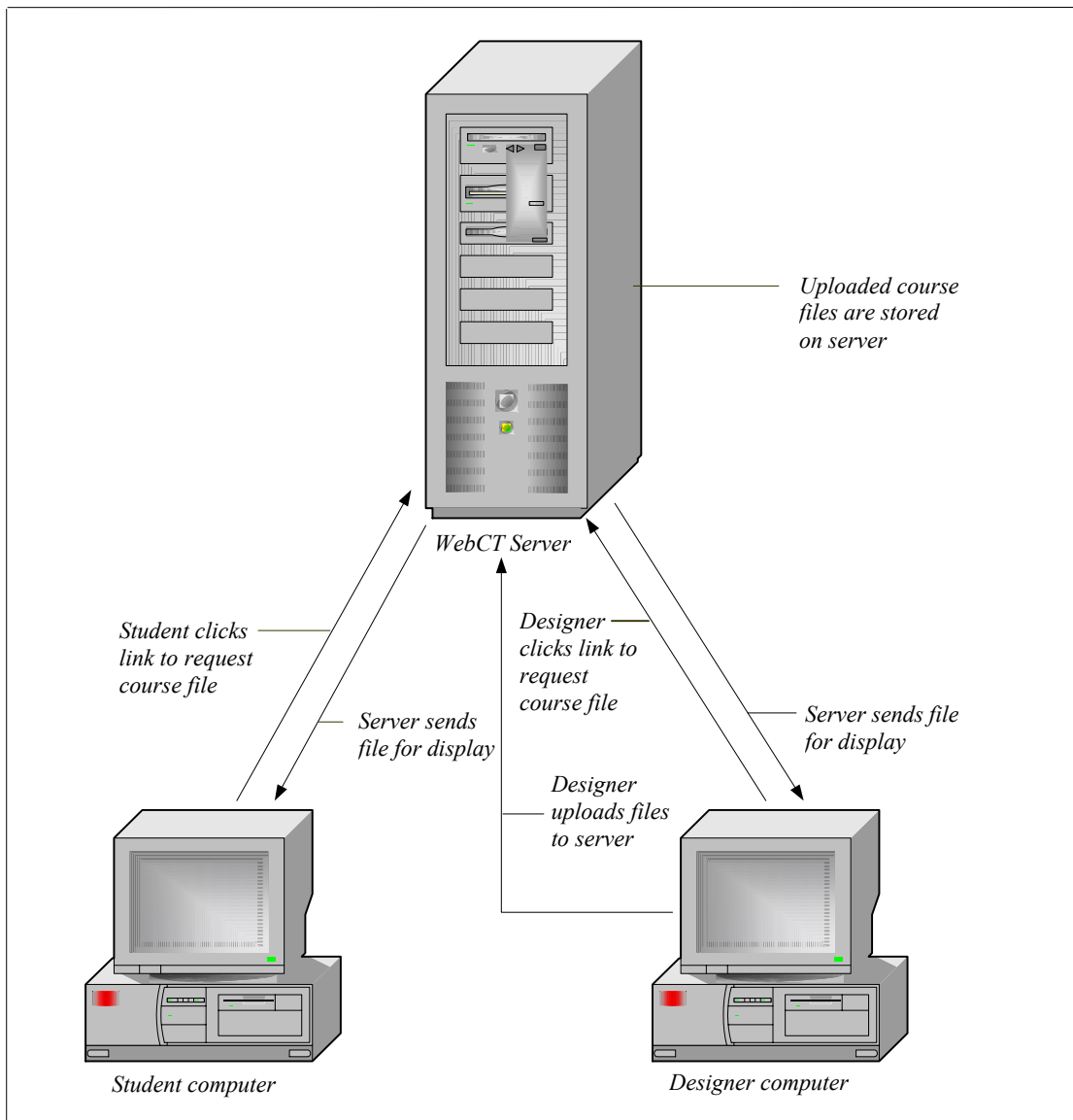
TOOLS

You build your course in WebCT CE using *tools*. Each course element has its own tool. For example, to create the course element, *Mail*, you use the *Mail* tool.

Before you can use a tool, you must add it to your course. For example, to create a course glossary, you first add the *Glossary* tool. This places a *Glossary* link on the *Course Menu* and the course *Homepage*. By clicking the link, you can then add content to your glossary. You and your students access the completed glossary by clicking the same *Glossary* link. This concept will become clearer as you work through this tutorial and add tools to your course.

GETTING STARTED ACTIVITIES

There are two activities in this lesson:

- logging in to WebCT CE and accessing your course

- exploring the WebCT CE work environment and becoming familiar with its features

LOGGING IN

All administrators, students, teaching assistants, and designers need an ID and password to log in to the WebCT server and access courses. You also need an ID and password to complete the lessons in this tutorial.

Your WebCT CE administrator is responsible for providing you with a URL (server address), a WebCT ID, and a password. If you don't have this information yet, contact your administrator.

1. Open your web browser.

2. Enter the URL provided by your WebCT CE administrator. The URL looks something like this:

   ```
   http://webct.institution.edu
   ```

   The WebCT *Entry Page* appears.

3. Click **Log in to** *myWebCT*. The *Login to WebCT* screen appears.

4. Enter the *WebCT ID* and *Password* provided by your WebCT CE administrator.

5. Click **Log in**. The *myWebCT* screen appears.

   Tip: *myWebCT* provides you with centralized access to all of your WebCT CE courses. Depending on administrator settings, *myWebCT* can also contain links to *Announcements* from your school, bookmarked URLs, and a *Global Calendar*. For more information on using *myWebCT*, click **Help** on the *myWebCT* screen.

6. Under *Courses*, click **Introduction to Internet Communications**. This is the tutorial course that your WebCT CE administrator set up for you. The *Course Design Center* screen appears.

7. Read the description provided onscreen about this feature. Although it's recommended that new designers use the *Course Design Center* to build a course, for the purposes of this lesson, click **Use the Course Design Center later**. (You'll use the *Course Design Center* to perform a task in an upcoming lesson.) A confirmation message appears.

8. Click **OK**. The course *Homepage* appears.

You're now logged in to WebCT CE and are in the tutorial course. The screen displayed is the *Homepage*.

Homepage

You can think of the *Homepage* as your course's home base. It is the central place where you can place links to all your course elements. Links can appear as text only, an icon, or both text and an icon. You select the format that you prefer. As you progress through the tutorial, you'll customize your *Homepage*'s appearance and add links to seven different course elements to it.

You can also create specialized pages called *Organizer Pages*. You can use an organizer page to group course elements that are similar and display their links. For example, you can create an *Organizer Page* called *Communications* that contains links to a discussions area, a chat area, a mail area, and a calendar.

For more information on creating *Organizer Pages*, see the *Course Design Center* or the online Help topic, *Organizer Pages*. To access the online Help, click **Help** on the *Menu Bar*.

LEARNING ABOUT THE WEBCT CE WORKSPACE

There are four features that are common to every screen in WebCT CE. They are:

*   *Menu Bar*
*   *Course Menu*
*   *Control Panel*
*   Content area consisting of the main frame and the *Actions* frame

These features are identified in the screen example on the following page.

Control Panel

Course Menu

main frame

Actions frame

Content area
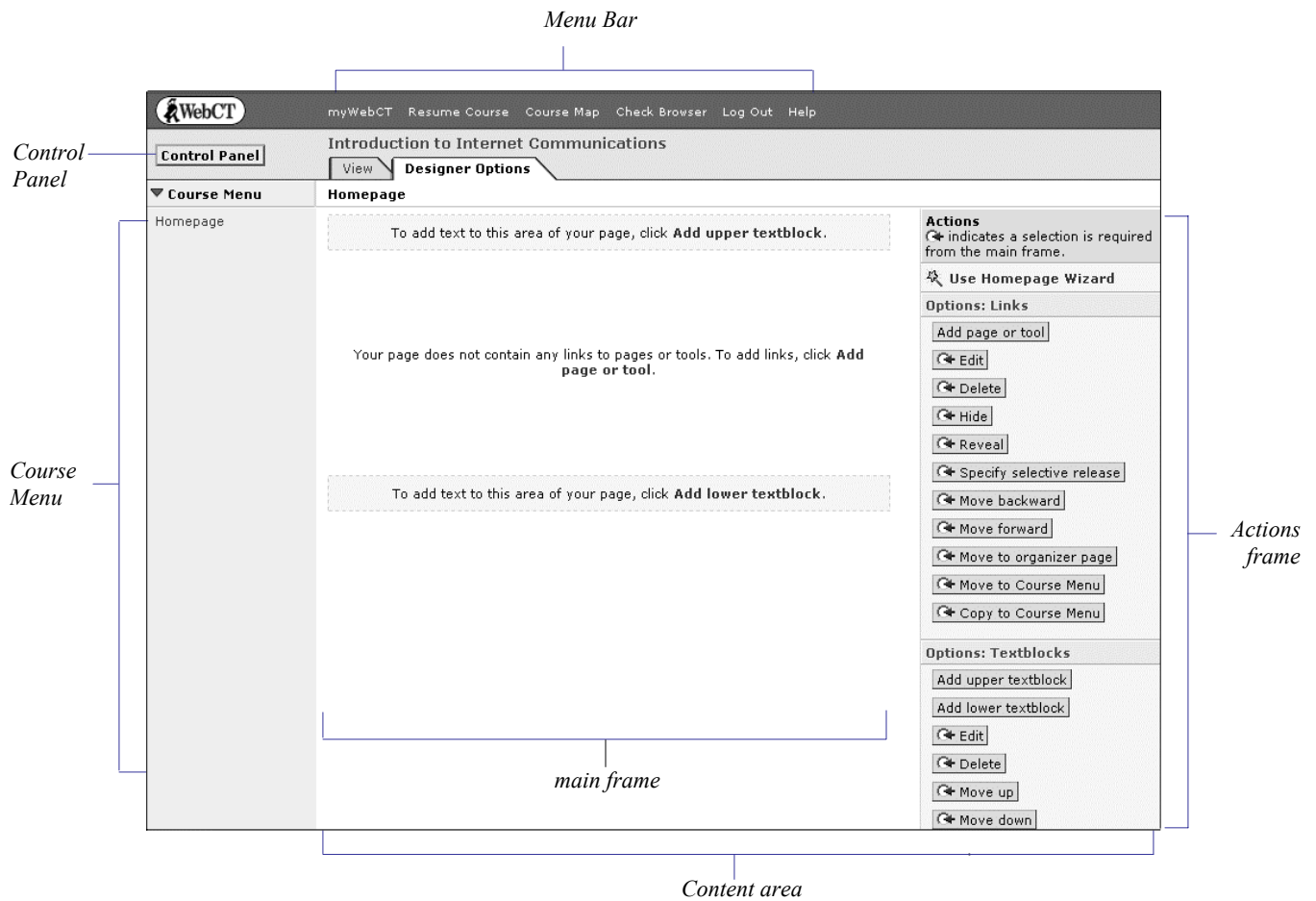
Now, take a closer look at each of these screen elements.

Menu Bar

The *Menu Bar* contains links to *myWebCT*, *Resume Course*, *Course Map*, *Check Browser, Logout,* and *Help*.

tabs

breadcrumbs

The breadcrumbs show your current location in the course and the tabs indicate whether you're in *View* or *Designer Options*.

These *Menu Bar* items are described below.

Option	Description
myWebCT	Returns you to the *myWebCT* screen.
Resume Course	Allows students to resume their place in the *Content Module* (course content).
Course Map	Allows you and your students to view the structure of the entire course on one page. The course elements are links, which enable you to go to any place in the course from a single page. This feature simplifies navigation and is especially useful for courses with a large number of course elements.
Check Browser	Allows you and your students to determine if your browser is compatible with WebCT CE.
Log Out	Logs you out of the current WebCT CE session and returns you to the WebCT *Entry Page*.
Help	Links you to context-sensitive online help.
View	Allows you to see how the course appears to students. On some screens, *View* only approximates what a student sees.
Designer Options	Allows you to make modifications to course elements, pages, and content.
Breadcrumbs	Shows your location in the course and provides links to previous screens. You can use this feature to return to the *Homepage* from almost anywhere in your course.

Now, access one of the options on the *Menu Bar*.

To access the online Help

1. From the *Menu Bar*, click **Help**.

Click Help

The online Help topic, *Homepage – About* appears in a new browser window.

2. From the Help menu bar, click **Help Index**. The *Designer Help Index* appears. Links to information and instructions on using WebCT CE appear.

3. Close the browser window to return to the *Homepage*.

Next, see how the *Homepage* appears in *View*.

To switch between the View tab and the Designer Options tab

As a designer, you'll spend most of your time in *Designer Options* where you can add to and change your WebCT CE course using options in the *Actions* frame. Use the *View* tab when you want to see how a screen appears to your students.

1. Click the **View** tab.

Click View
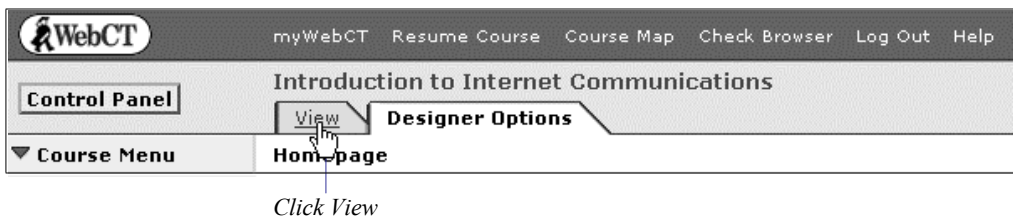
Notice how the *Actions* frame is removed from the *Homepage*. The *Actions* frame is only for designer use.

2. To return to designer view, click the **Designer Options** tab.

Course Menu
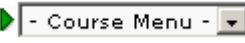
Like the *Homepage*, you can place links to all your course elements on the *Course Menu*. It is visible to designers and students. Since you haven't started building a course yet, the *Course Menu* only contains *Homepage*. The green arrow (▼) allows you to toggle between displaying and hiding the *Course Menu* to change the size of the *Content area*. Using this option only affects your view of the *Course Menu*. Other users are not affected.

If you want to change the display of the *Course Menu* for all users, see the online Help topic, *Course Settings – Course Menu*. To access the online Help, click **Help** on the *Menu Bar*.

The *Homepage* and the *Course Menu* both display links to other elements in your course. The *Homepage* can display icon and text links and is readily accessed from the breadcrumbs at all times. The *Course Menu* displays text links only, is accessible from most areas of your course, and affects the size of the *Content area*. As your online course goals become clearer, you may decide that the use of only one of these WebCT CE features is sufficient.

Later, you'll add links to both the *Course Menu* and the *Homepage* to gain an understanding of both methods of displaying links.

To change the display of the Course Menu

1. Click ▼. The *Course Menu* is hidden in a drop-down box ▶ - Course Menu - ▾ , and the *Content area* enlarges.

2. Click ▶. The *Course Menu* appears.

Control Panel

The *Control Panel* is the central location for all designer utilities and course management options. It is visible only to designers. In *Control Panel*, designers can access the following course design utilities: *Add Page or Tool*, *Edit Page or Tool*, *Manage Files*, *Manage Course* and *Course Settings*.

From the *Control Panel*, you can do the following:

- add pages or tools to create course elements
- edit the content of course elements
- update your students' WebCT CE course content
- add, edit, organize, and download your course files
- manage the records of students and teaching assistants
- track students' progress
- back up your course
- change your course's appearance and settings

There are two versions of the *Control Panel*: *Basic Control Panel* and *Expanded Control Panel*. By default, when you click *Control Panel*, the *Basic Control Panel* appears.
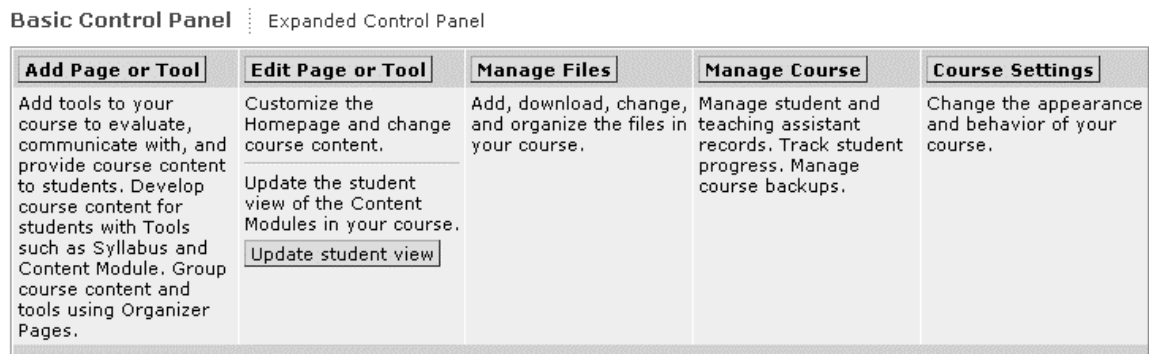
The *Basic Control Panel* contains links to utilities where you can perform the most common course creation and course management tasks. The *Expanded Control Panel* goes beyond the *Basic Control Panel* to include links to more advanced tasks.

To access the Control Panel

➢ Click **Control Panel**. The *Basic Control Panel* appears. It is recommended that new users use the *Basic Control Panel*.

To access the Expanded Control Panel

➢ Click **Expanded Control Panel**.
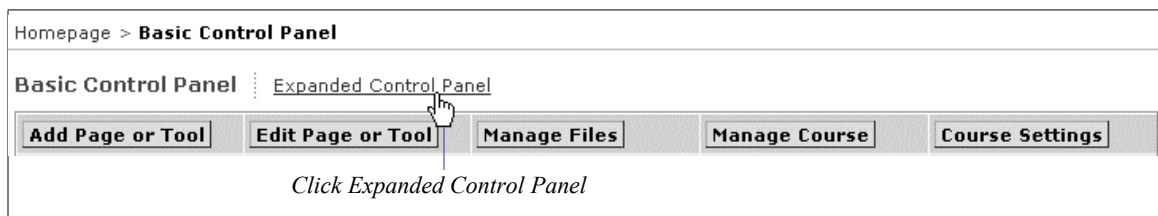
The *Expanded Control Panel* appears.

Tip: Once you gain some experience using WebCT CE, you may prefer to change the default *Control Panel* to *Expanded Control Panel* by clicking **Set as default view**.

For now, go back to the *Basic Control Panel*.

➢ Click **Basic Control Panel**. The *Basic Control Panel* appears.
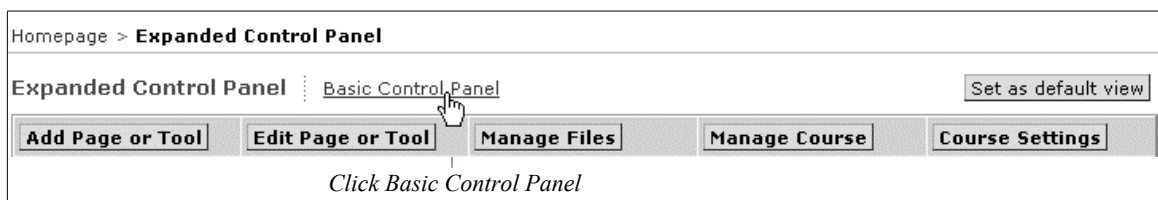
Under the *Basic Control Panel,* you'll notice a link to the *Course Design Center*.

This gives new designers the option of using either the *Control Panel* to build their course or the *Course Design Center*.

Now, return to your *Homepage*.

➢ To return to the *Homepage*, in the *Course Menu* or breadcrumbs, click *Homepag*e.

Content Area

When you first access a course element from the *Course Menu* or *Homepage*, the content area is divided into two sections or frames: the main frame and the *Actions* frame.

The main frame is where you perform your course building tasks and where content is displayed to you and your students. The main frame is visible to all users.

The *Actions* frame contains links to the various editing, customizing, and organizing options available for a particular course element. The *Actions* frame is visible only to designers.

A Final Note about WebCT CE Navigation

As you become more familiar with the CE workspace, you'll discover that there's more than one way to achieve a goal. You've already learned that you can use either the breadcrumbs or the *Course Menu* to return to the *Homepage*. Similarly, from the *Homepage,* you can access *Add Page or Tool* directly from the *Actions* frame, or you can use the *Control Panel*. You choose the method that works best for you.

This idea of flexibility of use is central to WebCT. As you gain experience in using the WebCT CE workspace, you'll discover the numerous ways you can customize WebCT CE to best suit your preferences and on-line teaching goals.

Warning: : Avoid using your browser's Back and Forward buttons to navigate through WebCT CE. Instead, use the *Course Menu*, *Control Panel*, *Menu Bar* and breadcrumbs as discussed earlier in this lesson.

You're finished *Lesson 1: Logging in and Exploring the WebCT CE Environment*. In the next lesson, you'll learn how to plan your course.

LESSON 2: PLANNING YOUR WEBCT CE COURSE

Becoming familiar with the WebCT CE software is important, but it is only part of the online course-building picture. To create a truly effective online course, you should plan your course by applying the same principles you use when designing a traditional classroom course. The difference is that your course's purpose, content, and structure will be dependent on and enhanced by the capabilities of WebCT CE.

This lesson only touches on the key points that you should consider when planning a WebCT CE course, but we want to stress the importance of planning. If you develop and implement a methodical course design plan, you can produce an effective course more efficiently. When you are ready to build the actual course that you'll use at your institution, you may find it helpful to seek additional resources to assist you. WebCT resources can be found at `www.webct.com/quickstart` and `www.webct.com/ask_drc`

LEARNING OBJECTIVES

After completing this lesson, you will be able to:

- describe the three key areas that you need to consider when planning an online course.
- locate additional resources to assist you in planning your WebCT CE course.

UNDERSTANDING ONLINE COURSE BUILDING BASICS

DEFINING YOUR COURSE GOALS

Your first step in the course planning process is familiar to you. You should determine the desired learning goals for the course. As in the planning of a traditional classroom course, you want to establish what a student should know and be able to do as the result of their experience in your course. For the most part, the goals of an online course are identical to those of a course taught in a classroom setting. You may discover however, that the use of WebCT CE provides the opportunity for your students to gain some skills and experiences that they would not gain in a traditional course. You may want to consider these when you are developing your course goals.

USING WEBCT CE TO ACHIEVE YOUR GOALS

Once you have determined your course goals, you determine how you can achieve those goals using WebCT CE.

If you are using WebCT CE to supplement a classroom course, you should determine which goals could be achieved with the best results by using a component of WebCT CE. If you are creating a truly web-based course, you strive to achieve all of your course goals with WebCT CE. In this case, you determine which tools to use to achieve each goal.

In both instances, you should have an understanding of all the components of a WebCT CE course. *Appendix A: WebCT Course Tools* on page *80* contains a table that provides a brief description of each WebCT CE tool and how the tool can be used. Use the table to select the tool or tools you can use to achieve each course goal.

An example of a course goal for a first year English course is provided below. The WebCT CE tools that might be used to assist in achieving this goal are also provided.

Course Goal	WebCT CE Tools
As the result of reading, analyzing, and discussing the literary works of published writers, students will be able to subjectively evaluate their own writing.	*Content Module* – for reading literary works *Discussions* – for discussing and analyzing literary works *Chat* – for discussing and analyzing literary works *Assignments* – for submitting writing samples and critiques of writing samples *Student Homepages* – for presenting writing samples for others to evaluate

To create an online course that adds value to each student's learning experience, it is essential that you understand how to use WebCT CE to meet your course goals.

ORGANIZING YOUR MATERIALS

Your next step is to decide what course materials to put online and to organize them. In a web-based course, all materials are online. However, if you're supplementing a classroom course, consider your course goals when deciding which course materials to put online.

It's a good idea to create a content outline to organize these materials before you upload them to the WebCT server. You may want to divide them into chronological lessons or units to correspond with classroom lectures, or group them according to subject matter.

If you are going to enhance your course with online communication elements such as a discussions forum or a chat area, coordinate the use of these course elements with each unit of study. For example, you may want to schedule a weekly chat session where students can discuss issues related to the material covered that week. In addition, if you are creating quizzes, surveys, self-tests, or assignments in your WebCT CE course, organize the content and their schedule as well.

What file format can I use?

Course content files that use Text (.txt) and HTML (.html, .htm) file formats are recommended. These formats can be edited in WebCT CE and all users can view them within their web browsers. File formats, such as $.doc$ (Microsoft[®] Word document) and $.xls$ (Microsoft[®] Excel spreadsheet) among others, can also be used in your online course. However, users must have the corresponding software, such as Microsoft Word or Excel, installed on their computers to view these files.

SAMPLE COURSE DESIGN SCENARIOS

The following scenarios suggest the creation of four possible online courses that incorporate the content of this tutorial. They vary in purpose and complexity according to the scenarios outlined. They are provided here to demonstrate the course design principles described in this lesson and to illustrate how WebCT CE can be used to enhance any course.

Note: This tutorial is designed to be a flexible learning tool. Although we recommend that you complete all lessons, and complete them in the order in which they are presented, Lessons 3 to 8 are stand-alone units. If you find that one of the scenarios listed below matches your online course goals, feel free to concentrate on those lessons first. You can return to the tutorial at any time to complete the remaining lessons.

Scenario	Suggested WebCT CE Tools	Tutorial Lesson
You are new to using the Internet to teach. You want to ease yourself and your students into online learning, and use WebCT to complement your regular classroom sessions.	• *Syllabus* • *Calendar*	*Lesson 4: Adding a Syllabus* *Lesson 7: Creating a Course Calendar*
You want to create areas for students to pose questions, discuss ideas, analyze information, and synthesize concepts.	• *Discussions* • *Chat*	*Lesson 6: Communicating with Your Students*

Scenario	Suggested WebCT CE Tools	Tutorial Lesson
You want to supplement your classroom course by providing access to some course materials online. You also want to promote individual learning and provide immediate feedback so students can gauge how well they are doing.	• *Syllabus* • *Content Module* • *Quizzes/Surveys*	*Lesson 4: Adding a Syllabus* *Lesson 5: Adding Course Content* *Lesson 8: Creating a Quiz for Your Students*
You want to take full advantage of WebCT CE's most common tools to enhance the learning experience of your students. You want to create areas for the presentation of course content, the analysis and discussion of course content, and the evaluation of each student's understanding of that course content.	• *Syllabus* • *Content Module* • *Discussions* • *Chat* • *Calendar* • *Quizzes/Surveys*	*Lesson 4: Adding a Syllabus* *Lesson 5: Adding Course Content* *Lesson 6: Communicating with Your Students* *Lesson 7: Creating a Course Calendar* *Lesson 8: Creating a Quiz for Your Students*

You're finished *Lesson 2: Planning your WebCT CE Course*. You're now ready to build a WebCT CE course.

PART TWO: CREATING BASIC COURSE ELEMENTS

LESSON 3: CUSTOMIZING YOUR HOMEPAGE

The *Homepage* is the first screen that your students see when they enter your course. It's created automatically and can serve as your course's main *Organizer Page* providing links to all other WebCT CE course elements. As a designer, you can add, remove, and reorganize these links using the various link options available on the *Homepage*.

You can also customize the appearance of your *Homepage*. You can add text or graphics to the page or change the color scheme to better complement your course.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- explain the role of the *Homepage* in your course.
- describe the role of the *Course Design Center* in the course-building process.
- create a heading for your *Homepage* using the *Homepage Wizard*.
- add text to your *Homepage* to customize its appearance.
- change the color scheme of the *Homepage* to best suit your needs.
- refer to the online Help to get more information about other *Homepage* options.

HOMEPAGE ACTIVITIES

There are two activities in this lesson:

- adding a heading to your *Homepage* using the *Homepage Wizard*
- changing your *Homepage* colors

ADDING A HEADING TO YOUR HOMEPAGE USING THE HOMEPAGE WIZARD

In this first activity, you'll use a course design wizard to add a heading to your *Homepage*. The wizards assist new users and provide step-by-step instructions on using some of the more common course building tools. There are eight wizards in all. They are stored in the *Course Design Center*.

Note: Depending on administrator settings, the *Course Design Center,* or some of the wizards, may not be available to you in the course you'll be teaching at your institution.

Here's an example of a wizard screen:

Instruction box

Wand icon
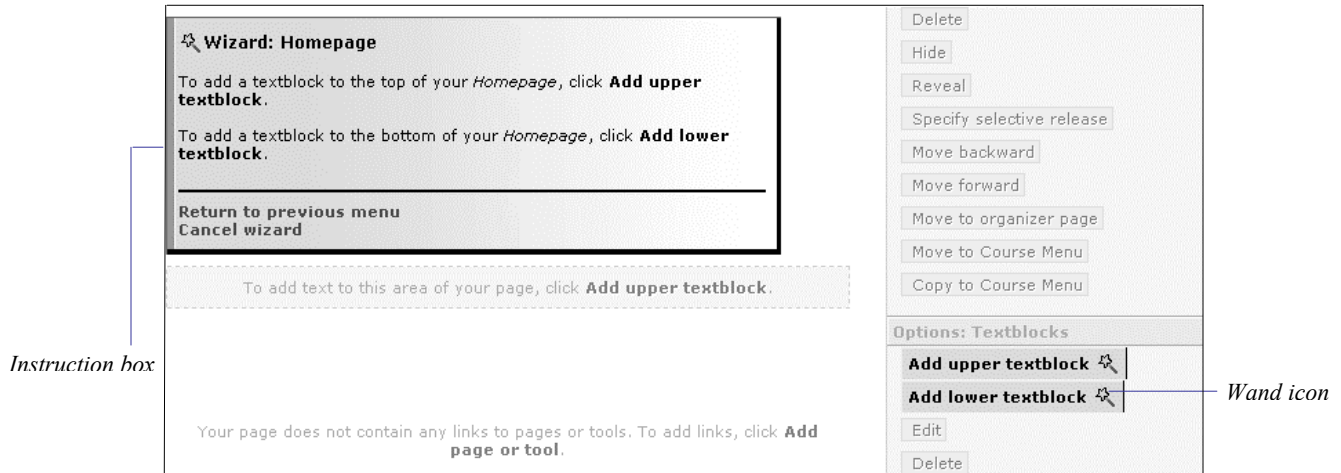
Using the wizards

When using any of the wizards, read and follow the text in the Instruction box (see the example above). All areas relating to the wizard are indicated in blue, while the rest of the screen is gray and temporarily unavailable.

Look for the small wand icon: . It accompanies each screen element that requires an action. In some cases, you initiate actions from the wizard instruction box by clicking text. In other cases, you use the actual screen element. Either way, the wizard tells you what to do next.

More about the Course Design Center

The *Course Design Center* contains wizards for the following WebCT CE tools: *Homepage*, *Organizer Page*, *Syllabus*, *Content Module*, *Discussions*, *Mail*, *Calendar*, and *Chat*.

Wizards can be accessed from the *Course Design Center*, from *Add Page or Tool* on the *Control Panel*, or from the actual tool once it's added to your course. You can use any of the wizards from start to finish, or you can save your work in a wizard and return to it later.

Now, use a wizard to add a heading to the *Homepage* to help identify your course.

To create a Homepage heading

1. Do one of the following:

    *   If you're already logged in to the tutorial course, go to step 4.

    *   If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click the tutorial course that was created for you by your WebCT CE administrator, **Introduction to Internet Communications**. The *Course Design Center* or *Homepage* appears.

3. Do one of the following:

   - If the *Course Design Center* appears:

     a. Click **Use Course Design Center later**. A warning message appears.

     b. Click **OK**. The *Homepage* appears.

   - If the *Homepage* appears, go to step 4.

4. From the *Homepage*, in the *Actions* frame, click **Use Homepage Wizard**. The *Wizard: Homepage* instruction box appears.

5. In the instruction box, under *Select an option*, click **Manage textblocks**. Textblocks are areas of text and/or graphics that you can add to the main frame of some screens.

6. Again, under *Select an option*, click **Add upper/lower textblock.**

7. Click Add upper textblock ✨.

8. Read the text in the *Wizard: Homepage* Instruction box. You'll add a *Text Heading*.

9. Under *Text Heading*, next to *Text*, enter: `Introduction to Internet Communications`.

10. Next to *Alignment*, select *Center*.

11. To make the heading stand out, next to *Style*, select *Bold*.

12. Select a text color. From the *Color* drop-down list, select *Navy*.

13. Choose a font size. From the *Size* drop-down list, select *6*.

   Note: The HTML font sizes used here are relative sizes unlike the specific point sizes used by most word-processors. HTML font sizes gets progressively larger as you move from size 1 to size 7.

14. Scroll to the bottom of the screen and click Add ✨. The *Wizard: Homepage* instruction box appears.

15. Click **Save and exit wizard**.
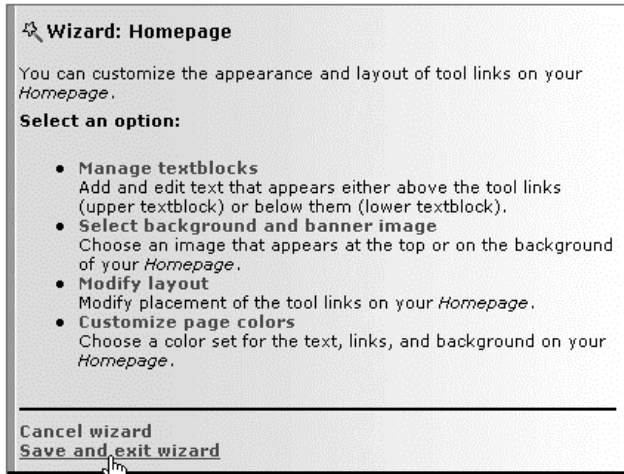
Click Save and exit wizard

The *Homepage* appears and your new heading is displayed.

You've seen how your heading looks in *Designer Options* view. Now, see how the heading appears to your students.

To preview your Homepage

➢ From the *Menu Bar*, click the **View** tab. The student view of the *Homepage* appears.

CHANGING YOUR HOMEPAGE COLORS

Currently, your *Homepage* displays the *Course Default* color set designated by your WebCT CE administrator. You can change the color scheme of your *Homepage* to a different pre-defined color set, or your can create your own custom color scheme.

In this lesson, you'll create a custom color set by customizing the following on the *Homepage*:

- text color

- link color

- background color

To create a custom color scheme

1. From the *Homepage*, click the **Designer Options** tab if it isn't already selected.

2. In the *Actions* frame, scroll down to the *Customize* section and click **Customize page colors**. The *Customize Page Colors* screen appears. In the table, page colors that are currently assigned to each *Color Set* are displayed under *Color Preview*.

Customize Page Colors
Current set: None
Default course color set: Color set for page: Course default

Color Set	Color Preview
○ Set A	Text, Link, Visited Link
○ Set B	Text, Link, Visited Link
○ Set C	Text, Link, Visited Link
○ Set D	Text, Link, Visited Link
○ Set E	Text, Link, Visited Link
○ High contrast	Text, Link, Visited Link
○ Custom	Text, Link, Visited Link

Background color

Custom color set section

Set text color   Set link color
Set visited link color   Set background color

Update   Cancel | Course default

3. From the table, under *Color Set*, select *Custom*. Currently, the *Text* color is black; keep that color.

4. Under *Custom*, click **Set link color**.

5. From the color grid, select any shade of blue that you like. The color is shown in the *Preview* frame.

6. Click **Update**. The *Customize Page Colors* screen appears and the *Link* color is updated.

7. Under *Custom*, click **Set background color**.

8. From the color grid, select any shade of pale yellow that you like. The color is shown in the *Preview* frame.

9. Click **Update**. The *Customize Page Colors* screen appears and the *Custom* background color is updated.

10. Verify that the *Custom* color set is still selected.

11. Click **Update**. The *Homepage* appears displaying the new color scheme. You won't be able to see the new link color until you add some tools to the *Homepage*. You'll add more tools in the next few lessons. Remember to look for the link color at that time.

Now, see how the new color set appears to your students.

To preview your Homepage

➢ From the *Menu Bar*, click the **View** tab. The student view of the *Homepage* appears.

You're finished the activities in this lesson. Go to the next section, *Related Activities*, or the next lesson.

RELATED ACTIVITIES

If you're interested in customizing your *Homepage* further, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…
• add lower textblocks • edit, delete, or organize textblocks	• the online Help topic: *Homepage - Modifying Textblocks*.
• add images to the *Homepage* • change the background color • add a banner to the top of the page	• the online Help topic: *Homepage - Modifying Format*.
• use the *Homepage* wizard to: manage textblocks, select background and banner images, modify layout, or customize page colors	• the *Homepage Wizard* in the *Actions* frame. More information about the wizards can be found in the online Help topic: *Course Design Center*.

You're finished *Lesson 3: Customizing your Homepage*. In the next lesson, you'll learn how to add your course syllabus to a WebCT CE course.

LESSON 4: ADDING A SYLLABUS

A syllabus is a course's instructional road map designed to assist both the instructor and the student. It's a summary outline of the course's planned lessons, activities, resources, and student requirements. With WebCT CE's *Syllabus,* you can upload a course syllabus that's already prepared, or create a customized syllabus using the *Syllabus* tool.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- create a link to *Syllabus* on your *Course Menu* and *Homepage*.
- upload a zip file of course content and unzip it.
- add a course syllabus to your course.
- modify a syllabus by adding or removing content.
- use the HTML editor to edit files.
- refer to the online Help to get more information about other *Syllabus* options.

SYLLABUS ACTIVITIES

There are four activities in this lesson:

- adding *Syllabus* to your course
- uploading the sample tutorial files
- adding a course syllabus
- editing a syllabus

ADDING SYLLABUS

First, add *Syllabus* to your course.

1. Do one of the following:

    - If you're already logged in to the tutorial course, go to step 4.
    - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. The *Course Design Center* or the *Homepage* appears.

3. Do one of the following:

  - If the *Course Design Center* appears:

    a. Click **Use Course Design Center later**. A warning message appears.

    b. Click **OK**. The *Homepage* appears.

  - If the *Homepage* appears, go to step 4.

4. From your *Homepage*, under *Options: Links*, click **Add Page or Tool**. The *Add Page or Tool* screen appears.

   Tip: You can also access *Add Page or Tool* from the *Control Panel*.

5. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Syllabus* tool for this lesson.

6. Under *Course Content Tools*, click **Syllabus.** The *Add Syllabus* screen appears.

7. In the *Enter a title for this item* text box, enter: `Syllabus`

8. Select where to add links to *Syllabus*:

   a. Select *On the Course Menu*.

   b. Select *On an Organizer Page: Homepage*.

   Notice that *Link shows item title, Link shows icon,* and *Use default icons* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

9. Click **Add**. The *Homepage* appears. Notice that there are now links to *Syllabus* on both the *Homepage* and the *Course Menu*.

If you've already completed *Lesson 3: Customizing your Homepage*, look for the link color you selected.

Next, add the sample tutorial files to your course so they can be used in upcoming activities.

ADDING THE SAMPLE TUTORIAL FILES TO YOUR COURSE

Note: If you've already added the sample tutorial files to your course, go to *Adding a Course Syllabus* on page 31.

Four sample course content files for use with this tutorial are contained in a zip (compressed) file that you can download from the WebCT website. To add these files to your course, you need to do the following three tasks:

1. Download the zip file to your computer. Details appear below.

2. Upload the zip file from your computer to the WebCT server. Details appear below.

3. Unzip the zip file to add the sample tutorial files to the file storage area. Details appear below.

To download the sample tutorial files

1. From within your WebCT course, make the necessary selections from your web browser's toolbar to open a second browser window.

2. In the second browser window, navigate to http://www.webct.com/customer

3. From the web page that is displayed, click **WebCT Documentation**.

4. Under *Getting Started Tutorial*, click **WebCT Campus Edition 4.0 Tutorial Files**. A dialog box appears asking if you want to save or open the file.

5. Save the file to your local hard drive.

6. Once the download is complete, close the dialog box and the second browser window.

    Note: Don't unzip the file.

7. Go to the next procedure.

To upload the sample tutorial files

Course content files are uploaded to the WebCT server using *Manage Files*. *Manage Files* is the central file storage area and file management utility for your WebCT CE course. You can access *Manage Files* from the *Control Panel*.

The files in *Manage Files* are organized into two folders:

- `My-Files` - Your course folder in which you can store, create, and edit files for your course. All uploaded files are stored here.

- `WebCT-Files` - A folder that contains the default files that are packaged with WebCT CE.

In this activity, you'll use *Manage Files* to upload the zip file from your computer to the WebCT server. The four files contained in the zip file are all HTML files. HTML is a file format that can be read by any web browser.

Now, upload the zip file to the WebCT server.

> **More about file formats**
>
> Course content files that use Text (.txt) and HTML (.html, .htm) file formats are recommended. These formats can be edited in WebCT CE and all users can view them within their web browsers. File formats, such as `.doc` (Word document) and `.xls` (Excel spreadsheet) among others, can also be used in your online course. However, users must have the corresponding software, such as Microsoft Word or Excel, installed on their computers to view these files.

1. Click **Control Panel**. The *Basic Control Panel* appears.

2. From the *Control Panel*, click **Manage Files**. The *Folders and Files* screen appears.

3. In the *Actions* frame, under *Options: Files,* click **Upload**. The *Upload File* screen appears

4. Next to the *Filename* text box, click **Browse**. Your computer's file browser appears.

5. Select the zip file you downloaded from the WebCT website and open it. The *Upload File* screen appears and the zip file appears in the *Filename* text box.

> Homepage > Basic Control Panel > Manage Files > **Upload File**
>
> **Upload File**
> Note: Depending on the file size and network connection, this process may take several minutes.
>
> Filename: mple_ tutorial_files.zip   Browse...
> Destination folder: My-Files ▾
>
> Upload   Cancel
>   — *Click Upload*

6. Click **Upload**. The zip file is added to the *Folders and Files* list in the `My-Files` folder.

> Homepage > Basic Control Panel > **Manage Files**
>
> **Folders and Files**
> Click on a folder below to view its files.
> Display this file information: ☑ Size ☑ Date ☑ Time Update

Name	Size (bytes)	Date	Time
☐ 📁 My-Files			
☐ 🔍 📄 sample_ tutorial_files.zip	3987	April 7, 2003	2:57pm
☐ 📁 WebCT-Files			

7. Go to the next procedure.

Unzipping the sample tutorial files

Manage Files contains built-in *Zip* and *Unzip* options. Now, unzip the zip file to add the four sample tutorial files to the `My-Files` folder.

1. From the *Folders and Files* list, select the zip file.

2. In the *Actions* frame, under *Options: Files*, click **Unzip**.

Zip file is selected → (points to sample_tutorial_files.zip)

Click Unzip → (points to Unzip button)
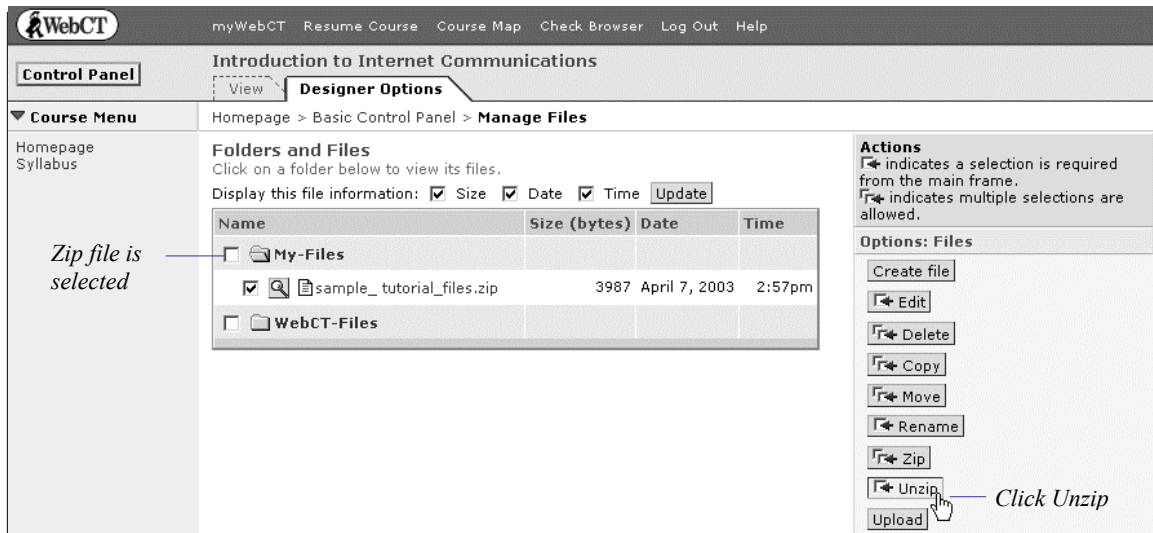
The *Unzip File* screen appears.

3. Click **Unzip**. The *Folders and Files* screen appears and the following four files are added to the `My-Files` folder:

- `tutorial_discussion.html`

- `tutorial_email.html`

- `tutorial_introduction .html`

- `tutorial_syllabus.html`

4. The contents of the zip file are extracted. You can delete the zip file. From the *Folders and Files* list, select the zip file.

Zip file is selected

5. In the *Actions* frame, under *Options: Files*, click **Delete**. The *Delete Files* screen appears.

6. Under *Confirm Delete Files*, click **Delete**. The *Folders and Files* screen appears and the zip file is deleted.
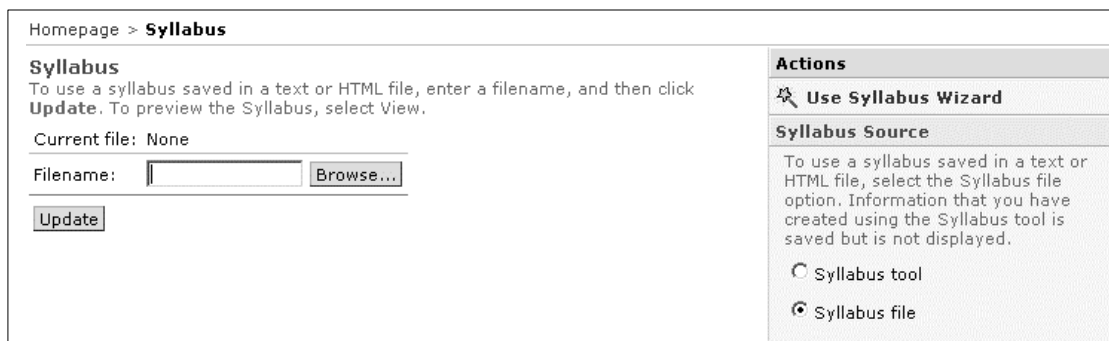
The remaining files are added to the file storage area in *Manage Files*. To make these course content files accessible to your students, you have to add them to one of the course content areas of your course, such as *Syllabus*.

Next, add the `tutorial_syllabus.html` file to *Syllabu*s.

Note: The remaining three files are added to *Content Module* in *Lesson 5: Adding Course Content*.

ADDING A COURSE SYLLABUS

1. From the *Course Menu*, click **Syllabus**. The *Syllabus* screen appears.

2. In the *Actions* frame, under *Syllabus Source*, select *Syllabus file*. The *Syllabus* screen updates to display the *Syllabus file* screen:

3. Under *Syllabus*, next to the *Filename* text box, click **Browse**. The *File Browser* appears. The *File Browser* allows you to select files contained in *Manage Files* or upload files from your computer.

   Note: In the previous activity, you didn't use the *File Browser* to upload the zip file because the *Unzip* option isn't accessible from the *File Browser*.

4. Under `My-Files`, select the `tutorial_syllabus.html` file.

   Tip: To preview the file, click 🔍.

5. At the bottom of the screen, click **Add selected**. The *Syllabus* screen appears, and the filename of the uploaded file is displayed in the *Filename* text box.

6. Click **Update**. The filename appears next to *Current file*.

See how the file is displayed to your students.

To preview your syllabus

➢ To preview the syllabus, click the **View** tab.

Next, edit the file you just uploaded and add some new content.

EDITING A SYLLABUS FILE

You can edit any file within WebCT CE if the file format is `.txt`, `.htm`, or `.html`. Other file formats must be edited on your computer using the appropriate software and then uploaded again to your course. For example, if you want to edit a syllabus created in Microsoft Word, edit it first on your computer using MS Word and then upload it to the WebCT server using either *Manage Files* or the *File Browser* in *Syllabus*. The edited file automatically replaces the original syllabus file.

In this lesson, you'll use *Manage Files* to edit the `tutorial_syllabus.html` file.

To edit the file

1. Click **Control Panel**. The *Basic Control Panel* appears.

2. Click **Manage Files**. The *Folders and Files* screen appears displaying the two folders, *My-Files* and *WebCT-Files,* and the files you uploaded.

3. Under `My-Files`, select the `tutorial_syllabus.html` file.

Homepage > Basic Control Panel > **Manage Files**			
Folders and Files Click on a folder below to view its files. Display this file information: ☑ Size ☑ Date ☑ Time Update			
Name	Size (bytes)	Date	Time
☐ 🗀 My-Files			
☐ 🔍 📄 discussion.html	1653	April 7, 2003	4:48pm
☐ 🔍 📄 email.html	1609	April 7, 2003	4:48pm
☐ 🔍 📄 introduction.html	1966	April 7, 2003	4:48pm
☑ 🔍 📄 tutorial_syllabus.html	4752	April 7, 2003	4:48pm
☐ 🗀 WebCT-Files			

Selected file —— points to tutorial_syllabus.html row

4. Under *Options: Files*, click **Edit**. The *Edit File* screen appears and the file is displayed in the *File content* box. Note the HTML tags incorporated into the text.

5. Click **HTML editor**. The *Edit File* screen updates and a word-processor-like editor appears. This tool allows you to edit text and apply formatting to your HTML document without entering any HTML tags.

   Note: For additional information on using the *HTML editor*, click **?** on the toolbar.

6. Using the HTML editor's scroll bar, scroll down to *Lesson 2* under *Course Outline and Reading Assignments*.

7. Add the following reading assignment: `Read Chapter 1 of Technical Communication and the Internet.`

8. Select the text, *Technical Communication and the Internet*.

9. Indicate that this is the name of a publication, by applying the italics font style. From the HTML editor's toolbar, select ***I***.
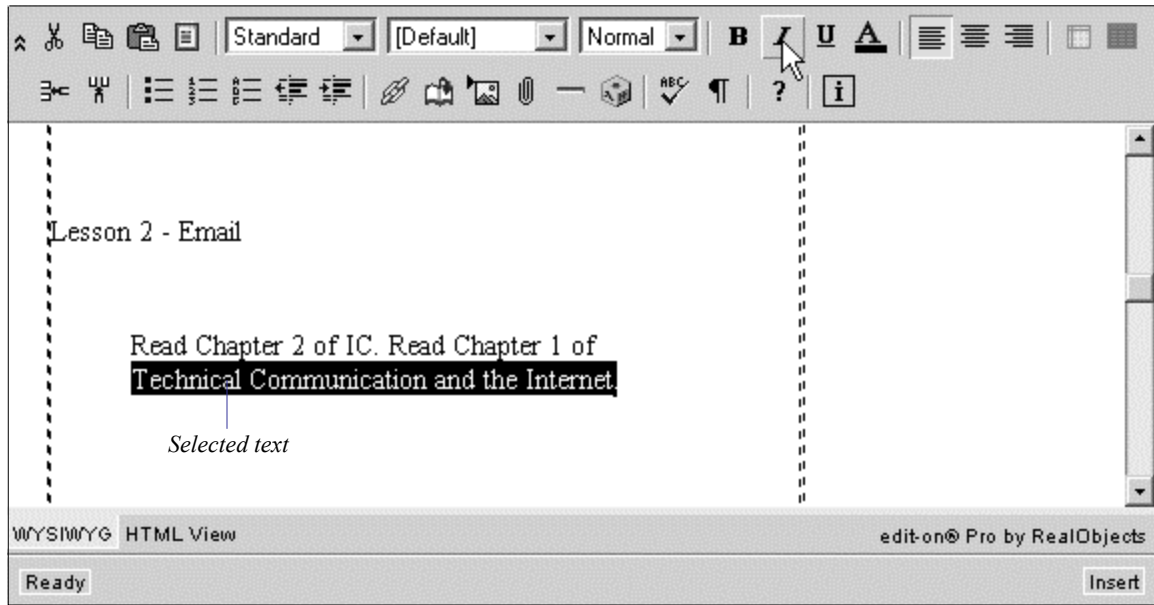
The text is now in italics.

10. Scroll to the bottom of the screen and click **Update**. The *Folders and Files* screen appears and the file is updated.

Next, see how the revised syllabus appears to your students.

To preview the new Syllabus

1. From the *Course Menu*, click **Syllabus**. The *Syllabus* screen appears.

2. To preview the syllabus, click the **View** tab.

You're finished the activities in this lesson. Go to the next section, *Related Activities*, or the next lesson.

RELATED ACTIVITIES

If you're interesting in exploring *Syllabus* further, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…

• create a new syllabus using the *Syllabus* tool, including:
    o adding a section
    o editing a section
    o hiding a section of the syllabus
    o reorganizing the syllabus sections
    o deleting all sections in a syllabus
• switch between an uploaded syllabus file and a syllabus created using the *Syllabus* tool
	• the online Help topic: *Syllabus*.

You're finished *Lesson 4: Adding a Syllabus*. In the next lesson, you'll learn how to use WebCT CE to make course materials available to your students.

LESSON 5: ADDING COURSE CONTENT

A *Content Module* is an area where you can place course material such as lecture notes or reading material. If desired, you can create multiple content modules to organize your course material according to the structure of your course. For example, you could create a separate content module for each course unit or section.

The online course objectives that you set out in the course-planning phase will help to determine how you'll use *Content Module* in your course. If you're creating a truly web-based course, material that would be presented in the classroom in a traditional course would be offered online through the content modules. In this case, the content modules would probably make up the bulk of your WebCT CE course. However, if you're using WebCT CE to supplement a classroom course, the content modules may play a less significant role.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- create a link to *Content Module* on your *Course Menu* and *Homepage*.
- modify *Homepage* links.
- upload a zip file of course content and unzip it.
- add course content files to a content module.
- create a table of contents that organizes the course content in a meaningful way.
- add tools to content pages that students can use to enrich their learning experience.
- explain the importance of *Update Student view*.
- refer to the online Help section to get more information about other *Content Module* options.

CONTENT MODULE ACTIVITIES

There are seven activities in this lesson:

- adding *Content Module* to your course
- changing a link's appearance on the *Homepage*
- uploading the sample tutorial files

- adding content to the *Content Module*

- organizing the *Content Module*

- allowing students to make study notes in the content pages

- making the *Content Module* available to students

ADDING A CONTENT MODULE

First, add *Content Module* to your course.

1. Do one of the following:

    - If you're already logged in to the tutorial course, go to step 4.

    - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. The *Course Design Center* or the *Homepage* appears.

3. Do one of the following:

    - If the *Course Design Center* appears:

        a. Click **Use Course Design Center later**. A warning message appears.

        b. Click **OK**. The *Homepage* appears.

    - If the *Homepage* appears, go to step 4.

4. Click **Control Panel**. The *Basic Control Panel* screen appears.

5. Click **Add Page or Tool.** The *Add Page or Tool* screen appears.

6. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Content Module* tool for this lesson.

7. Under *Course Content Tools*, click **Content Module**. The *Add Content Module* screen appears.

8. In the *Enter a title for this item* text box, enter: `Course Material`

9. Select where to add links to *Course Material*:

    a. Select *On the Course Menu*.

    b. Select *On an Organizer Page: Homepage*.

    Notice that *Link shows item title, Link shows icon,* and *Use default icon* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

10. Click **Add**. The *Homepage* appears. Notice that there are now links to *Course Material* on both the *Homepage* and the *Course Menu*.

CHANGING LINK CHARACTERISTICS

If you've already completed *Lesson 4: Syllabus*, you now have two links on your *Homepage*: *Syllabus* and *Course Material*. You can modify the appearance of the *Homepage* links at any time using options in the *Actions* frame.

In this lesson, you've decided that you want to edit (change) the icon for *Course Material*.

Note: This is an optional activity and is presented here for instructional purposes. You don't have to change the icon of the *Content Module* tool before you add content to it.

1. From the *Homepage*, in the *Actions* frame, under *Options: Links*, notice the ![icon] image next to *Edit*. This image indicates that you must select an item from the main frame before you choose this option.

2. Select the radio button next to the *Course Material* link.

3. In the *Actions* frame, under *Options: Links*, click **Edit**. The *Update Link to Content Module* screen appears.

4. Under *Basic Settings*, next to the *Icon filename* text box, click **Browse**. The *File Browser* appears.

The *WebCT-Files* folder contains subfolders that hold various background, banner, and icon images that you can use in your course. You want to find a new icon image.

5. Click **WebCT- Files** to open the folder. A list of subfolders appears.

6. Click **icons**. Another set of subfolders appears.

7. Scroll down and click **webct_photo**. A list of images appears.

8. Scroll down and select `contents.jpg`.

    Tip: To preview the image, click ![icon].

9. At the bottom of the *File Browser* screen, click **Add selected**. The *Update Link to Content Module* screen appears.

10. At the bottom of the screen, click **Update**. The *Homepage* appears and the new icon is displayed.

Next, add some content to the module for your students to view.

ADDING THE SAMPLE TUTORIAL FILES TO YOUR COURSE

Note: If you've already added the sample tutorial files to your course, go to *Adding Content to the Content Module* on page 42.

Four sample course content files for use with this tutorial are contained in a zip (compressed) file that can be downloaded from the WebCT website. To add these files to your course, you need to do the following three tasks:

1. Download the zip file to your computer. Details appear below.

2. Upload the zip file from your computer to the WebCT server. Details appear below.

3. Unzip the zip file to add the sample tutorial files to the file storage area. Details appear below.

To download the sample tutorial files

1. From within your WebCT course, make the necessary selections from your web browser's toolbar to open a second browser window.

2. In the second browser window, navigate to http://www.webct.com/customer

3. From the web page displayed, click **WebCT Documentation**.

4. Under *Getting Started*, click **WebCT Campus Edition 4.0 Tutorial Files**. A dialog box appears asking if you want to save or open the file.

5. Save the file to your local hard drive.

6. Once the download is complete, close the dialog box and the second browser window.

   Note: Don't unzip the file.

7. Go to the next procedure.

To upload the sample tutorial files

Course content files are uploaded to the WebCT server using *Manage Files*. *Manage Files*, which is accessed from the *Control Panel,* is the central file storage area and file management utility for your WebCT CE course.

The files in *Manage Files* are organized into two folders:

- `My-Files` - Your course folder in which you can store, create, and edit files for your course. All uploaded files are stored here.

- `WebCT-Files` - A folder that contains the default files that are packaged with WebCT CE.

In this activity, you'll use *Manage Files* to upload the zip file from your computer to the WebCT server. The four files contained in the zip file are all HTML files. HTML is a file format that can be read by any web browser.

Now, upload the zip file to the WebCT server.

More about file formats

Course content files that use Text (.txt) and HTML (.html, .htm) file formats are recommended. These formats can be edited in WebCT CE and all users can view them within their web browsers. File formats, such as `.doc` (Word document) and `.xls` (Excel spreadsheet) among others, can also be used in your online course. However, users must have the corresponding software, such as Microsoft Word or Excel, installed on their computers to view these files.

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1. From the *Control Panel*, click **Manage Files**. The *Folders and Files* screen appears.

2. In the *Actions* frame, under *Options: Files,* click **Upload**. The *Upload File* screen appears

3. Next to the *Filename* text box, click **Browse**. Your computer's file browser appears.

4. Select the zip file you downloaded from the WebCT website and open it. The *Upload File* screen appears and the zip file appears in the *Filename* text box.

5. Click **Upload**. The zip file is added to the *Folders and Files* list in the `My-Files` folder.

6. Go to the next procedure.

Unzipping the sample tutorial files

Manage Files contains built-in *Zip* and *Unzip* options. Now, unzip the zip file to add the four sample tutorial files to the `My-Files` folder.

1. From the *Folders and Files* list, select the zip file.

2. In the *Actions* frame, under *Options: Files,* click **Unzip**.

Zip file is selected

Click Unzip

The *Unzip File* screen appears.

3. Click **Unzip**. The *Folders and Files* screen appears and the following four files are added to the `My-Files` folder:

- `tutorial_discussion.html`

- `tutorial_email.html`

- `tutorial_introduction .html`

- `tutorial_syllabus.html`

4. The contents of the zip file are extracted. You can delete the zip file. From the *Folders and Files* list, select the zip file.

Selected zip file

5. In the *Actions* frame, under *Options: Files*, click **Delete**. The *Delete Files* screen appears.

6. Under *Confirm Delete Files*, click **Delete**. The *Folders and Files* screen appears and the file is deleted.

The files are added to the file storage are, *Manage Files*. To make these course content files accessible to your students, you have to add them to one of the course content areas of your course, such as *Content Module*.

Next, add `tutorial_discussion.html`, `tutorial_email.html`, and `tutorial_introduction.html` to the *Course Material* content module.

Note: The remaining file, `tutorial_syllabus.html`, is added to *Syllabus* in *Lesson 4: Adding a Syllabus*.

ADDING CONTENT TO THE CONTENT MODULE

In this activity, you'll add three uploaded course content files to your content module.

Tip: You can also create new content pages for your WebCT CE course using the *Create file* option in *Manage Files*. For more information, see the online Help topic, *Manage Files – File Options*. To access the online Help, click **Help** on the *Menu Bar*.

1. From the *Homepage* or *Course Menu*, click **Course Material**. The *Table of Contents* screen appears.

2. Under *Options: Table of Contents*, click **Add files**. The *Add Files* screen appears.

3. Select `tutorial_discussion.html`, `tutorial_email.html`, and `tutorial_introduction.html` by holding the `CTRL` key on your keyboard while you select each file from the *Filenames* text box.

4. At the bottom of the screen, click **Add**. The *Table of Contents* screen appears and the files are added to the *Table of Contents*.

5. To change the titles of the documents, under *Options: Table of Contents*, click **Edit titles**. The *Edit Content Page Titles* screen appears.

6. Rename the documents as listed below:

Filename	Title
`tutorial_discussion.html`	About Discussion groups
`tutorial_email.html`	About Email
`tutorial_introduction.html`	Introduction to Internet Communications

7. Click **Update**. The *Table of Contents* screen appears and the files are renamed.

Your *Table of Contents* screen should look like this:

Table of Contents
To edit a page of content, click the page's title. Tip: Select an item in the Table of Contents before you add a heading, file, or quiz, and it will be added directly below the item that you selected.

1. ○ About Discussion Groups (File: discussion.html)

2. ○ About Email (File: email.html)

3. ○ Introduction to Internet Communications (File: introduction.html)

ORGANIZING THE CONTENT MODULE

As you saw in the last activity, each file you add to a content module creates a link in the *Table of Contents*. By default, the *Table of Contents* screen is the first screen your students see when they enter a content module. You can organize the links within the *Table of Contents* to suggest the sequence in which the material should be studied. This allows students to see — at a glance — what the material covers and the order in which it should be viewed. Students view a page of content by clicking its link in the *Table of Contents*.

A *Table of Contents* might look like this:

Now, reorganize your content files in the *Table of Contents,* add headings, and indent the files under each heading.

To move an item

First move the `introduction.html` file to the top of the *Table of Contents*.

1. From the *Table of Contents* screen, select the file titled: `Introduction to Internet Communications.`

2. In the *Actions* frame, under *Organize*, in the *Move item up by* drop-down list, select *2* and click **Go**. The *Table of Contents* screen updates and the file is moved to the top.

Next, add some headings to the *Table of Contents*.

To create headings

1. From the *Table of Contents* screen, select the file titled: `Introduction to Internet Communications.` The new heading is added below this file.

2. Under *Options: Table of Contents*, click **Add heading**. The *Add Heading* screen appears.

3. In the *Title* text box, enter: `Discussions Groups`

4. Click **Add**. The *Table of Contents* screen appears and the heading is added.

5. Repeat steps 1 through 4 to create a heading under the `About Discussion Groups` file. For the heading title, enter: `Email`

Your *Table of Contents* screen should look like this:

Table of Contents
To edit a page of content, click the page's title. Tip: Select an item in the Table of Contents before you add a heading, file, or quiz, and it will be added directly below the item that you selected.

1. ○ Introduction to Internet Communications (File: introduction.html)

2. ○ Discussion Groups

3. ○ About Discussion Groups (File: discussion.html)

4. ◉ Email

5. ○ About Email (File: email.html)

Next, indent the files under the headings.

To place a file within a heading

1. From the *Table of Contents*, select the file titled `About Discussion groups`

2. Under *Organize*, from the *Indent item* drop-down list, select *More* and click **Go**. The file is indented under the heading `Discussion groups`

3. Repeat steps 1 and 2 to indent the `Email` file under the `Email` heading.

   Your *Table of Contents* screen should look like this:

Table of Contents
To edit a page of content, click the page's title. Tip: Select an item in the Table of Contents before you add a heading, file, or quiz, and it will be added directly below the item that you selected.

1. ○ Introduction to Internet Communications (File: introduction.html)

▼ **2. ○ Discussion Groups**

    2.1. ○ About Discussion Groups (File: discussion.html)

▼ **3. ○ Email**

    3.1. ◉ About Email (File: email.html)

Tip: You can collapse the heading by clicking on the green arrow (▼). To expand it, click ▶.
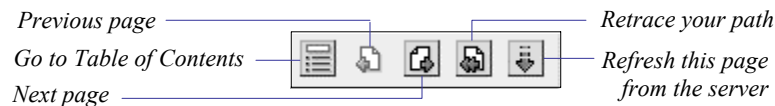
You've added three files to your content module, *Course Material,* and have organized them in the *Table of Contents*. Now, see how the content module appears to your students.

To preview the Content Module

1. To preview the content module, click the **View** tab.

2. From the *Table of Contents*, click **Introduction to Internet Communications**. The content page appears displaying the file that you uploaded.

Notice the toolbar across the top of the page. This is the *Action Menu*. There are five navigational buttons that appear on the menu by default as described below.

Previous page ————————⌐   ⌐———— Retrace your path

Go to Table of Contents ————   ———— Refresh this page
                                                    from the server
Next page ————————————┘

3. View the other two files that you added to *Course Material* by clicking 🔲 on the *Action Menu*.

4. Return to the *Table of Contents* screen by clicking 📋 on the *Action Menu*.

You can also add items to the *Action Menu* that assist students in their studies. In the next activity, you'll add an item to allow students to take study notes.

ALLOWING STUDENTS TO ANNOTATE THEIR CONTENT PAGES

Within *Content Module*, you can provide additional tools to assist students with their studies. You can add a link to a course *Index* or a *Glossary*. You can also add a link to other WebCT CE course elements such as *Chat* and *Mail*. These tools are available to students through the *Action Menu* that appears at the top of each content page.

A content page's *Action Menu* might look like this:

📋 🔲 🔲 🔲 🔲   Goals | Glossary | Index | Links
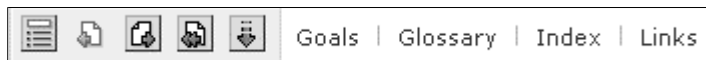
In this activity, you'll add *Take Notes* to the *Action Menu* of all content pages. This feature allows students to attach study notes to content pages.

Note: You can also add tools, such as *Audio* or *Video*, to individual content pages. For more information on adding tools to individual content pages, see the online Help topic, *About Content Pages*. To access Help, click **Help** on the *Menu Bar*.

To add Take Notes

1. Click the **Designer Options** tab. The designer view of the *Table of Contents* screen appears.

2. From the *Table of Contents* screen, under *Options: Content Module*, click **Edit Content Module settings**. The *Content Module Settings* screen appears.

3. Under *Action Menu*, in the lower section, select *Take Notes*.

4. Scroll to the bottom of the screen and click **Update**. The *Table of Contents* screen appears.

Now, see the updated *Action Menu*.

To preview the new Action Menu link

1. Click the **View** tab. The student view of the *Table of Contents* screen appears.

2. Click any of the content pages. The content page appears displaying the *Action Menu*.

3. Click **Take Notes**. A new browser window appears where students can enter study notes.

4. Close the browser window.

5. In the breadcrumbs, click **Course Material**. The student view of the *Table of Contents* screen appears.

6. Return to designer view by clicking the **Designer Options** tab.

MAKING THE CONTENT MODULE AVAILABLE TO STUDENTS

It's important to realize that although the new content module you've created is displayed in *View*, it's not yet visible to your students. Each time you make any changes to a content module, you must update the student view.

1. From the *Table of Contents* screen, under *Options: Content Module*, click **Update student view**. The *Update Student View of Content Pages* screen appears.

2. Select *Update entire course* and then click **Update**. The *Update Student View Report* screen appears confirming that the pages are updated.

3. To return to the *Table of Contents* screen, in the breadcrumbs, click **Course Material**. The students can now see the new content pages and updated *Action Menu*.

Tip: You can also access *Update Student View* in the *Basic Control Panel* under *Edit Page or Tool*.

You're finished with the activities in this lesson. Go to the next section, *Related Activities*, or the next lesson.

RELATED ACTIVITIES

If you're interesting in exploring more *Content Module* features, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…
• change the appearance of the content pages	• the online Help topic: *Customizing Content Module Appearance.*
• create a content page in WebCT CE	• the online Help topic, *Manage Files - File Options.*
• edit a content page in WebCT CE	• the online Help topic: *Adding Course Content.*
• change the appearance of the *Table of Contents* screen • reorganize the *Table of Contents*	• the online Help topic, *About Content Module.*
• edit and delete *Table of Contents* entries	• the online Help topic, *Deleting Course Content.*

• add one of the following to the *Action Menu*:
    o *Audio* or *Video* clips
    o *Links*
    o *Glossary*
    o *Index*
    o *Goals*
    o *Quiz*
    o *References*
    o *Self test*
    o *Chat*
    o *Discussions*
    o *Mail*
• delete items from the *Action Menu*
	• the online Help topic: *Index for Content Module* and then see *Action Menu* or one of the tool specific topics.

• change the appearance of the *Action Menu*	• the online Help topic: *Editing the Table of Contents and Action Menu*

You're finished *Lesson 5: Adding Course Content*. In the next lesson you'll create a discussions area and a chat area to allow users in your course to communicate with each other.

PART THREE: ADDING COMMUNICATION AND EVALUATION TOOLS

LESSON 6: COMMUNICATING WITH YOUR STUDENTS

You can use WebCT CE to add online communication to your course. The main WebCT CE communication tools are *Discussions*, *Mail*, *Chat,* and *Whiteboard*.

Discussions is a forum where messages can be posted and replied to within predefined topic areas. Message content is generally limited to issues that relate directly to the topic area. *Mail*, which uses terminology and functionality that is similar to *Discussions*, is used when confidentiality is important, when the issue is specific to the message recipient, or when the issue is outside of any of the topic areas. Both *Discussions* and *Mail* allow students, instructors, and teaching assistants to engage in course communications at any time. Messages can be posted and replied to at the user's convenience.

Chat and *Whiteboard* allow logged in users to exchange information in real time. *Chat* and *Whiteboard* sessions can be pre-scheduled, or users can communicate with whomever happens to be logged in at the time. *Chat* is restricted to text-only communication while *Whiteboard* allows users to enhance their messages with images and graphics.

In the first section of this lesson, you'll learn about creating a *Discussions* area in your course. Once you've completed this section, you can apply what you've learned to *Mail*. In general, you post, view, and reply to messages in both *Discussions* and *Mail* in the same way.

In the second section, you'll learn about creating a *Chat* area.

Whiteboard, which is not covered in this lesson, is similar to *Chat* but has some unique features. For detailed instructions on its use, see *Whiteboard* in the online Help. To access Help, click **Help** on the *Menu Bar*.

CREATING A DISCUSSIONS AREA

Before you and your students can use *Discussions*, you need to add the *Discussions* tool to your course and then create a topic area for discussion. Users can reply to messages already posted, or they can introduce new issues related to the topic area. Students can't create topic areas.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

* create a link to *Discussions* on your *Course Menu* and *Homepage*.

- create topics to engage students in focused discussions.

- send messages.

- view and reply to messages.

- refer to the online Help to get more information about other *Discussions* options.

DISCUSSIONS ACTIVITIES

There are five activities in the *Discussions* portion of this lesson:

- adding *Discussions* to your course

- creating a topic for discussion

- sending a message

- replying to a message

- viewing messages

ADDING DISCUSSIONS

First, add *Discussions* to your course.

1. Do one of the following:

    - If you're already logged in to the tutorial course, go to step 4.

    - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. The *Course Design Center* or the *Homepage* appears.

3. Do one of the following:

    - If the *Course Design Center* appears:

        a. Click **Use Course Design Center later**. A warning message appears.

        b. Click **OK**. The *Homepage* appears.

    - If the *Homepage* appears, go to step 4.

4. Click **Control Panel**. The *Basic Control Panel* appears.

5. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.

6. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Discussions* tool for this lesson.

7. Under *Communication Tools*, click **Discussions**. The *Add Discussions* screen appears.

8. In the *Enter a title for this item* text box, enter: `Discussions`

9. Select where to add links to *Discussion*s:

    a. Select *On the Course Menu*.

    b. Select *On an Organizer Page: Homepage*.

    Notice that *Link shows item title, Link shows icon,* and *Use default icon* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

10. Click **Add**. The *Homepage* appears. Notice that there are now links to *Discussions* on both the *Homepage* and the *Course Menu*.

Next, go to *Discussions* and create a new topic.

CREATING A DISCUSSION TOPIC

The *Discussions* area is divided into topics. This allows you to create information exchange forums around particular subjects. Topics can be public or private. Everyone in your course can access public topics, while private topics are only accessible to selected students, instructors, and teaching assistants.

➢ From the *Course Menu* or *Homepage*, click **Discussions**. The *Discussions* screen appears.

Topic table   Status columns

The Topic table contains three default topics: *All*, *Main,* and *Notes*. *All* contains all messages from all public topics, *Main* is the principal discussion area, and *Notes* contains all messages related to specific pages of content in a content module.

Since the course is new, there are no messages in any of the topics. Note the empty check boxes under *Private*, *Anonymous,* and *Locked*. These are the Status columns. This means that all members can post to the topics but not anonymously.

Note: For detailed information about the Status columns, see the online Help topic, *Discussions - Managing Topics*. To access Help, click **Help** on the *Menu Bar*.

Next, create a discussion topic on *netiquette*, which is a term often used to describe Internet etiquette.

To create a topic

1. In the *Actions* frame, under *Options*, click **Create topic**. The *Create Topic* screen appears.

2. In the *Topic name* text box, enter: `Netiquette`

3. Click **Create**. The *Discussions* screen appears and *Netiquette* is added to the Topic table.

Next, create and post a message under the *Netiquette* topic.

CREATING A MESSAGE

All *Public* messages posted in *Discussions* appear to all users in the course. In this tutorial, there are no other users, so you're the only one who can see new messages. As users respond to a message, a message *thread* is formed. Each thread begins with a *Subject* heading followed by the original message, and then the thread of replies. This concept will become clearer as you complete the *Discussions* activities.

1. In the table, under *Topic*, click **Netiquette**. The *Discussion Messages: Netiquette* screen appears.

2. Click **Compose message**. The *Compose Discussion Message* window appears.

3. In the *Subject* text box, enter: `Flame`

4. In the *Message* text box, enter: `Does anyone know what this word means?`

5. Click **Post**. The *Discussion Messages: Netiquette* screen appears.

6. To see the message, click **Update listing**. While you are working in *Discussions*, new messages are not displayed until the listing is updated.

7. A *Subject* heading, *Flame*, is created for the message that you posted. All replies to your message will be listed under this *Subject* heading in a *thread*.

Discussion Messages: Netiquette
Compose message | Update listing | Search | Mark all as read | Designer message options ⥥
Display: 📭All 📭Unread | ⤷Threaded ⇩Unthreaded | Select topic: Netiquette ▾ | Go
Status	☐ Subject	Author	Date
▶ 1/1	☐ 🔍 **Flame**		
Actions ┃ 🔁 Apply these actions to the message(s) selected above.
🔁 Compile | 🔁 Mark as read | 🔁 Mark as unread | 🔁 Delete | 🔁 Move to: -Select Topic- ▾ Go
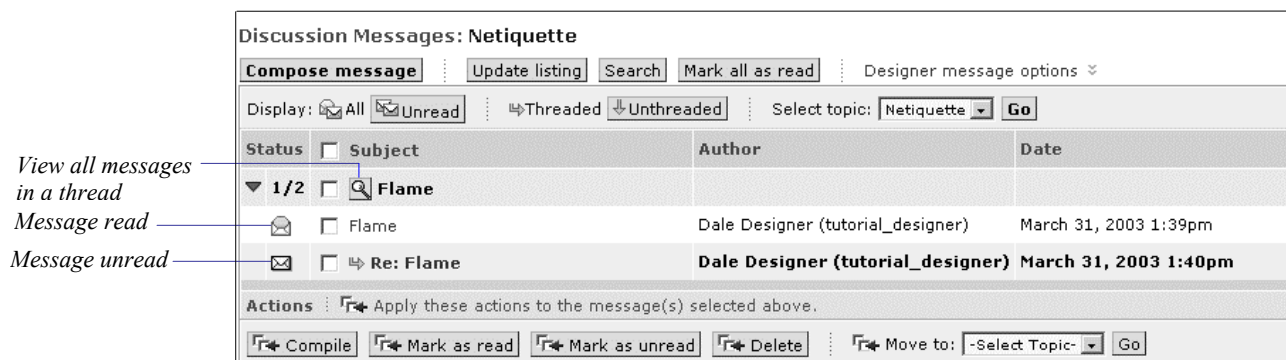
4. To see your message, click ▶ under *Status*.

REPLYING TO A MESSAGE

Now, try replying to the message that you sent. Normally, someone else would reply to your message, but since there are no students in this tutorial course, this is the best way to show you how messages are displayed.

1. Next to ✉, click **Flame**. Your message appears. It includes your name, along with the date and time that the message was sent.

2. Click **Reply**. The *Reply to Message* window appears.

3. In the *Message* text box, enter: `To "flame" means to express a strong or critical opinion. It can also mean to be insulting or inflammatory.`

4. Click **Post**. The *Discussion Messages: Netiquette* screen appears.

5. Click **Update listing**. If you don't see your messages, next to *Display*, click **All**.

VIEWING MESSAGES

Your *Discussion Messages* screen should look something like this:

Discussion Messages: Netiquette
Compose message | Update listing | Search | Mark all as read | Designer message options ⥥
Display: 📭All 📭Unread | ⤷Threaded ⇩Unthreaded | Select topic: Netiquette ▾ | Go

View all messages in a thread
Message read
Message unread

Status	☐ Subject	Author	Date
▼ 1/2	☐ 🔍 **Flame**		
📭	☐ Flame	Dale Designer (tutorial_designer)	March 31, 2003 1:39pm
✉	☐ ⤷ **Re: Flame**	**Dale Designer (tutorial_designer)**	**March 31, 2003 1:40pm**
Actions ┃ 🔁 Apply these actions to the message(s) selected above.
🔁 Compile | 🔁 Mark as read | 🔁 Mark as unread | 🔁 Delete | 🔁 Move to: -Select Topic- ▾ Go

This screen provides various ways to view your messages. Spend some time now exploring the *Display* options: *All*, *Unread*, *Threaded*, and *Unthreaded*. Also, view the message thread using the magnifying glass icon 🔍. This is the best way to view all the messages of a thread at once. Refer to the *Tips* below for assistance.

Tips:

- To display all messages, both read and unread, click **All**.

- To display only new messages and messages that you haven't read yet, click **Unread**.

- To display your messages by subject, click **Threaded**. When messages are displayed by thread, you'll see the subject of the thread, and then the original message on that subject. Replies are indented under the original message.

- To display your messages in chronological order, click **Unthreaded**.

- To view messages in another topic, from the *Select topic* drop-down list, select a topic and click **Go**.

➢ In the breadcrumbs, click *Homepage* to return to your home base.

You're finished the *Discussions* activities. Go to the next section, *Related Activities*, or the next lesson topic, *Chat*.

RELATED ACTIVITIES

If you're interested in learning more about using *Discussions*, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…
• rename topics • delete topics • create private topics • lock topics • allow anonymous postings to topics • organize topics	• the online Help topic: *Discussions – Managing Topics*.
• mark messages as read or unread • search messages • compile messages • download messages	• the online Help topic: *Discussions – Reading and Sending Messages*.
• move messages to a different topic • delete messages	• the online Help topic: *Discussions– Managing Messages*

CREATING A CHAT AREA

In a traditional classroom environment, students have opportunities to discuss course content, ask questions, and interact with each other. *Chat* allows you and your students to engage in similar activities online and in real time. It can be useful when students need to collaborate on group projects. Or, you can use *Chat* to hold weekly "office hours" when students can ask questions, and you can address their concerns.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- adjust your browser settings to allow *Chat* to work correctly.
- create a link to *Chat* on your *Course Menu* and *Homepage*.
- customize the appearance of the *Chat* screen.
- use *Chat* to communicate synchronously with your students.
- view the chat room logs.
- refer to the online Help to get more information about other *Chat* options.

CHAT ACTIVITIES

There are five activities in this lesson:

- checking your browser settings
- adding *Chat* to your course
- customizing the *Chat* screen
- participating in a *Chat* session
- viewing a *Chat* room log

CHECKING YOUR BROWSER SETTINGS

Before you start using *Chat*, you must enable Java® in your browser. Refer to the set of instructions below that apply to the browser you are using to view your course.

To enable Java in Netscape Navigator

WebCT CE supports the following versions of Navigator: 6.2.1, 6.2.2, 6.2.3, 7.0, and 7.0.1.

1. Open Netscape Navigator.

2. From the **Edit** menu, click **Preferences**.

3. In the *Category* section, click **Advanced**.

4. Ensure that *Enable Java* is selected.

5. Click **OK**. The browser window appears and Java is enabled.

Now that your browser is optimized for *Chat*, go on to the next activity.

To enable Java in Microsoft Internet Explorer

WebCT CE supports the following versions of Internet Explorer: 5.x and higher

Note: IE 5.5 SP1 is not supported.

1. Open Microsoft Internet Explorer.

2. From the *Tools* menu, click **Internet Options**.

3. Click the **Security** tab.

4. Click **Custom Level**. The *Security Settings* window appears.

5. Scroll down to *Microsoft VM*, and under *Java permissions*, select one of the following safety settings:

   - High safety

   - Low safety

   - Medium safety

6. Click **OK**. A confirmation message appears.

7. Click **Yes**. The *Internet Options* window appears.

8. Click **OK**. The browser window appears and Java is enabled.

Now that your browser is optimized for *Chat*, go on to the next activity.

ADDING CHAT

First, add *Chat* to your course.

1. Click **Control Panel.** The *Basic Control Panel* appears.

2. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.

3. Under *Communication Tools*, click **Chat**. The *Add Chat* screen appears.

4. In the *Enter a title for this item* text box, enter: `Chat`

5. Select where to add links to *Chat*:

   a. Select *On the Course Menu* to display a link here.

   b. Select *On an Organizer Page: Homepage* to display a link here also.

Notice that *Link shows item title, Link shows icon,* and *Use default icon* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

6. Click **Add**. The *Homepage* appears. Notice that there are now links to *Chat* on both the *Homepage* and the *Course Menu*.

Next, go to *Chat* and customize the appearance of the *Chat* screen.

CUSTOMIZING THE CHAT SCREEN

➢ From the *Course Menu* or the *Homepage*, click **Chat**. The *WebCT Chat* screen appears.
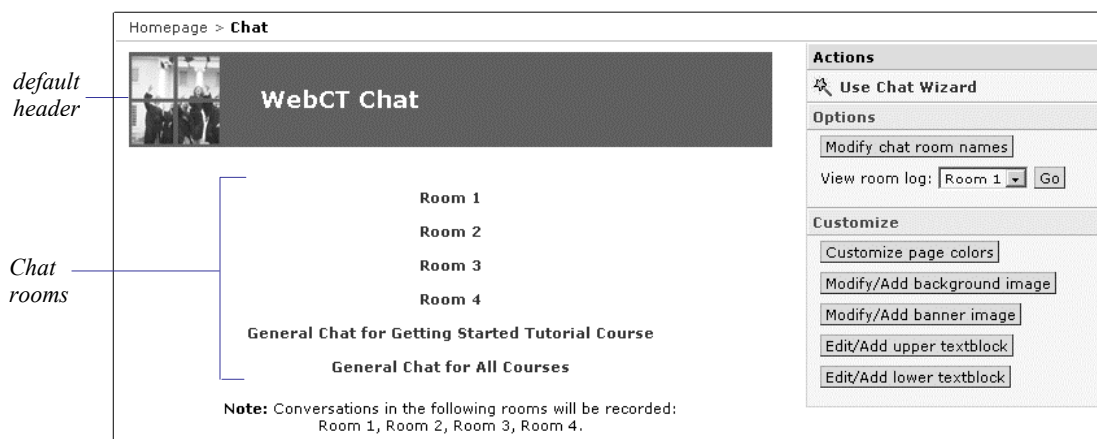
Notice that there's a default header and six chat rooms. You can't create more *Chat* rooms, but you can change the names of Rooms 1 through 4. You can also customize the appearance of the *Chat* screen by changing page colors, adding a background image, changing the header banner, or adding text.

Now, change the names of two of the *Chat* rooms.

To change Chat room names

1. In the *Actions* frame, under *Options*, click **Modify chat room names**. The *Edit Room Names* screen appears.

2. In the *Room 1* text box, enter: `Virtual Office`

3. In the *Room 2* text box, enter: `Student Lounge`

4. Click **Update**. The *Chat* screen appears displaying the new room names.

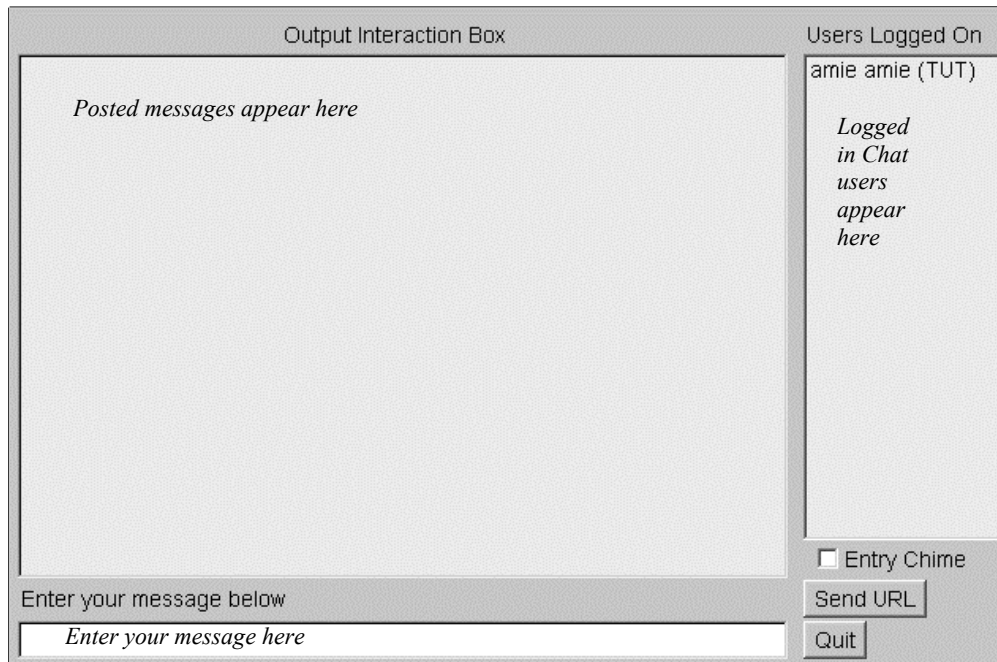Next, add some text to the lower portion of the screen that will assist *Chat* users.

To add a lower textblock

1. In the *Actions* frame, under *Customize,* click **Edit/Add lower textblock**. The *Edit/Add Lower Textblock* screen appears.

2. In the *Edit textblock* text box, enter: `Chat Tip: When you are finished typing, enter "=>" to indicate that the floor is open to other Chat users.`

3. Click **Update**. The *Chat* screen appears displaying the new text.

PARTICIPATING IN A CHAT SESSION

➢ From the list of rooms, click **Virtual Office**. The *Chat* window appears.

Output Interaction Box	Users Logged On
	amie amie (TUT)
Posted messages appear here	*Logged in Chat users appear here*
	☐ Entry Chime
Enter your message below	Send URL
Enter your message here	Quit

You'll notice three main areas: the *Output Interaction Box* where messages are viewed, a message text box where you enter your messages, and the *Users Logged on* box where active *Chat* users are listed.

Before you start the *Chat* session, activate the *Entry Chime*.

To activate the Entry Chime

➢ Select *Entry Chime*. The chime notifies you when someone enters the room. Once activated, you'll hear the chime both in *Chat* and elsewhere in your course.

Next, send a message to let other *Chat* users know that your office hours have started.

To send a message

In a real course, someone else would receive your message and respond to it. Since this isn't possible in this tutorial, respond to your own message.

1. Under *Enter your message below*, enter: `My virtual office door is open. Any questions?`

By default, messages are sent to all logged in users. If you don't want to send the message to all users, from the *Users logged on* box, you select each user to receive the message. Since you are currently the only user logged in, the message will only be sent to you.

2. Send the message by pressing `Enter` on your keyboard. The message appears in the *Output Interaction Box*.

3. In the *Enter your message below* text box, respond to the message by entering: `I'm confused by the diagram on page 36 of the textbook. Can you explain, please?`

4. Send the message by pressing `Enter`. The message appears in the *Output Interaction Box*.
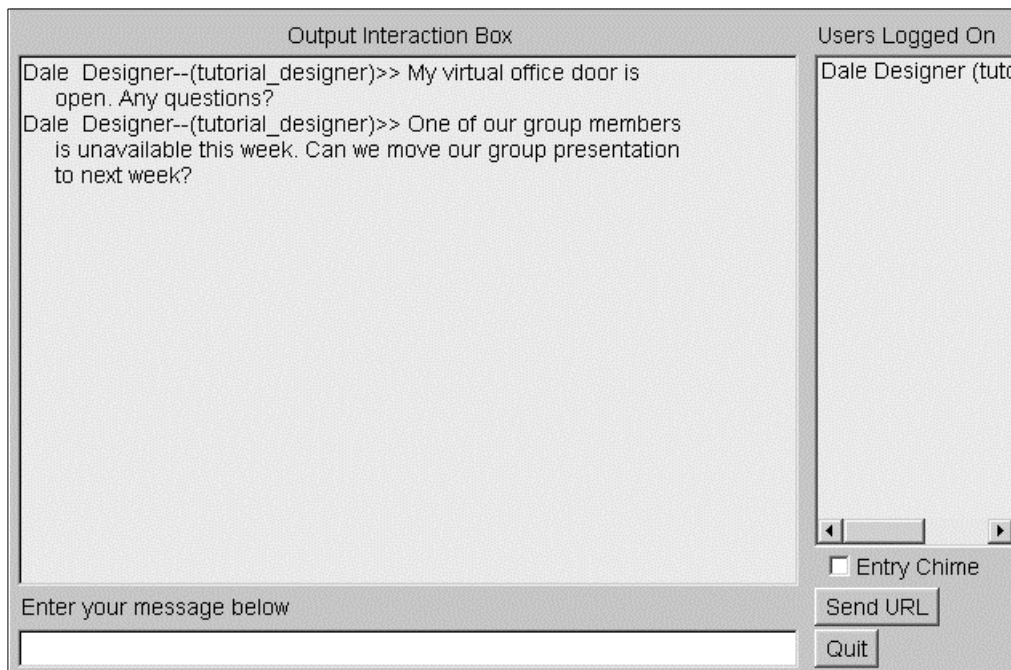
5. Click **Quit**. You're finished participating in the *Chat* session. The *Chat* window closes and the *Chat* screen appears.

Next, view the *Chat log* for this *Chat* session.

VIEWING A CHAT ROOM LOG

Using the *Chat logs*, you can view the conversations that occurred in a particular *Chat* session. Students don't have access to these logs.

1. From the *Actions* frame, under *Options*, from the *View room log* drop-down list, select *Virtual Office* and click **Go**. The *Chat Log: Virtual Office* screen appears.

Tip: Once you've viewed the logs, you can clear them by clicking **Clear log**. Over time, *Chat* logs can become quite large and difficult to view.

2. In the breadcrumbs, click **Chat**. The *Chat* screen appears.

You're finished the activities in this lesson. Go to the next section, *Related Activities*, or the next lesson.

RELATED ACTIVITIES

If you're interested in learning more about using *Chat*, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…
• add a background image to the *Chat* screen • change *Chat*'s banner image • customize *Chat*'s page colors • change a *Chat* room name • send a private message	• the online Help topic: *Chat*.

You're finished *Lesson 6: Communicating with Your Students*. In the next lesson, you'll create a course calendar.

LESSON 7: CREATING A COURSE CALENDAR

Your course has important dates that you need to communicate to your students. They could be assignment due dates, exam dates, scheduled *Chat* sessions, and other class events. You can use WebCT CE's *Calendar* to communicate this information to your students.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- create a link to *Calendar* on your *Course Menu* and *Homepage*.

- communicate important dates to your students using *Calendar*.

- change existing calendar entries.

- navigate through *Calendar* using various viewing options.

- refer to the online Help to get more information about using other *Calendar* options.

CALENDAR ACTIVITIES

There are four activities in this lesson:

- adding *Calendar* to your course

- adding entries to the *Calendar*

- editing a *Calendar* entry

- viewing the *Calendar*

ADDING CALENDAR

First, add *Calendar* to your course.

1. Do one of the following:

    - If you're already logged in to the tutorial course, go to step 4.

    - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. Depending on whether or not you've logged in before, the *Course Design Center* or the *Homepage* appears.

3. Do one of the following:

   - If the *Course Design Center* appears:

     a. Click **Use Course Design Center later**. A warning message appears.

     b. Click **OK**. The *Homepage* appears.

   - If the *Homepage* appears, go to step 4.

4. Click **Control Panel**. The *Basic Control Panel* appears.

5. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.

6. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Calendar* tool for this lesson.

7. Under *Communication Tools*, click **Calendar**. The *Add Calendar* screen appears.

8. In the *Enter a title for this item* text box, enter: `Calendar`

9. Select where to add links to *Calendar*:

   a. Select *On the Course Menu*.

   b. Select *On an Organizer Page: Homepage*.

   Notice that *Link shows item title, Link shows icon,* and *Use default icons* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

10. Click **Add**. The *Homepage* appears. Notice that there are now links to *Calendar* on both the *Homepage* and the *Course Menu*.

ADDING ENTRIES TO THE CALENDAR

You can create *Calendar* entries that are limited to a brief description of the event, or ones that contain more detailed information including event start and end times. You can also add links to web sites and WebCT CE course material to the entry.

You can post *Public* entries to the calendar that all users can see or *Private* entries that only you can see. By default, students can only post *Private* entries, but you can allow them to post *Public* entries.
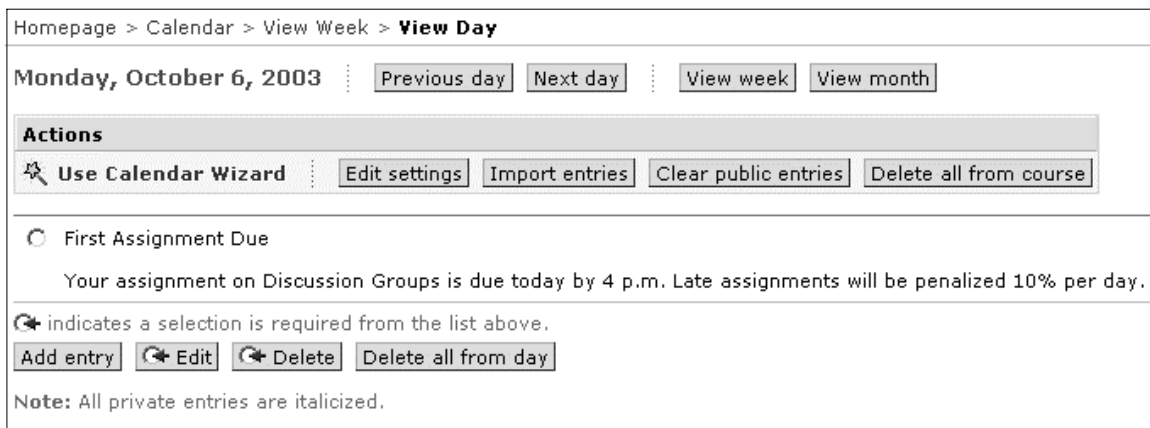
Note: For more information on allowing students to post *Public* entries, see the online Help topic, *Calendar - Customizing Calendar Settings*. To access Help, click **Help** on the *Menu Bar*.

Now, add two entries to *Calendar.* The first entry shows the due date of the first assignment in your course and the second entry reminds students about a guest lecturer speaking on campus.

To add the first entry

Add an entry to the first Monday of next month. You want to tell your students that their first assignment is due.

1. From the *Course Menu* or *Homepage*, click **Calendar**. The *Calendar* screen appears.

2. From the *Date* drop-down lists, select the month and year that corresponds to next month, and then click **Go**. The *Calendar* screen updates to display next month's calendar.

3. From the calendar, click the date link that corresponds to the first Monday of the month. The *View Day* screen appears.

4. Click **Add entry**. The *Add a Calendar Entry* screen appears and the date you selected is displayed in the *Date* text boxes.

5. In the *Summary* text box, enter: `First Assignment Due`

6. Leave the *URL* and *Internal link* text boxes empty. You won't add links to the entry for this activity.
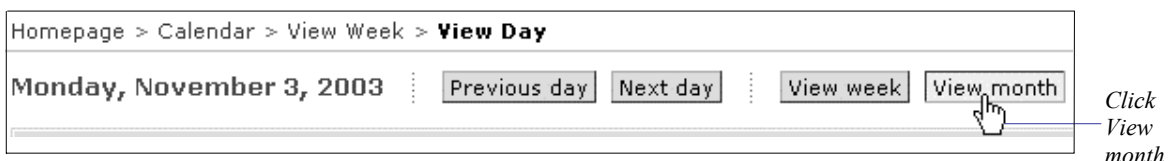
7. In the *Detail* text box, enter: `Your assignment on Discussion Groups is due today by 4 p.m. Late assignments will be penalized 10% per day.`

8. Don't assign a *Start time* or an *End time*. These fields are generally used for events that take place over a set period of time.

9. For *Access level*, select *Public*. *Public* access means that both you and your students can see the entry. *Private* access means that the entry is only visible in your *Calendar*.

10. Click **Add**. The *View Day* screen appears and your entry is displayed.

11. Under the breadcrumbs, click **View month**.

Click View month

The monthly *Calendar* view appears and the new entry is displayed in the calendar on the first Monday of next month.

12. To return to the current month's calendar, click **Previous month**.

To add the second entry

A guest lecturer will be speaking on the latest innovations in the area of wireless Internet communications. You want to notify your students. The lecture is scheduled for the 20th of the following month.

1. From the monthly calendar screen, next to the *Date* drop-down boxes, click **Add entry**.

The *Add a Calendar Entry* screen appears.

2. From the *Date* drop-down boxes, select the month, day, and year that correspond to the 20th of next month.

3. In the *Summary* text box, enter: `Internet Guest Lecturer on campus`

4. Leave the *URL* and *Internal link* text boxes empty. You won't add links to the entry in this activity.

5. In the *Detail* text box, enter: `An expert on wireless Internet communications is speaking tonight in Room 100 in the Arts building.`

6. From the *Start time* drop boxes, select 8:00 p.m.

7. From the *End time* drop boxes, select 10:00 p.m.

8. For *Access level*, select *Public*.

9. Click **Add**. The *Calendar* screen appears and your entry is displayed in the calendar on the 20th of the month.
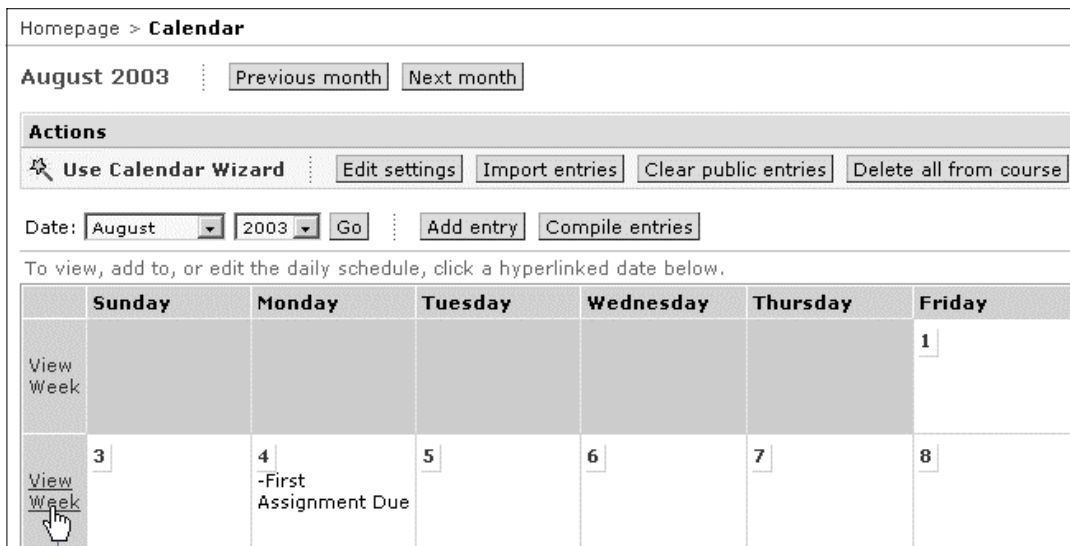
EDITING A CALENDAR ENTRY

You can add to or change any of the text fields of a *Calendar* entry. Now, edit the last entry to add a link to the guest lecturer's website.

1. From the calendar, click the date link that contains the `Internet Guest Lecturer on campus` entry. The *View Day* screen appears.

2. Select the `Internet Guest Lecturer on campus` entry, and then click ⟨ Edit⟩. The *Edit a Calendar Entry* screen appears.

3. In the *URL* text box, enter: `http://www.wirecom.com`

4. Click **Update**. The entry is updated.

5. Click **View month** to return to the main *Calendar* screen.

VIEWING THE CALENDAR

You can view the calendar and its entries in a number of ways. You can view a day at a time, a week at a time, or a month at a time. Take a look at these display options now..

1. From the calendar, next to Sunday, click **View week** for the week in which your first entry appears.

Click View week

The *View week* screen appears.

2. Click **Monday**. The *View Day* screen appears displaying the `First Assignment due` entry.

   Tip: From the *View Day* and *View Week* screens, you can also navigate the calendar by clicking **Previous day/week** and **Next day/week** at the top of the screen.

3. To return to the monthly calendar, from the breadcrumbs, click **Calendar**.

4. To return to the current month, under the breadcrumbs, click **Previous month**.

Next, see how the calendar screen appears to your students.

To preview the new Calendar entries

➢ To preview the calendar, click the **View** tab.

As you can see, students navigate *Calendar* in the same way that designers do by clicking day, week, or month links.

You're finished the activities in this lesson. Go to the next section, *Related Activities*, or the next lesson.

RELATED ACTIVITIES

If you're interested in learning more about using *Calendar*, you may want to spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

To…	Go to…
• compile calendar entries	• the online Help topic: *Calendar - Compile and Download Entries*
• allow students to post public entries • change the default instructor access level	• the online Help topic: *Calendar - Customize Settings*
• import a text file of calendar entries	• the online Help topic: *Calendar – Importing Entries* • www.webct.com/exchange. Go to the Calendar Zone.
• add an external or internal link to a calendar entry • delete calendar entries	• the online Help topic: *Calendar - Add, Edit, and Delete Entries*
• clear the calendar	• the online Help topic: *Calendar - Clear Entries*

You're finished *Lesson 7:Creating a Course Calendar*. In the next lesson, you'll create an online quiz for your students and communicate the quiz grade to each student.

LESSON 8: CREATING A QUIZ FOR YOUR STUDENTS

An important part of your course is student evaluation. In a WebCT CE course, you can evaluate students using *Quizzes/Surveys*.

Quizzes are tests that your students take and submit online. *Quiz* questions can be multiple choice, matching, calculated, short answer, and paragraph questions. All quiz questions, except ones in paragraph format, can be automatically graded by the system. Those grades can then be returned to your students using *Quizzes/Surveys*.

Surveys, which are not covered in this tutorial, are also created using *Quizzes/Surveys*. They are anonymous questionnaires for which no grades are assigned, but which provide statistical information.

For more information on creating a survey, see *Quizzes/Survey*s in the online *Help Index*. To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the screen, click **Help Index**.

In this lesson, you'll use *Quizzes/Surveys* to create a short quiz for your students.

LEARNING OBJECTIVES

After completing this lesson, you'll be able to:

- create a link to *Quizzes/Surveys* on your *Course Menu* and *Homepage*.
- add questions to a database that can be used in quizzes.
- select questions from the database to create a quiz.
- assign points to each quiz question.
- select how and when a quiz is presented to your students and then graded.
- preview the quiz to see how it appears to your students.
- communicate quiz grades to your students.

QUIZ ACTIVITIES

There are six activities in this lesson:

- adding *Quizzes/Survey* to your course
- creating a multiple choice quiz
- allocating quiz points so that a quiz score can be generated

- specifying quiz settings such as when to make the quiz available to students

- previewing the quiz

- adding *My Grades* to your course so students can view their course grades

ADDING QUIZ

First, add *Quizzes/Surveys* to your course.

1. Do one of the following:

    - If you're already logged in to the tutorial course, go to step 4.

    - If you haven't logged in to the tutorial course, log in. If you need detailed instructions, see *Logging In* on page 7. The *myWebCT* screen appears.

2. Click **Introduction to Internet Communications**. This is the tutorial course that was created by your WebCT CE administrator. Depending on whether you've logged in before, either the *Course Design Center* appears or the *Homepage* appears.

3. Do one of the following:

    - If the *Course Design Center* appears:

        a. Click **Use Course Design Center later**. A warning message appears.

        b. Click **OK**. The *Homepage* appears.

    - If the *Homepage* appears, go to step 4.

4. Click **Control Panel**. The *Basic Control Panel* appears.

5. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.

6. If the *Use a wizard when available* check box is selected, clear it. You won't use a wizard to add the *Quizzes/Surveys* tool for this lesson.

7. Under *Evaluation and Activity Tools*, click **Quizzes/Surveys**. The *Add Quizzes/Surveys* screen appears.

8. For the title, enter: Quiz.

9. Select where to add links to *Quiz*:

    a. Select *On the Course Menu*.

    b. Select *On an Organizer Page: Homepage*.

    Notice that *Link shows item title, Link shows icon,* and *Use default icons* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

10. Click **Add**. The *Homepage* appears. Notice that there are now links to *Quiz* on both the *Homepage* and the *Course Menu*.

You've added *Quiz* to your course. You're ready to create a multiple-choice quiz.

CREATING A MULTIPLE CHOICE QUIZ

Creating a multiple-choice quiz consists of six steps:

1. Create a category in the *Question Database*. Details appear below.

2. Add each question to the *Question Database* category. Details appear below.

3. Select the question settings. Details appear below.

4. Enter the possible answers for each question. Details appear below.

5. Create a quiz. Details appear below.

6. Add questions to the quiz from the *Question Database*. Details appear below.

In this activity, you'll progress through these six steps to create a short multiple-choice quiz that your students can take online.

To create a Question Database category

Quiz contains a *Question Database.* This is the storage area for all quiz questions. All new questions must first be added to the database before they can be used in a quiz. Questions can be used simultaneously in multiple quizzes.

As a designer, you create categories to store and organize the questions in the *Question Database*. For example, you may want to group them into categories according to the subject matter, course unit, or quiz. In this activity, you'll group the questions by subject matter. The questions are about terminology.

1. From the *Homepage* or *Course Menu*, click **Quiz**. The *Quizzes/Surveys* screen appears.

2. Under the breadcrumbs, click **Question Database**.
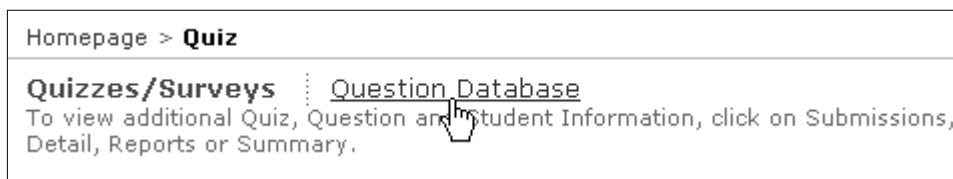
   The *Question Database* screen appears.

3. In the *Actions* frame, under *Options: Category*, click **Create category**. The *Create Category* screen appears.

4. In the *Category title* text box, enter: Terminology

5. Click **Create**. The *Question Database* screen appears displaying the new category.

6. Go to the next procedure to add some questions to the category.

To add questions to the Question Database

You can create any of the following types of questions to add to your quiz: multiple-choice, matching, calculated, short answer, and paragraph.

For this lesson, create two multiple-choice questions, one about modems and the other about authentication.

1. From the *Question Database* screen, in the *Action*s frame, under *Options: Question*, from the *Create question* drop-down list, select *Multiple choice* and click **Go**. The *Multiple Choice Question* screen appears.

2. There's only one category so there's no need to select a *Category* from the drop-down list.

3. In the *Title* text box, enter: `Dial-up access`

4. In the *Question* text box, enter: `What is the name of the device that allows a computer to transmit data over a standard telephone line?`

5. For *Format*, select *HTML*. The *Format* option allows you to select whether to enter the question content is in plain text or is formatted with HTML tags.

6. Leave the *Image* text box blank. You won't be adding an image to this question.

7. Go to the next procedure.

To select the question settings

1. On the *Multiple Choice Question* screen, under *Settings,* select the following options:

Setting	Option
Allow students to choose	*One answer*
Scoring	*Cumulative*
Allow negative score	*No*
Answer layout	*Vertical*
Answer order	*As listed below*
Indices (lists answers in a numbered list)	*Numbers*

For a detailed description of each *Question setting*, click **Help** on the *Menu Bar* and see the online Help topic, *Question Database, "Creating Questions."*

2. Go to the next procedure.

To enter the answer choices

1. In the *Answer 1* text box, enter: `GUI`

2. For *Format*, select *HTML*.

3. Leave the *Value (%)* text box empty. This is not the correct answer.

4. In the *Feedback 1* text box, enter: `Incorrect. A Graphical User`
   `Interface (GUI) incorporates icons, pull-down menus, and`
   `a mouse into the interface. Microsoft Windows is a GUI.`

5. For *Format*, select *HTML*.

6. To set *Answer 2* as the correct answer, select *Correct answer*.

7. In the *Answer 2* text box, enter: `Modem`

8. For *Format*, select *HTML*.

9. Leave the *Value (%)* text box empty. Since there is only one correct answer, selecting *Correct answer* in step 5 automatically sets *Value(%)* to 100%.

   Note: If there were two correct answers, use the *Value(%)* field to assign each correct answer a different value. For example, the most important answer could generate 70% of the question's points while the less important answer would generate 30%.
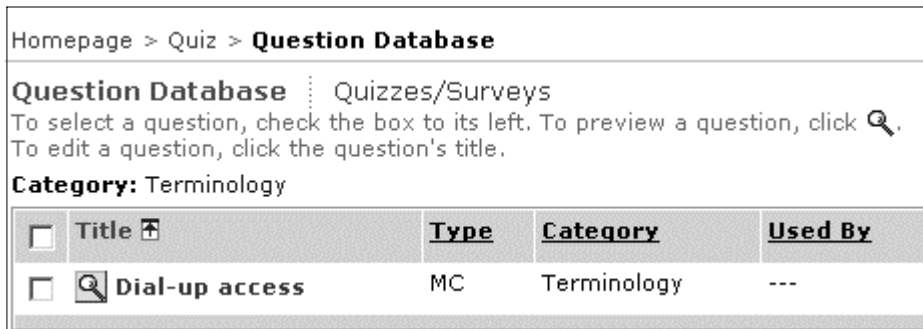
10. In the *Feedback 2* text box, enter: `Correct. A Modulator-Demodulator`
    `converts digital pulses from a computer to audio tones`
    `that are transmittable by a telephone line.`

11. For *Format*, select *HTML*.

    Your screen should look like this:

12. In the *Answer 3* text box, enter: `Port`

13. For *Format*, select *HTML*.

14. Leave the *Value (%)* text box empty.

15. In the *Feedback* text box, enter: `Incorrect. A port is a pathway into and out of a computer for plugging in printers, modems, and communication lines.`

16. For *Format*, select *HTML*.

17. You're finished entering answer choices. Scroll to the bottom of the screen and click **Save**. The *Question Database* screen appears.

Homepage > Quiz > **Question Database**

Question Database : Quizzes/Surveys
To select a question, check the box to its left. To preview a question, click 🔍.
To edit a question, click the question's title.
Category: Terminology

	Title ⊼	Type	Category	Used By
☐	🔍 Dial-up access	MC	Terminology	---

The question, `Dial-up access` is added to the database in the category, `Terminology`. The *Type* column indicates that it's a multiple-choice question.

18. Now, add another question and answer set under `Terminology` by repeating the previous three activities using the following information:

|	
Title:	`Log in`
Question:	`What process occurs when you enter your email username and password?`
Answers:	1. `Authorization`
	2. `Validation`
	3. `Authentication`
	Set answer 3 as the correct answer.
Feedback:	1. `Incorrect`
	2. `Incorrect`
	3. `Correct. Authentication is the process of verifying the identity of a user who is logging in to a computer system.`

Your *Question Database* screen should look now like this:
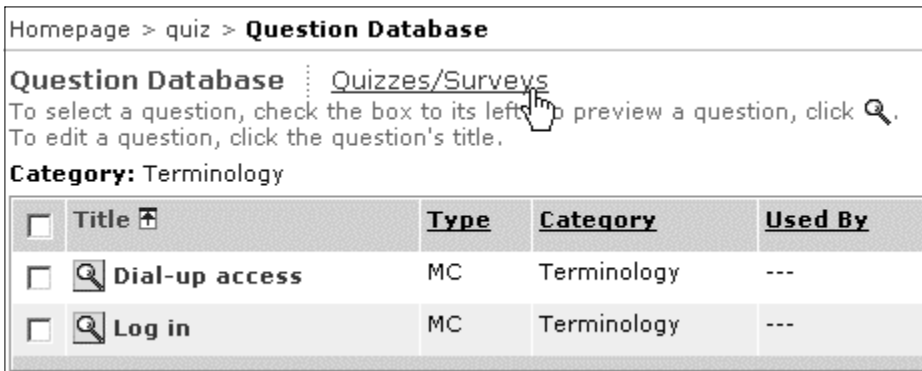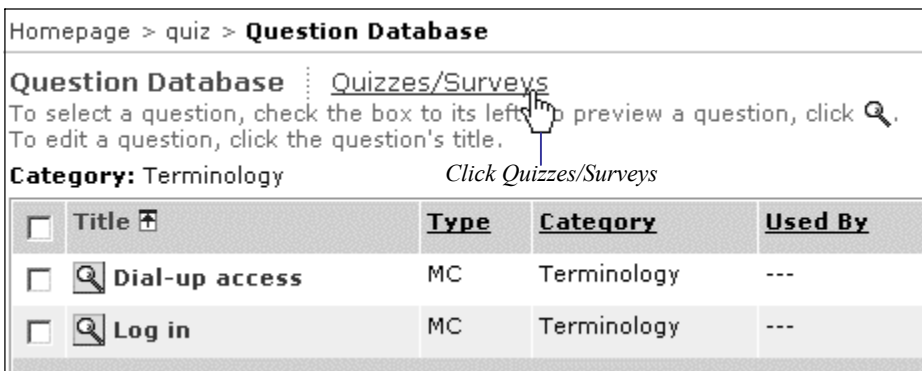

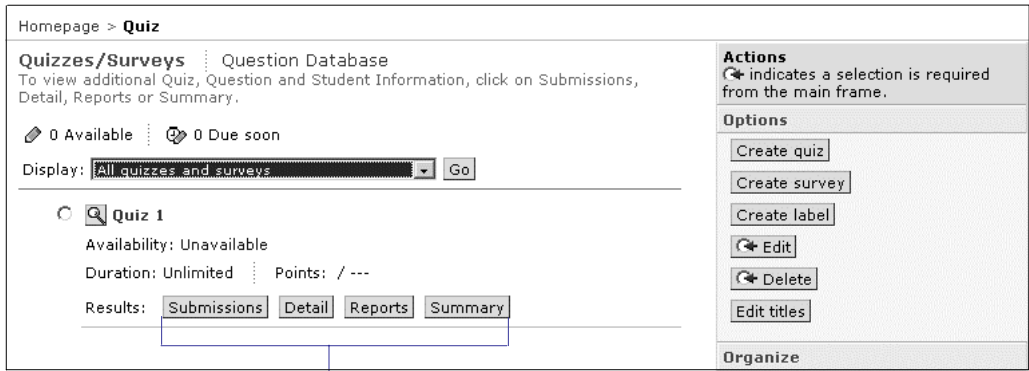19. Go to the next procedure to create a quiz.

To add a quiz

Now, create an empty quiz and name it. You'll add questions from the *Question Database* in the next activity.

1. From the *Question Database* screen, under the breadcrumbs, click **Quizzes/Surveys**.

The *Quizzes/Surveys* screen appears.

2. In the *Actions* frame, under *Options*, click **Create quiz**. The *Create Quiz* screen appears.

3. In the *Title* text box, enter: `Quiz 1`.

4. Click **Create**. The *Quizzes/Surveys* screen appears displaying *Quiz 1*.

Results options

Tip: Once your students have taken the quiz you can grade questions or view the quiz results individually or as statistical data using the *Results* options: *Submissions*, *Detail*, *Reports*, and *Summary*.

Go to the next procedure to add the questions to *Quiz 1*. Students can only access questions that are added to a quiz.

To add questions to the quiz

Now, add the questions from the *Question Database* to *Quiz 1*.

1. From the *Quizzes/Surveys* screen, click **Quiz 1**. The *Quiz Editor* screen appears.

2. In the *Actions* frame, under *Options*, click **Add questions.** The *Question Browser* window appears.

3. In the table under *Name*, click **Terminology** to open the folder. The questions you created, *Dial-up access* and *Log in*, appear.

Click to select all questions in the category

Tip: To preview a question, click .

4. To select all questions in the category, select *Terminology*.

5. Click **Add selected** at the bottom of the screen. The *Quiz Editor* screen appears and the questions are added to *Quiz 1*.
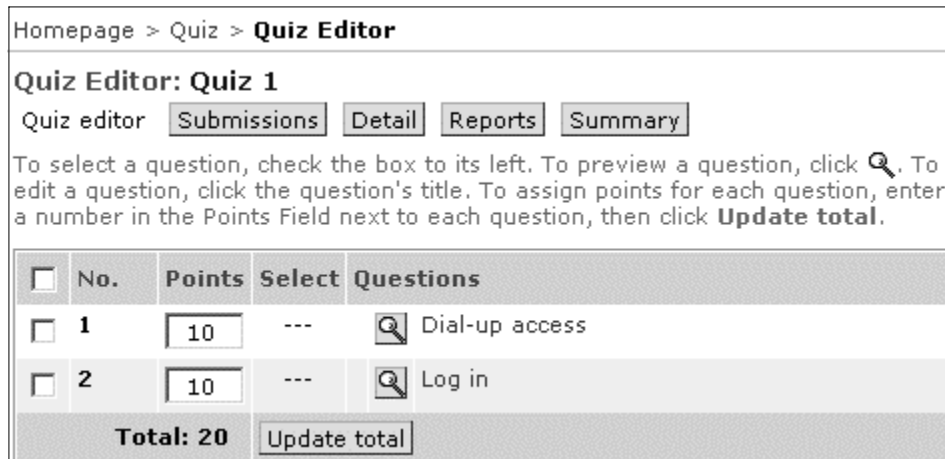
Next, assign points to each question.

ALLOCATING POINTS

You assign point values to questions once they're added to a quiz. This means that you can assign different point values to a question in different quizzes

Now, allocate the points for each question. The quiz is worth a total of 20 points, with each question valued at 10 points.

1. From the *Quiz Editor* screen, in the *Points* column, in each of the text boxes, enter:
   `10`

2. Click **Update total**. The *Total* now shows *20*.

Homepage > Quiz > **Quiz Editor**

Quiz Editor: Quiz 1

Quiz editor [Submissions] [Detail] [Reports] [Summary]

To select a question, check the box to its left. To preview a question, click 🔍. To edit a question, click the question's title. To assign points for each question, enter a number in the Points Field next to each question, then click **Update total**.

☐	No.	Points	Select	Questions
☐	1	10	---	🔍 Dial-up access
☐	2	10	---	🔍 Log in
	Total: 20	[Update total]		

The quiz is created. Next, select how and when the quiz is presented to your students.

SELECTING QUIZ SETTINGS

Using *Quiz Settings*, you can specify, for example, which students receive the quiz, how long they have to complete it, how many attempts are allowed, and how the results are released to them. There are numerous settings available on the *Quiz Settings* screen. For this tutorial, you'll select *Basic, Availability,* and *Results* settings only.

For more information about using other *Quiz Settings*, see the online Help topic, *Quizzes/Surveys- Editing*. Go to the section, *Editing Quiz settings*. To access the online Help, click **Help** on the *Menu Bar*.

1. From the *Quiz Editor* screen, in the *Actions* frame, under *Options*, click **Edit quiz settings**. The *Quiz Settings* screen appears.

2. Select the following *Basic Settings*:

For this Setting…	Do this…
Quiz title	Verify that `Quiz 1` is displayed.
Question titles	Do not select *Show the question titles when students view the quiz*.
Question delivery	Select *Deliver all the questions at once*.
Quiz duration	Enter: `30` and select *minutes* from the drop-down list.
Attempts allowed	Select *1*.
Attempts separation	Leave blank.

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3. Under *Availability*, next to the *Available after* drop-down boxes, click **Allow access now**.

4. For *Available until*, from the drop-down boxes, select the month, day, year, and time that corresponds to 24 hours from now.

5. Scroll down to the *Results* section, and under *Student score release*, select *Release the score once the availability period has ended*. This means that students are able to view their grade in *Quiz* once the quiz is no longer available and the quizzes are graded.

Tip: You can also communicate quiz grades to your students using *My Grades*. *My Grades* allows students to view their course grades confidentially and online. You'll learn more about this tool and add it to your course in the next activity. For now, release the quiz to *My Grades*.

6. Under *Release column*, select *Yes*.

7. Leave all other settings as is.

8. Click **Update**. The *Quiz Editor* screen appears and the quiz is now available for your students to complete.

Next, see how the quiz appears to your students.

PREVIEWING THE QUIZ

Now that you're finished creating the quiz, you can preview it from the *Quiz Editor* screen.

1. In the *Actions* frame, under *Options*, click **Preview quiz**. A new browser window opens and the quiz appears as it would to a student.

2. Close the browser window. The *Quiz Editor* screen appears.

You're finished the *Quiz* activities. In the next activity, you'll add *My Grades* to your course to allow students to view their grade for *Quiz 1*.

COMMUNICATING THE QUIZ GRADE TO YOUR STUDENTS

In the activity, *Selecting the Quiz Settings*, you released grades to students in two places: *Quizzes/Surveys* and *My Grades*. Student can use *Quizzes/Surveys* to view their score once the quiz is graded. They can also view their quiz score using *My Grades*. Students can view their own *Assignment*, *Quiz*, midterm, and final grades on this screen. *My Grades* is for students use only. As a designer, you must use *Manage Students* to view student grades.

Quiz grades are automatically released to *My Grades* once the quizzes are graded. For other grades, such as midterm and final grades, you must enter them manually using *Manage Students*. From this screen, you select which grades to release to *My Grades*.

For more information on assigning, viewing, and releasing grades, see the online Help topic, *Manage Students – Student Records*. To access the online Help, click **Help** on the *Menu Bar*.

Now, add *My Grades* to your course so students can view their course grades.

To add My Grades

1. Click **Control Panel**. The *Basic Control Panel* appears.

2. Click **Add Page or Tool**. The *Add Page or Tool* screen appears.

3. Under *Student Tools*, click **My Grades**. The *Add My Grades* screen appears.

4. For the title, enter: `My Grades`

5. Select where to add links to *My Grades*:

   a. Select *On the Course Menu*.

   b. Select *On an Organizer Page: Homepage*.

   Notice that *Link shows item title, Link shows icon,* and *Use default icon* are selected by default. Leave these items selected so that the link on the *Homepage* displays the title and a default icon.

6. Click **Add**. The *Homepage* appears. Notice that there are now links to *My Grades* on both the *Homepage* and the *Course Menu*.

To grade the quiz

Because no students have taken *Quiz 1,* you can't request that the quiz submissions be graded. However, in the course you create at your institution, you would use *Submissions,* from the *Quizzes/Surveys* screen or the *Quiz Editor* screen, to generate the quiz results.

Select Submissions   *Click Grade*

From the *Submissions* screen, you would select the submissions that you want to grade and then in the *Actions* frame, under *Options*, you'd click **Grade**. The quiz results are then automatically added to *My Grades*. At that time, students can access *Quizzes/Surveys* or *My Grades* to view their results.

For more information on grading quizzes, see the online Help topic, *Quizzes/Surveys – Grading Quizzes*. To access Help, click **Help** on the *Menu Bar*.

You're finished the activities in this lesson

RELATED ACTIVITIES

If you're interesting in exploring the *Quizzes/Surveys* options further, you may want to
spend some time working through some of the following activities.

Note: To access the *Help Index*, click **Help** on the *Menu Bar* and then near the top of the
screen, click **Help Index**.

To…	Go to…
• add a short answer question • add a paragraph question • add a calculated question • add a matching question • move or delete a question	• the online Help topic: *Quizzes/Surveys – Question Database*
• import or download a question set	• the online Help topic: *Quizzes/Surveys – Importing and Downloading Questions*
• manually grade a quiz • override a question score • assign bonus or penalty points	• the online Help topic: *Quizzes/Surveys – Grading Quizzes*
• view quiz details, summaries, statistics, and reports	• the online Help topic: *Quizzes/Surveys – Details, Statistics, and Reports*
• learn about other tools and tricks to help you create quizzes and surveys	• `www.webct.com/exchange`. Go to the Quiz Zone

You're finished *Lesson 8: Creating a Quiz for Your Students*.

If you've worked through the lessons sequentially you've also finished the tutorial.
Congratulations! You're now ready to create a course to use at your institution.

Additional resources, help, and information for designers can be found in the online Help
or on the WebCT website. *Appendix B: Resources Available Through WebCT.com* on
page 85 lists the resources that you'll find particularly helpful.

APPENDIX

APPENDIX A: WEBCT COURSE TOOLS

The table below describes the WebCT course elements that you can add to your course. Review the list during the planning phase of building your course to determine which course elements you want to use. The elements are grouped into the following tasks:

- Adding course content
- Communicating with your students and teaching assistants
- Evaluating your students
- Managing your course
- Enriching the student experience
- Adding features to a content module to assist students

To add course content		
Course Element	**Where you can add the link**	**Description**
Content Module	*Homepage Organizer Page Course Menu*	Allows the designer to organize a collection of related documents in a table of contents with built-in navigation links and study tools. This is the main area where students view course material.
CD ROM	*Homepage Organizer Page Course Menu*	Allows students to access multimedia files from a content module that are stored on a CD-ROM. By clicking a link in *Content Module*, the *CD-ROM* tool reads the file from the student's local CD_ROM drive.
Glossary	*Homepage Organizer Page Course Menu*	Allows the designer to create a list of words and their definitions that are related to the course. You can also access the glossary definition of a word by clicking the keyword link within a page of content.
Image Database	*Homepage Organizer Page Course Menu*	Allows the designer to store images in a searchable archive that students can access.

To add course content continued		
Course Element	**Where you can add the link**	**Description**
Single Page	*Homepage Organizer Page Course Menu*	Allows the designer to present supplementary or optional course material that is not included in a *Content Module*.
Syllabus	*Homepage Organizer Page Course Menu*	Allows the designer to upload an existing course syllabus from their computer to their WebCT course or to create a new syllabus
URL	*Homepage Organizer Page Course Menu*	Allows the designer to add a link to a local file or an external Uniform Resource Locator (URL).

To communicate with your students and teaching assistants		
Course Element	**Where you can add the link**	**Description**
Calendar	*Homepage Organizer Page Course Menu*	Allows users to exchange information about class events. Information can be made public or private.
Chat	*Homepage Organizer Page Course Menu*	Allows users to have real-time conversations with all users logged in on the same server. It can be used for online interactive sessions such as tutorials and discussions.
Discussions	*Homepage Organizer Page Course Menu*	Allows users to engage in online discussions within pre-defined topic areas. Users post and reply to messages at their convenience.
Mail	*Homepage Organizer Page Course Menu*	Allows users to send private messages, with or without attachments, to other users within a course.
Whiteboard	*Homepage Organizer Page Course Menu*	Allows users to communicate with other logged in users by entering text, drawing objects, inserting graphics, and making image modifications online and in real-time.

To evaluate your students		
Course Element	**Where you can add the link**	**Description**
Assignments	*Homepage Organizer Page Course Menu*	Allows the designer to distribute course assignments to students. Features include assignment description, maximum grade value, a utility for attaching files that are related to the assignment, and student submission of completed assignments.
Quizzes/Surveys	*Homepage Organizer Page Course Menu*	Allows the designer to create quizzes and surveys that students take online. Depending on the type of questions, a quiz can be graded automatically by WebCT and the result communicated to the student. Surveys are submitted anonymously and WebCT compiles the statistics.
Self-Test	*Homepage Organizer Page Course Menu*	Allows the designer to create multiple-choice review questions with immediate feedback. They are not viewed by the instructor and are not graded.

To manage your course		
Course Element	**Where you can add the link**	**Description**
Compile	*Homepage Organizer Page Course Menu*	Allows users to gather several pages from a content module into one file for viewing or printing.
Index	*Homepage Organizer Page Course Menu*	Allows students to search the content module for specific information. Designers enter index entries and subentries. The Index lists them alphabetically with links to the corresponding content page.
Language Selector	*Homepage Organizer Page Course Menu*	Allows users to select the language in which to display WebCT. Add this tool if multiple languages are available in your course.
Organizer Page	*Homepage Course Menu*	Allows the designer to group the links of related WebCT tools together on one page. For example, all communication tools can be grouped together on one Organizer Page.
Search	*Homepage Organizer Page Course Menu*	Allows users to search for specific information within the index, titles, headings, and content of a course.

To enrich the student experience		
Course Element	**Where you can add the link**	**Description**
My Grades	*Homepage Organizer Page Course Menu*	Allows a student to view his or her own grades as entered by the instructor or teaching assistant. When enabled by the designer, students can see the class statistics for a quiz or assignment as well.
My Progress	*Homepage Organizer Page Course Menu*	Allows students to view a history of the pages they have visited and the number of times visited.
Student Tips	*Homepage Organizer Page Course Menu*	Allows the designer to create tips or hints for students in a course. These tips display randomly each time a student logs in to the course. Students can control whether or not they see the *Student Tip of the Day*.
Resume Course	*Homepage Organizer Page Course Menu Menu Bar*	Upon entering a course, this tool allows students to return to the last Content Module content page accessed from the previous WebCT session.
Student Presentations	*Homepage Organizer Page Course Menu*	Provides individual students, or a group of students, with authoring privileges so they can upload web pages for viewing by the instructor and class.
Student Homepages	*Homepage Organizer Page Course Menu*	Allows students to create their own home page within a course. This tool encourages students to share what they know and assists in creating a collaborative learning community.

To add features to a content module to assist students		
Course Element	**Where you can add the link**	**Description**
Audio	*Action Menu*	Allows the designer to add audio clips to a content page in a content module.
Bookmarks	*Action Menu*	Allows users to bookmark pages within a content module.
Chat	*Action Menu*	Allows users to have real-time conversations with all users logged in on the same server. It can be used for online interactive sessions such as tutorials and discussions

Course Element	Where you can add the link	Description
To add features to a content module to assist students continued		
Discussions	*Action Menu*	Allows users to engage in online discussions within pre-defined topic areas. Users post messages and reply to messages at their convenience.
Glossary	*Action Menu*	Allows the designer to create a list of words and their definitions that are related to the course. The glossary definition of a word can also be accessed by clicking the keyword link within a page of content.
Goals	*Action Menu*	Allows the designer to post the learning goals for a page of content.
Index	*Action Menu*	Allows students to search the content module for specific information. Designers enter index entries and subentries. The Index lists them alphabetically with links to the corresponding content page.
Links	*Action Menu*	Allows the designer to add a link to either a local file or an external Uniform Resource Locator (URL) from a content module.
Mail	*Action Menu*	Allows users to send private messages, with or without attachments, to other users within a course
Quizzes/Surveys	*Action Menu*	Quizzes/Surveys – Allows the designer to create quizzes and surveys that students take online. Depending on the type of questions, a quiz can be graded automatically by WebCT and the result communicated to the student. Surveys are submitted anonymously and WebCT compiles the statistics.
References	*Action Menu*	References - Allows the designer to direct students to supplementary information sources, which can be textbooks, articles, or URLs.
Search	*Action Menu*	Search - Allows student and designer to locate specific information within the index, titles, headings, or text of a course.
Self-Test	*Action Menu*	Self-Test - Allows the designer to create multiple-choice review questions. Students take a self-test online and are provided with immediate feedback. Self-tests are not viewed by the instructor and are not graded.
Take Notes	*Action Menu*	Take Notes - Allows students to add notes or journal entries to a specific content page. Only the student who entered the note can view it.
Video	*Action Menu*	Video - Allows the designer to add video clips to a content page in a content module.

APPENDIX B: RESOURCES AVAILABLE THROUGH WEBCT.COM

The WebCT website contains numerous resources to help faculty use WebCT CE to enhance their teaching experience. The following is a list of resources available on `http://www.webct.com/` that may be of particular interest to new designers.

Getting Started with WebCT
`http://www.webct.com/quickstart`

Contains resources for all versions of WebCT's software for faculty and course designers who are looking for information on how to use WebCT.

WebCT Faculty Resources
`http://www.webct.com/faculty`

Contains resources and help for faculty teaching online with WebCT.

WebCT Community Resources
`http://www.webct.com/wyw`

Contains links to a wealth of information about WebCT.

WebCT Course Content
`http://www.webct.com/content`

Contains information about e-Learning Resource Packs. e-Packs are course content packages created for use with WebCT by leading publishers in the education field. They are customizable online course materials to which you can add your own resources or use as a stand-alone unit that provides an online component to your classroom-based course.

Academic Subject Resources
`http://www.webct.com/subject`

Contains resources in over 70 subject areas, enabling faculty and students to share course materials, content, experiences, and ideas.

Ask Dr. C
`http://www.webct.com/ask_drc`

Contains a question-and-answer service moderated by a dedicated, international community of experienced WebCT users who will answer questions about using WebCT.

WebCT Online Workshops
`http://www.webct.com/workshops`

Contains information about the full range of introductory and advanced workshops for both faculty and staff offered by WebCT.

WebCT Support
`http://www.webct.com/support`

Contains resources and help to resolve any technical difficulties encountered in WebCT. The page also contains links to frequently asked questions, support bulletins, and a Support Knowledge Base.

WebCT Newsletter
`http://www.webct.com/newsletter`

Contains information about the WebCT Newsletter, a free electronic publication featuring information of interest to Web-based educators and WebCT users. Published monthly, the newsletter keeps users informed of the latest WebCT company, product, and customer news.

The WebCT Newsletter is delivered through e-mail announcements; subscription is free. Subscriptions for the newsletter are managed online at
`http://www.webct.com/communities/service/selectnewsletters`

WebCT eXchange
`http://www.webct.com/exchange`

Contains ideas, tools, tricks and accomplishments shared by WebCT users. There are links to WebCT compatible tools created by users and an area to showcase actual WebCT courses.

WebCT Exemplary Course Project
`http://www.webct.com/exemplary`

Contains a showcase of those WebCT courses that have been chosen by the project as exemplary in terms of the implementation of best practices and the creative use of technology.

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