



## **A WebCT Guide for MTSU Faculty**

### **File Manager Advanced – WebDAVZipping, Import/Export, CD ROM Tool**

**ITD – Faculty Instructional Technology Center  
904-8189**

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# File Manager Advanced – WebDAV, Zipping, Import/Export, CD ROM Tool

## Part VII Advanced File Management Tools

### Tools to Help in Content Creation and other useful software

- **Respondus** is a third party test generating program that works in conjunction with WebCT. Respondus has a site license for this software. To get a copy for yourself go to <http://www.mtsu.edu/~webctsup> Click on **Download Respondus** and fill out the form. You will receive an email with further instructions for downloading and installing this software.
- **Troubleshooting Tip:** If you are having **problems accessing multimedia files** such as **PowerPoint** web presentations that contain audio – Try going to <http://www.java.com> and downloading the Java plug-in from the main page. This **MAY** fix the problem.
- Converting Word Documents to Filtered HTML
- **Office 2000.** Office 2000 HTML Filter 2.0: The Office HTML Filter is a tool you can use to remove Office-specific markup tags embedded in Office 2000 documents saved as HTML. This tool can be found in the Office 2000 downloads section of the Microsoft web site. A current direct link is <http://office.microsoft.com/downloads/2000/Msohtml2.aspx> be aware that this link could change at any time. The current link to the Office download page is <http://office.microsoft.com/downloads/default.aspx?Product=Word&Version=95|97|98|2000|2002&Type=Update|Converter|Add-In|Assistant|Stationery|Document|Viewer|Template|Anti-Virus|Updates> .
- **Office XP** – Use the Save as Web Page Command and change the file type to filtered HTML. This will clean out much of the extraneous code that Word puts in its exported web pages allowing for smaller file sizes and quicker download times. The one drawback is that if you formatted your Word document using tabs and spaces to align text instead of tables you may find that your page does not look the same when you save it as a web page.
- **WebCT Exchange Zone** - <http://www.webct.com/exchange/> . This site has links to several tools for converting existing materials into a WebCT format.
- **WebCT Calendar Tool Text File Creator** – allows instructors to create a text file for uploading and importing to the Calendar Tool within WebCT. With this tool, the instructor can make a list of all desired calendar entries offline, then, add them automatically and simultaneously to the WebCT Calendar. This is far less time-consuming than making individual calendar entries by typing information into various fields within the WebCT Calendar area. Note: You need to type in the dates with the day first, then the month, and finally the year.
- The **WebCT Glossary Tool Text File Creator** is an online application that allows you to quickly create many glossary entries at once, and then download a text file which can be subsequently be imported into your WebCT course. <http://www.webct.com/exchange/ViewContent?contentID=1790139>
- **WebCT Browser Tune-up:** The WebCT Browser Tune-Up is a page that allows users to test their browsers for various multimedia plug-ins such as RealAudio, Shockwave, Flash, Acrobat as well as giving instructions for setting browsers for optimum usage within WebCT. The page also includes links to sites where plug-ins/applications are available if necessary. Very useful.

## Additional Software

Do you require students to compose their documents in Microsoft Word? Do you have any students who say they just can't get it? There is a FREE software package available on the Internet called **OpenOffice** (<http://www.openoffice.org>). It is an open source software suite based on the Star Office suite from Sun. Unlike Star Office, OpenOffice is free. It will save documents in Word format and spreadsheets in Excel format. It is available for Linux, Windows, and Mac OS X.

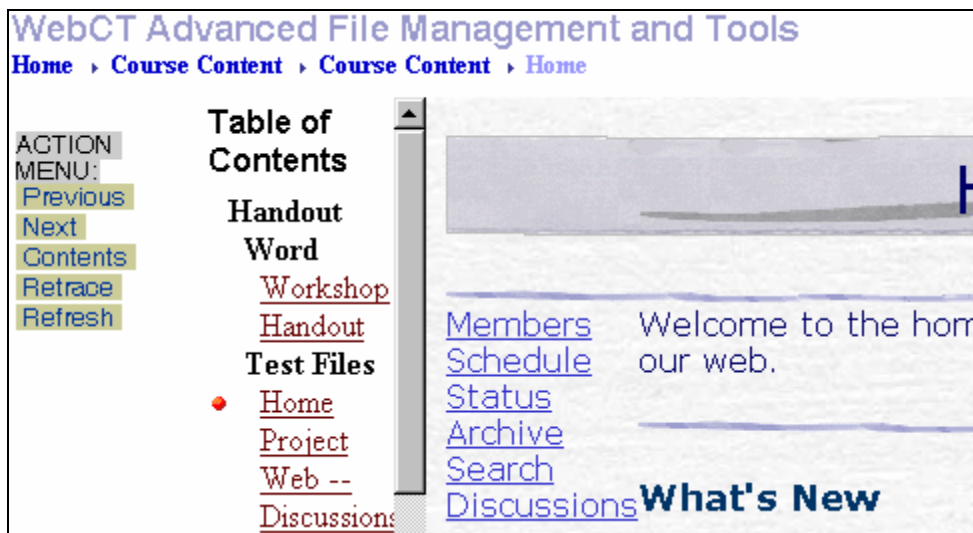
Are you using WinZip (<http://www.winzip.com/>)? Have you read the license agreement? There is a FREE software package called UltimateZip (<http://www.ultimatezip.com>). It is remarkably similar to WinZip and is free.

Do you have a use for an object-oriented chart & graph application? I recently purchased a package called SmartDraw (<http://www.smartdraw.com>). It is NOT FREE! I needed a charting application (org charts, process charts, flowcharts, etc.) and was about to purchase Microsoft Visio. However, I needed it immediately and Visio is not available to be purchased online. So I looked further and found SmartDraw. It seems very similar to Visio and I was able to download a trial version. I liked it and purchased it. This is NOT FREE software and the RODP will not purchase it for you. But if you do need a charting application, you can test it out for yourself and decide. You can download it at a reduced price at <http://www.smartdraw.com/buy/step1.cfm?pcl=spp6cfg1&sdlinkid=29607>.

## Working with the Course Content Module

**WebCT's content module** allows you to link to multiple course files, quizzes, URLs, etc. in a table of contents type format. You can choose whether or not you want to display the automatic numbering and can modify other aspects of the page. The content module displays a menu bar on each content page that allows the user to navigate to other content pages, back to the table of contents and other WebCT features at the instructor's discretion. A new feature in WebCT allows the user to add multiple content files to the module at one time.

Customizing the Table of Contents



The screenshot shows the WebCT Advanced File Management and Tools interface. At the top, there is a breadcrumb trail: Home > Course Content > Course Content > Home. Below this, there is a "Table of Contents" section with a vertical scrollbar. The "Table of Contents" section lists several items: "Handout Word", "Workshop", "Handout", "Test Files", "Home" (with a red dot next to it), "Project", "Web --", and "Discussions". To the left of the "Table of Contents" section, there is an "ACTION MENU:" with several buttons: "Previous", "Next", "Contents", "Retrace", and "Refresh". To the right of the "Table of Contents" section, there is a "Members" section with a list of links: "Members", "Schedule", "Status", "Archive", "Search", and "Discussions". Below the "Members" section, there is a "Welcome to the home of our web." message and a "What's New" section.

## Changing how headings are numbered

1. To change heading numbers, Click **Edit** Content Module Settings.

2. Under Page numbering **Error! Bookmark not defined.**, select how you want the items in the table of contents numbered, and click **Update**. The updated Table of Contents screen appears.

**Note:** you can choose whether to display heading numbers beginning from the specified initial number (default), or hide heading numbers.

### **Working with the Course Content Module Action Menu**

- By default, the **Action Menu** is located at the top of each page of content. It does not show when you are viewing the **Table of Contents** It contains buttons that help students navigate through the module, and it can also contain links to tools, files and URLs.
- By default, there are five buttons on the **Action Menu**. These buttons are used to navigate the **Content Module**, and cannot be edited.
- **Previous** takes the student to the previous page of content.
- **Next** takes the student to the next page of content.
- **Contents**, takes the student to the Table of Contents.
- **Retrace** takes the student back along the path he or she has navigated through the pages of content.
- **Refresh** refreshes the screen.
- You can add buttons to the Action Menu. These buttons can appear on the Action Menu of all content pages or of individual content pages.

### **Changing the Action Menu on all content pages**

#### **Changing the location of the Action Menu**

1. From the **Table of Contents** screen in the **Content Module**, select **Designer Options**.
2. Click **Edit Content Module settings**. The **Content Module settings** screen appears.
3. Under **Action menu location**, select the location. You can choose to
  - a. Display the **Action Menu** at the top of the page (default).
  - b. Display the **Action Menu** at the left of each page. You can specify the width of the menu, in pixels.
  - c. Hide the **Action Menu**.
4. Click Update to save your changes.
5. To make the changes available to students, you must Update **Student View**.

#### **Changing what appears on the Action Menu**

1. From the **Table of Contents** screen in the **Content Module**, select Designer Options.
2. Click Content Module Settings
3. Select the items that you want to appear on the Action Menu. To remove an item from the Action Menu, deselect the item.
4. Click **Update**. The Table of Contents screen appears.
5. To make the changes available to students, you must **Update Student View**.

#### **Changing the Action Menu on Individual Content Pages**

You can add links to the following tools to the Action Menu of individual content pages:

Annotations	Chat	Quiz
Bookmarks	Discussions	Glossary Index
Search	Mail	

From the **Table of Contents** screen in the Content Module, select Designer Options.

1. Click the title to a page of content. The page's **Action menu** settings will display.
2. To add an item to the **Action Menu**, select the item (add a checkmark.) To remove an item from the **Action Menu**, deselect the item (remove the checkmark.)
3. Click **Update**. The Action Menu of the selected page of content has been updated.
4. To make the changes available to students, you must **Update Student View**.

**Configuring Tools on the Action Menu** - You can configure any of the following tools specifically for a content page. Once configured, they will appear in the Action Menu

- Index
- Links
- Self test
- Quiz
- Glossary
- Audio
- Video
- Goals

**Configuring References and Resources**

Use **References** to direct students to supplementary information sources, or Resources. A resource can be a textbook, an article, or an Internet address (URL). References can only be attached to pages of content in a content module. Before you can add a reference to a page of content, you must first create the resource. Once a resource has been added, you can create a reference to it from any page of content.

**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

**Options**

Create a reference.

Refer to an existing resource:

Refer to a new resource:

Delete reference(s). (This will NOT delete the resource from the Resource Bank.)

Create Reference to Resource: **Article**

**Resource Information**

\*Keyword:

\*Title:

\*Author:

\*Journal:

Year:

Volume:

Number:

Image:

Custom field: Name:   
 Value:

**Reference Information**

Reference type:

Reference range:

\*Required fields.

**Editing resource and reference information**

You can edit a resource from either the **Resource Bank** or the **Content Page Reference** page. When you edit the resource in the Content Page References page you can only edit the Reference Type and the **Reference Range**

**Adding a resource**

You can create any number of resources for a course.

In the Options section at the right select whether

## Editing a Reference from a Content Page

**Action Menu**

You can configure any of the following tools specifically for this content page. (Tools that have been configured are Once configured, they will appear in the Action Menu.

<b>Links</b> ✓	<b>Self test</b>	<b>Quiz</b>
<b>Audio</b>	<b>Video</b>	<b>References</b> ✓
<b>Goals</b> ✓	<b>Glossary*</b>	<b>Index*</b>

\* Links to the Glossary and Index will not appear in the Action Menu until the tools are selected manually below.

To edit **Reference** information to a resource from a content page:

1. Open the content page in **Designer View**.
2. Click the **References** link.
3. In the **Resource List**, check the box that corresponds to the resource that you want to edit.
4. Under **Options**, select **Edit**. The Reference Editor screen appears.
5. Under **Reference Editor**, make the reference changes to the resource and click **Update**.

**Content Page References**    Resource Bank

References direct students to supplementary resources. Resources are located in a [Resource Bank](#), which is accessible from all content pages.

	Reference	Resource title (Type)
<input type="checkbox"/>	(None)	WebCT (URL)
<input checked="" type="checkbox"/>	Page(s) 23 - 25	XML (Article)

**Actions**

indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

**Options**

Create a reference.

Refer to an existing resource:

Refer to a new resource:

**Edit**

Delete reference(s). (This will NOT delete the resource from the Resource Bank.)

**Delete**

**Edit Reference: Article**

**Resource Information**

\*Keyword: XML  
 \*Title: XML in Higher Education  
 \*Author: Frank Coyle  
 \*Journal: Syllabus  
 Year: 2003  
 Volume: ---  
 Number: ---  
 Image: ---  
 Custom field: Name: Month  
 Value: March

**Reference Information**

Reference type:   
 Reference range:

\*Required fields.  
 ---These fields contains no data, and will not be shown to the student

## Editing Resource from the Resource Bank

To edit Resource information from the Resource Bank:

**Action Menu**  
You can configure any of the following tools specifically for this content page. (Tools that have been configured are Once configured, they will appear in the Action Menu.)  

<b>Links</b> ✓	<b>Self test</b>	<b>Quiz</b>
<b>Audio</b>	<b>Video</b>	<b>References</b> ✓
<b>Goals</b> ✓	<b>Glossary*</b>	<b>Index*</b>

\* Links to the Glossary and Index will not appear in the Action Menu until the tools are selected manually below.

1. Open the content page in **Designer View**.
2. Click on the **References** link.
3. Click **Resource Bank**
4. Make changes to the Resource as necessary and click the **Update** button.

**Content Page References**    Resource Bank  
References direct students to supplementary resources. Resources are located in a [Resource Bank](#), which is accessible from all content pages.  

<input type="checkbox"/> Reference	Resource title (Type)
<input type="checkbox"/> (None)	WebCT (URL)
<input checked="" type="checkbox"/> Page(s) 23 - 25	XML (Article)

**Edit Resource: Article**  
\*Keyword:   
\*Title:   
\*Author:   
\*Journal:   
Year:   
Volume:   
Number:   
Image:    
Custom field: Name:   
Value:   
   
\*Required fields.

### Resource information notes:

- The fields marked with an "\*" must be entered; the other fields are optional.
- The keyword must **not** contain any spaces or special characters; only numbers, letters and underscores are allowed. Note: the keyword is used to refer to the resource when you add a reference.
- Optionally, you may associate an image file with your resource, for easier visual reference. For example, you could associate a reduced scan of a text-book cover for a

book resource. If no image file is specified, WebCT inserts a default image. If you do not know the filename of the image, click Browse.

- To use the WebCT Browser to pick an image file. Note: you can upload an image file from your own computer into WebCT (see File Manager- uploading files, for more information on uploading files).
- In addition to the keyword and title fields:
- Books require an author.
- URLs require the URL
- Articles require the journal and author.
- The Field Name text box allows you to create your own category for a reference. For example, you can create fields such as "Rating" or "Additional Info".
- The optional Field Value box allows you to set a corresponding alphanumeric value for the Field Name. For example, if you choose the Field Name to be "Rating", you could set the Field Value as "7/10" or "R" depending upon your rating system.

### Deleting a resource

To delete reference information to a resource from a content page:

**Action Menu**

You can configure any of the following tools specifically for this content page. (Tools that have been configured are shown below. Once configured, they will appear in the Action Menu.)

<a href="#">Links</a> ✓	<a href="#">Self test</a>	<a href="#">Quiz</a>
<a href="#">Audio</a>	<a href="#">Video</a>	<a href="#">References</a> ✓
<a href="#">Goals</a> ✓	<a href="#">Glossary</a> *	<a href="#">Index</a> *

\* Links to the Glossary and Index will not appear in the Action Menu until the tools are selected manually below.

1. Open the content page in **Designer View**.
2. Click on the **References link**.
3. In the **Resource List**, check the box that corresponds to the resource that you want to delete.
4. Under **Options**, select **Delete**.
5. Click the **Yes** button in the warning window to verify your choice to delete.

**Content Page References** : [Resource Bank](#)

References direct students to supplementary resources. Resources are located in a [Resource Bank](#), which is accessible from all content pages.

	Reference	Resource title (Type)
<input type="checkbox"/>	(None)	WebCT (URL)
<input checked="" type="checkbox"/>	Page(s) 23 - 25	XML (Article)

### Goals

Use **Goals** to tell your students what you expect them to learn from this part of the course. Each

**Actions**

indicates a selection is required from the main frame.

indicates multiple selections are allowed.

**Options**

Create a reference.

Refer to an existing resource:

---

page of content can have its own set of goals. You can add new goals and edit existing goals.

**Action Menu**  
You can configure any of the following tools specifically for this content page. (Tools that have been configured are  
Once configured, they will appear in the Action Menu.  
**Links** ✓                      **Self test**                      **Quiz**  
**Audio**                      **Video**                      **References** ✓  
**Goals** ✓                      **Glossary\***                      **Index\***  
\* Links to the Glossary and Index will not appear in the Action Menu until the tools are selected manually [below](#).

**Goals for Page of Content**  
Show students what you expect them to learn from the material.  
Add or edit goal: #1 - Learn to add CD ROM content to my  
  
Tip: You can change the size of the text box  
Width: 65   Height: 10

1. To add or change goals, under **Main Options**, select **Goals** and click **Go**. The Goals screen appears. **Note:** any goals, which have already been created, will appear in the text box. You can change the size of the goals text box (see Changing the size of the Goals text box, for more information).
2. Type the text of the goals into the text box and click Update. The Main Options frame appears. **Note:** you can use HTML tags to format the text.

**Note:** remember to Update Student View, after making changes.

### Changing the size of the Goals text box

To change the size of the Goals text box, in the width and height text boxes, type the new width and height of the Goals text box, and click Resize. The new text box appears. Note: you can change the size of the text box at any time as you edit the goals.


## Glossary

**Action Menu**

You can configure any of the following tools specifically for this content page. Once configured, they will appear in the Action Menu.

<b>Links</b> ✓	<b>Self test</b>	<b>Qu</b>
<b>Audio</b>	<b>Video</b>	<b>Re</b>
<b>Goals</b> ✓	<b>Glossary*</b>	<b>Inc</b>

\* Links to the Glossary and Index will not appear in the Action Menu until



Glossary

Glossary Keywords	
<input type="checkbox"/> Keyword	Definition
<input type="checkbox"/> Course Backup	When you create a course backup you are backing up your entire course. You will want to do this at the end of each semester. Download the backup to your computer for safe keeping. When you teach the course again you can upload the course backup into your new course shell and restore the content saving you the trouble of recreating your course each semester.

### Link to an image in a Glossary Entry

Upload the image into your course's Manage Files area.

Create a link to the image file by typing the HTML listed in the examples below into the glossary definition area. You will need to use "\_ COURSEID\_" and the full path name (minus the My-Files directory) to access the image.

**Note:** You are supposed to be able to use the text "\_ COURSEID\_", instead of the actual course ID to indicate the course but using "\_ COURSEID\_" ;may not work. Try linking using the "\_ COURSEID\_" method first as it keeps the link to the image from breaking when you upload the backup course shell into a new semester's course shell. Linking using "\_ COURSEID\_" is supposed to automatically send the appropriate course ID to your browser.

#### Example: Using the \_ COURSEID\_ method:

```

```

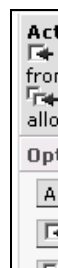
#### Example: Using the actual course ID in the path:

```

```

### Importing Glossary Entries

You can add entries to the glossary from a file that you have previously uploaded to your [My-Files] folder. See File Manager - uploading files for more information on how to upload a file. If you import glossary entries from a file, the entries must be in a specific format. Each glossary



### Add a Glossary To to Your Course

Use Add Page or T  
to add a glossary to  
course organizer p

### Adding Glossary Entries to Your Course

entry must be preceded by a colon (":") must be on a line on its own.

: WebCT

Course Management system that simplifies the design of online courses

The lines following the entry must contain the glossary entry description. Note: the glossary entry or description may contain a colon. Only lines beginning with a colon will be interpreted as containing a new glossary entry.

1. Upload the glossary file from your local computer to your WebCT course's My-Files folder before you begin. **Note:** You may download glossary items from one course and upload the file into another course.
2. Open the glossary in **Designer View**.
3. Click the **Import Keywords** from file button.
4. Click the **Browse button** and locate the file in the My-Files folder. (If you have not previously uploaded a files you may need to browse the hard drive).
5. Click the radio button next to the file you wish to import.
6. Click the **Add Selected** button.
7. Click the **Import** button.

### Editing Glossary Entries

1. You can change keywords and descriptions which have already been entered into the glossary.
2. Open the glossary in **Designer View**.
3. Select the glossary **Error! Bookmark not defined.** keyword that you want to edit. Click the Edit button on the right.
4. Make needed changes.
5. Click the **Update** button.

### Deleting Glossary Entries

You can delete glossary entries individually or by deleting all of the entries.

1. Open the glossary in Designer View.
2. Select the glossary keyword that you want to delete.
3. Click the **Delete** button.
4. A warning message will appear. Click **OK**. The Glossary screen appears with an updated list of Glossary keywords.

**Note:** If you want to delete all of the glossary keywords, then select Delete all instead of Delete.

### Downloading Glossary Entries

If you have a number of glossary entries to edit, you may want to use a text editor such as Note Pad or Simple Text, rather than edit each entry individually in WebCT. You can do this by downloading the glossary entries onto your own computer, making your changes, uploading the file into WebCT, and then importing the glossary entries. Note: The glossary is downloaded in plain text format (.txt).

1. Open the glossary in **Designer View**.
2. Under Other **Options**, click **Download**. The Download File screen appears.
3. Click Save. A browser message appears. Save the file on your computer. You can now edit the file on your computer, upload it to **WebCT** and import it to the glossary when you have finished.

## Linking Glossary Entries to Course Content Pages

You can create hyperlinks from words in a page of content to the corresponding glossary entries. If you do not create these links, students will be unaware of glossary definitions unless they search the glossary itself.

**Note:** Since this function only applies to content pages, you must link your glossary entries with the Glossary tool in Content Module.

**Also Note:** The content page must be in HTML format. Since this function only applies to content pages, you use the Glossary tool in Content Module to add the links. For more information on adding the Glossary tool to your Content Module, see section titled, "Changing what appears on the Action Menu". This option is not available for the course Glossary tool.

## Adding a glossary link to a content page

1. From the **Course Menu**, click **Content Module**. The **Content Module** screen appears.
2. From the **Table of Contents**, click the page of content. The **Content Page Settings** screen appears.
3. Under **Action Menu**, click **Glossary**. The **Glossary Keywords** screen appears.
4. Under **Options**, click Page Links. The **Manage Page Links** screen appears. Any glossary keywords in the text are hyperlinked, with a radio button next to them. These words are also listed at the bottom of the page, under Unlinked Keywords in the page.
5. To activate the link, select the keyword in the text, scroll to the bottom of the page, and click **Update**. The **Glossary Keywords** screen appears and the link is added to the page.
6. To make the changes available to students, you must **Update** the **Student View**.

## Linking Glossary Definitions to Other Glossary Entries

You can create hyperlinks from words within glossary definitions to corresponding glossary entries.

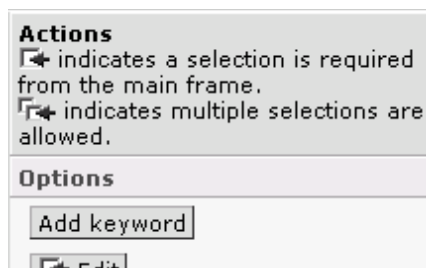
**Note:** Since this function only applies to content pages, you use the Glossary tool in Content Module to add the links. This option is not available for the course Glossary tool.

## Index

### About Index

Use Index to help students find specific information within the content modules of your course. The index is organized in the same way as a textbook's index with main entries, and their sub-entries, listed alphabetically. Each entry is followed by a link to the content page on which the index entry is located.

Before you and your students can use Index, you must add it to your course. For more information, see Add Page or Tool.



The course Index link can appear on:

- the Course Menu
- the Homepage
- an Organizer Page

The Index tool can also be added to the Action Menu of your Content Module. For more information, see the section titled, “Changing what appears on the Action Menu”.

The course Index and the Content Module Index are one in the same. Edits to the Content Module Index affect the course Index and vice versa. Note: If you have edited the index from the Content Module, update the student view to make the changes available to students.

### **Adding index entries**

1. Do one of the following depending on your location in the course:
  - a. From the Course Menu, Homepage or Organizer Page, click Index. The Index Entries screen appears. Go to step 2.
  - b. From Content Module:
    - On the Table of Contents screen, click any page of content. The Content Page Settings screen appears.
    - Under Action Menu, click Index. The Index Entries screen appears. Go to step 2.
2. Under Options, click Add entry. The Add Index Entry screen appears.
3. In the Index Entry text box, enter the keyword for the index entry.
4. In the Sub-entry text box, enter a sub-entry, if applicable.
5. From the Page drop-down box, select the content page to which the index entry refers.
6. Click Add. The Index Entries screen appears with the updated list of Index entries.

**Note:** If you have edited the index from the Content Module, update the student view to make the changes available to students.

### **Editing index entries**

1. Do one of the following depending on your location in the course:
  - From the Course Menu, Homepage or Organizer Page, click Index. The Index Entries screen appears. Go to step 2.
  - From Content Module:
    - On the Table of Contents screen, click any page of content. The Content Page Settings screen appears.
    - Under Action Menu, click Index. The Index Entries screen appears. Go to step 2.
2. From the table, select the entry that you want to edit.
3. Under Options, click Edit. The Edit Index Entry screen appears.
4. In the Index Entry and Sub-entry text boxes, enter any changes that you want to make.
5. From the Page drop-down list, select the page of content to which the index entry refers.
6. Click Update. The Index Entries screen appears.

**Note:** If you have edited the index from the Content Module, update the student view to make the changes available to students.

### **Deleting index entries**

1. Do one of the following depending on your location in the course:
  - From the Course Menu, Homepage or Organizer Page, click Index. The Index Entries screen appears. Go to step 2.
  - From Content Module:
    - On the Table of Contents screen, click any page of content. The Content Page Settings screen appears.

Under Action Menu, click Index. The Index Entries screen appears. Go to step 2.

2. From the table, select each entry that you want to delete. To delete all entries, do not select any entries.
3. Delete the entries:
4. To delete individual entries, click Delete. A warning message appears. Click OK. The Index Entries screen refreshes and the entry is deleted.
5. To delete all entries, click Delete all. A warning message appears. Click OK. A final warning message appears. Click OK. The Index Entries screen refreshes and all entries are deleted.

**Note:** If you have edited the index from the Content Module, update the student view to make the changes available to students.

## Updating Student View

Use **Update Student View** to make changes to content pages available to your students. You must update the student view when you:

- Upload a newer version of a file.
- Modify the text of a file.
- Modify colors, counters, or background images of content pages.
- Modify the Action Menu on a content page.

### To update the student view:

1. Click the **Update Student View** button in either the Designer view of the Content Module or a content page. The Update Student View of Content Pages screen appears. Or...

From the **Control Panel**, click on Update Student View in the second column under the Edit Page or Tool Section.

2. Select the type of update that you want.
  - Update entire course:** all content pages and Action Menus are updated. Note: This operation may take several minutes to complete, depending upon the number of content pages that have to be updated.
  - Update changes to text, colors, and Action Menu:** all Action Menus are updated, along with any content pages that have changed.
3. Click **Update**. The Update Student View Report screen appears.
4. To return to **Content Module** or the content page, click the hyperlink to the module.

## Help Index

There are two **Help Indexes**, one for students and one for course designers. Whether you are in **Designer Options** or the **Student View** you will see the Designer Help index.

## Content Pages

You can edit and enhance the content pages you have added to a content module. As a designer, you access a content page by clicking the link in the **Table of Contents**. You can then use the **Main Options** and Other Options (**Designer Options**) to organize the content page for your students.

### Edit a Content Page

1. From the **Table of Contents** screen in **Content Module**, select Designer Options.
2. Select the page of content. The **Content Page Settings** screen appears. Note: You can only edit a file with a .txt or .html extension.
3. Under **File Options**, select **Edit file**. The **Edit File** screen appears.

4. In the text box, edit the file as required. Note: To resize the Edit File text box, select the width and height from the drop-down lists, and then click Resize. The text box is resized.
5. Click **Save**. The **Content Page Settings** screen appears.
6. To make the changes available to students, you must **Update Student View**, which can be found at the top of the **Content Page Settings** screen.

### **Adding links to tools configured specifically for an individual content page, to the Action Menu.**

You can add links to the following tools to the Action Menu of individual content pages:

- Take Notes
- Bookmarks
- Search
- Chat
- Discussions
- Mail
- Quiz
- Glossary
- Index

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, in the bottom section, select the items that you want to appear on the **Action Menu**. To remove an item from the **Action Menu**, clear the check box.
4. Scroll to the bottom of the screen and click **Update**. The **Action Menu** of the selected page of content has been updated.
5. To make the changes available to students, update the student view.

### **Adding a link category to the Action Menu**

Create a link category for each group of links you want to add. Note: Once you have created one link category, Links will appear on the **Action Menu**.

1. From the Course Menu, click Content Module. The Content Module screen appears.
2. From the Table of Contents, click the page of content. The Content Page Settings screen appears.
3. Under Action Menu click Links. The Links screen appears.
4. **Under Options**, click **Create link** category. The Create Link Category screen appears.
5. In the **Link** category name text box, enter a category name, and click **Add**. The Links screen appears displaying the new link.
6. To add links items to the category, see the section titled “Adding a link item to a link category”.
7. To make the changes available to students, **update** the student view.

### **Adding a link item to a link category**

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Links**. The Links screen appears.
4. Under **Options**, click Create link item. The Create Link screen appears.
5. Under Link category, select an existing category from the drop-down list, or create a new category by entering a category name in the Create a new category text box.
6. Select the type of link that you want to add: a URL or a file.  
If you selected a URL in the URL text box, enter the full URL of the link; for example, <http://www.webct.com>.

If you selected File, in the File text box, enter the path and filename, or to select the file, click Browse. The WebCT Browser appears.

7. To add an optional description, in the **Description** text box, enter a brief caption.
8. From Link opens in, select how you want the browser to display the link.  
To display the link in the main frame, leaving the Menu Bar and Course Menu visible, select Main frame.  
To have the link replace the contents of the WebCT screen, select Main window.  
To display the link in a new browser window, select New window.
9. Click **Add**. The Links screen appears and the link item is added.
10. To make the changes available to students, update the student view.

#### Renaming a link category

1. From the **Course Menu**, click **Content Module** The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Links**. The Links screen appears.
4. Under **Links**, select the link category that you want to rename.
5. Under **Options**, click **Edit**. The Rename Link Category screen appears.
6. In the Link category name text box, enter the new name of the link, and click **Rename**. The Links screen appears.
7. To make the changes available to students, update the student view.

#### Editing links items

1. From the **Course Menu** click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents** click the page of content. The **Content Page Settings** screen appears.
3. Under **Action Menu**, click **Links**. The Links screen appears.
4. Under **Links**, select the link item you want to edit.
5. Under **Options**, click **Edit**. The Edit Link screen appears.
6. Edit the link as required. For more information, see the section titled, "Adding a link item to a link category".
7. Click **Update**. The Links screen appears.
8. To make the changes available to students, update the student view.

#### Deleting a link from the Action Menu

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Links**. The Links screen appears.
4. Under **Links**, select the link item or link category that you want to delete.
5. Click **Delete**. A warning message appears.
6. Click **OK**. The Links screen refreshes and the link item, or link category, is deleted.
7. To make the changes available to students, update the student view.

#### Deleting all links from the Action Menu

1. You can delete all link categories and their associated links:
2. From the **Course Menu** click **Content Module**. The Content Module screen appears.
3. From the **Table of Contents**, click the page of content. The **Content Page Settings** screen appears.
4. Under **Action Menu**, click **Links**. The Links screen appears.
5. Click **Delete All**. A warning message appears.
6. Click **OK**. A final warning message appears.
7. Click **OK**. The Links screen refreshes and all links are deleted.
8. To make the changes available to students, **update** the student view.

## Linking to files so that they can be downloaded

There are five main methods for linking files so they can be downloaded:

1. Add a link button to the **Action Menu** that links to your file. (This is especially useful when linking to large files). [**Right – click, Save As**]
2. Add images to an Image Database. Students will need to click on the thumbnail images to display the larger images for downloading. [Right – click, Save As]
3. Add the file as a **Single Page** that opens in a new window. When the single page opens students can choose **Save As** from the **File** menu to save the file. Note: This method does not work well for very large files.
4. Add a file to an assignment in the assignment tool. When the students click on the file a screen will display that allows them to download the file.
5. Set up the **Presentations Tool** in your course, and create one group to include the whole class. This will set up a folder system for that group, and will also create a new folder in your own My-Files area. That folder is the same one the students see. Then you could copy all the course files to that folder. They will then appear for the students in that folder in their Presentations Tool. The students can then select whichever files they want and use a download option. Whatever method you use to set up a download area, if you think the students will be downloading many or all of the files at once, it is suggested that you create a single Zip file containing all of the files they will want.

## Create an HTML link to the uploaded file from within a page of content

1. From **Manage Files**, note the location of the uploaded file to which you want to link.

**Note:** It is easiest to link to a file if it is saved in the same directory as the page of content that will contain the link. In this case, all you need to do is create a link that contains the filename of the file you wish to link. `<a href="filename.htm">Link Text</a>`. If the file to which you will link is located elsewhere in your course's directory structure you will need to create a path that will correctly point to the file. Unless you know HTML, it is probably best to create these links using FrontPage, Dreamweaver, or Netscape Composer. You would need to download all of the files in your course by first zipping the My-Files folder and downloading the folder to your desktop. . You would then unzip the folder, open your web page editor, create the links,

2. Enter your **Content Module** and, from the **Table of Contents**, click the page to which you want to add a link to the uploaded files.
3. From the **Menu Bar**, select **Designer Options**. The **Content Page Settings** screen appears.
4. Select **Edit file**, and then click Go. The Edit file screen appears.
5. In the text box, enter the HTML code that will point to the uploaded file in Manage Files. Sample HTML codes are list below:

To create a link that opens the file in a new browser window, use the `<a href>` tag:

Example: `<a href="Filename.MOV">Link Text</a>`

Since the content page and the uploaded file are in the same directory, you do not need to specify the file path.

To create a link that embeds the file in the page of content, use the `<embed src>`tag. Be sure to specify parameters for the media player, such as size, controls, and auto start:

Example: `<embed src="Filename.Mov" width=300 height=300 showcontrols=true showcontrols=1 autostart=true autostart=1>`

This example shows the same file path as the `<a href>` example, with extra code telling the media player how big it is, to display the media player controls, and that the file should automatically begin playing. **Note:** Some browsers require

specific HTML tags for certain media files. In this example, "True" while others recognize "1" (false=0).

6. Once you have finished entering the HTML code, click **Save**. The **Main Options** screen appears.
7. Click **Update Student View** to make your changes available to students.

## Using PowerPoint in WebCT Course Modules

### PowerPoint

Several **PowerPoint** presentations formats that can be used in your WebCT course include:

- Link to the presentation in original, PowerPoint form (.ppt)
- Save the PowerPoint presentation as web presentation (makes an HTML file and a folder of files).
- Print to **PDF** in handout view (makes one PDF with all the slides or just the slides you specify)
- Record audio narration for each slide, automate the audio file, and convert the presentation to a web format using **Impatica** (The Faculty Instructional Technology Center has a copy of **Impatica** to use in their center)

**Note:** If your students cannot view the **Impatica** presentation on their computers ask them to go to <http://www.java.com> and install the newest Java plug-ins to their computer.

### General Procedures

1. Make a new folder on your desktop. This folder will hold the files you will be uploading into WebCT.
  - A PowerPoint presentation (printed in handout view to **PDF** format)
  - Possibly the original PowerPoint presentation
  - The PowerPoint presentation converted to **HTML**.
2. Set up your version of PowerPoint to save web presentations in a form compatible to the greatest number of people. (Save "**For All Browsers**" when you convert to HTML Click the Publish button instead of the save button after you choose "**Save As HTML**".)
3. Save your PowerPoint presentation as a **PDF** (save both a version as slides and handouts.)
4. Zip up the folder that contains your files using **WinZip**. This will compress the entire folder into one file that can be uploaded to WebCT in one step. (WebCT will only allow you to upload one file at a time unless you use **WebDAV** (which may still be turned off because of virus problems) so uploading an entire folder of files would have to be done one file at a time if you did not compress the folder into one file.)
5. Upload the **Zipped** file (folder) to your WebCT course's Manage Files area.
6. Unzip the Zipped file (folder). It will become a folder again. You can delete the zipped file after it has been unzipped.
7. Open a course module and create a link to the PowerPoint presentation in its original and **PDF** format. If the title of your file in the course module table-of-contents needs to be changed click on the change title link and make changes to the title.
8. Click on the radio button that corresponds to regular view and click on the link to verify that the links to your presentation files are working.

## Adding a Web Page to Your Content Module

### Configuration Information – Meta Refresh Tag

1. Replace the MTSU URL with a URL of your choice.

Example: URL=<http://www.mtsu.edu/>> could become

URL=<http://www.loc.gov/>"

2. Type the title you wish to use for the link to the URL in-between the Title tags.

**Example:** <TITLE>MTSU Home Page </Title> could become  
<TITLE>Library of Congress </Title>

### HTML for JavaScript Pointer

```
<html><head>  
<TITLE>View MTSU Home Page Using JavaScript Pointer</TITLE>  
<script language="javascript">  
location="http://www.mtsu.edu/"  
</script>  
</head>  
<body></body>  
</html>
```

### Configuration Information – JavaScript Pointer

1. Type the title you wish to use as the link in-between the Title tags.  
<TITLE>View MTSU Home Page Using JavaScript Pointer</TITLE>
2. Replace the MTSU web address with the URL you wish to use  
<script language="javascript">location="http://www.mtsu.edu/" </script>

### PDF Software

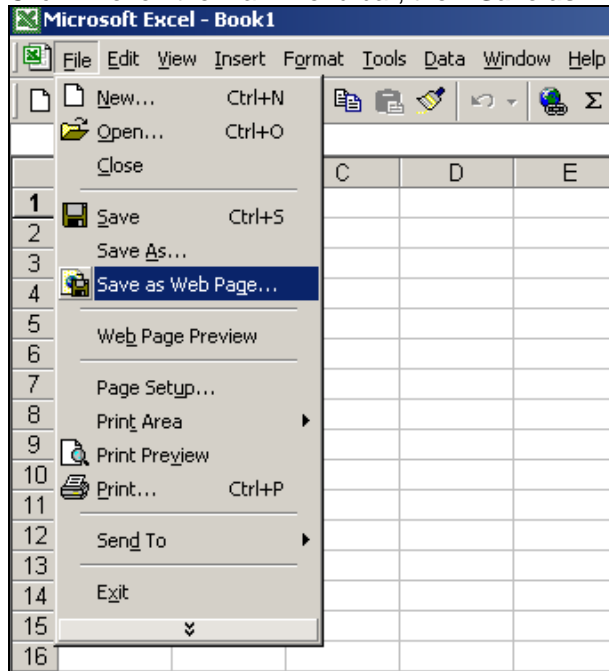
PDF creation software installs print drivers for that particular application. The PDF is created when the user chooses to print and chooses the PDF driver instead of the regular printer. Many people print a PowerPoint presentation to a PDF in handout view, making sure to also choose black and white or gray scale, and make it available for students so they can print it off and take notes on the handout in class.

Two software applications that support PDF creation are the full version of **Adobe Acrobat** (not the free reader) and **PDF factory** (<http://www.pdfactory.com>)

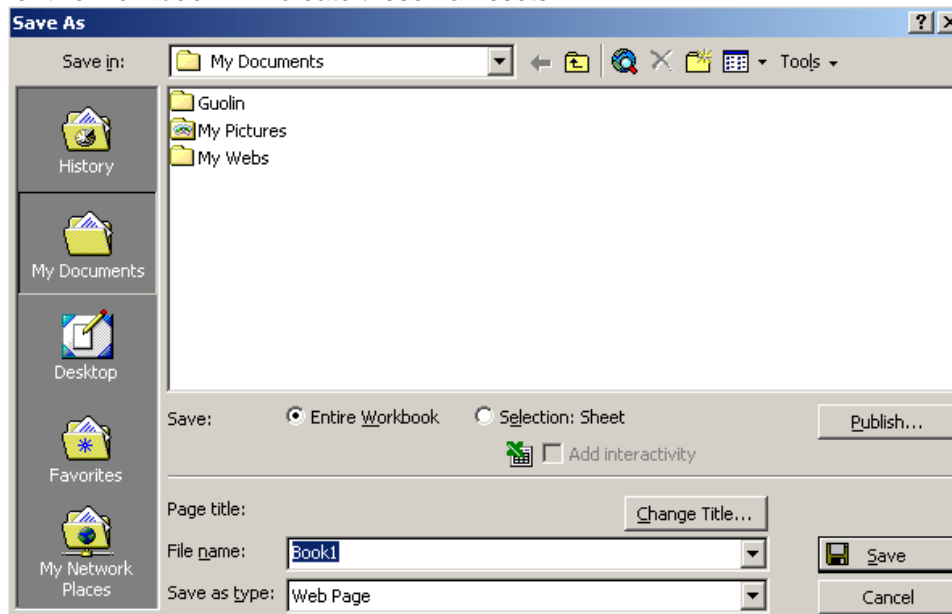
### Converting in Excel

Using the same method for **Excel** conversion as you would for Word is fine if the spreadsheet is small (under 100 kb).

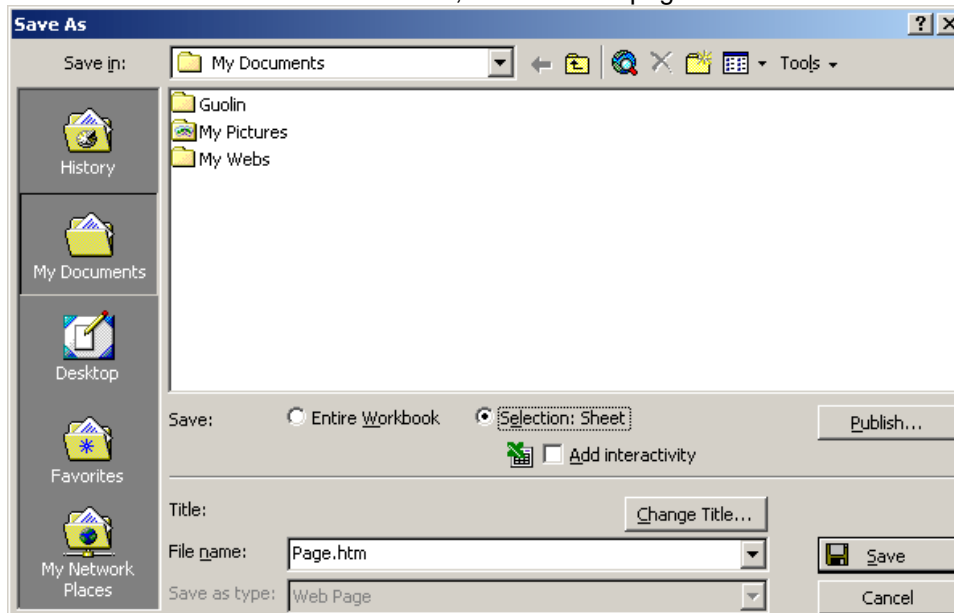
1. Click 'File' on the main menu bar, then 'Save as Web Page'



2. You'll notice there is a 'Publish' button in the following window, but you most likely will not need to go through this process in Excel. **Note:** If the spreadsheet has multiple pages, you can convert it all at once, but this will create framesets for your spreadsheet, which can create enormous files. Selecting the radio button next to 'entire workbook' will create these framesets.



3. If your spreadsheet contains many pages but you do not want framesets, select the radio button next to '**Selection Sheet**', and save the pages one at a time.



4. Other than these steps, all you need to remember is to remove any spaces in your filename, and click '**Save**'.

## IMS Import/Export Utility

WebCT has a feature that allows you to zip and download a specific content module and then upload it into another course. This feature is available only if your institution has a WebCT IMS Global Learning Consortium, Inc. (IMS) Content Migration Utility 2.0 installation and your administrator allows the import of online learning content. The IMS Content Migration Utility allows the importation and exportation of content and assessment information from within WebCT Campus Edition courses. MTSU has installed this tool on our WebCT server.

### Manage Course >Export Content

**Note:** This feature is not available if you are using an e-Learning Resource Pack (e-Pack).

### Exporting Content

**Export Content** allows you to export content for reuse within and between learning environments, such as within an educational institution.

You can create a content package by exporting either of the following WebCT learning objects:

- a content module and all of its contents
- all quizzes and surveys in the course and all questions in the Question Database

#### Exported content packages implement the following IMS specifications:

- IMS Content Packaging Specification 1.1.2
- IMS Question and Test Interoperability Specification 1.1
  1. Click **Control Panel**. The Control Panel appears.
  2. Click **Manage Course**. The Manage Course screen appears.
  3. Click **Export Content**. The Export Content screen appears.
  4. Under Select Content to Export, select the content you want to export.
  5. Under Select a Destination, from the Destination folder drop-down list, select the folder to which you want to export the content.
  6. Click **Continue**.

- If the Export Confirmed screen appears, the content is exported, in zip format, to the destination folder you selected. The package file name is provided on the screen.
- If the Add Metadata screen appears, see Adding Metadata to Content Packages

## Manage Course > Import Content

### Note:

- This feature is available only if your institution has a WebCT IMS Global Learning Consortium, Inc. (IMS) Content Migration Utility 2.0 installation and your administrator allows the import of online learning content. The IMS Content Migration Utility allows the import and export of content and assessment information from within WebCT Campus Edition courses.
- WebCT Campus Edition supports the import of content packages that implement the following:
  - IMS Content Packaging Specification 1.1.2
  - IMS Question and Test Interoperability Specification 1.1

### Importing Content

1. Click **Control Panel**. The Control Panel appears.
2. Click **Manage Course**. The Manage Course screen appears.
3. Click **Import Content**. The Import Content screen appears.
4. In the Enter a title for this item text box, enter a title for the content you want to import.
5. To select a file to import, in the Filename text box, enter the path and name of the file. If you want to select a file from the WebCT Browser, click Browse.
6. From the Select the package type drop-down list, select the **IMS** package type.
7. Select the location(s) in which you want to show a link to the content:
  - If you want the item's title to show as a link on the **Course Menu**, select On the Course Menu.
  - If you want the link to show on an existing Organizer Page:
    - Select On an Organizer Page and from the drop-down list, select an organizer page. Note: By default, the link shows the item's title and a default icon.
    - If you want to use a custom image for the icon, select Use custom icon, and in the Choose icon text box, enter the path and name of the image file.
    - If you want to select an image file from the WebCT Browser, click **Browse**.
8. Click **Import**. The Import Confirmed screen appears and the content is added to your course.

### Adding Metadata to Content Packages (Optional)

Metadata are descriptive labels that are used to index learning content to make it easier to find and use. Adding metadata to content packages facilitates the sharing and exchange of content by enabling the development of catalogs and inventories. Each field on the Add Metadata screen is based on an IMS metadata element. For more information, see the IMS Learning Resource Metadata Best Practices and Implementation Guide - <http://www.imsglobal.org/metadata/mdbest01.html>

**Note:** This feature is not available if you are using an e-Learning Resource Pack (e-Pack).

Depending on administrator settings some of the fields described may not appear and some fields may contain default values. If required, you can edit the default values.

Complete the fields as they appear on your Add Metadata screen:

- Complete fields under General
- Complete fields under Life Cycle
- Complete fields under Educational

- Complete fields under Rights

For steps on how to get to the Add Metadata screen, see Exporting Content before proceeding.

### To complete the fields under General

1. In the Catalog name text box, enter the name of the catalog in which the:
2. Learning object is listed, for example, ISBN or ARIADNE.
3. In the Catalog entry text box, enter the learning object's catalog number, for example, LEA0875.

In the Language text box, enter the primary human language used within the learning object to communicate to the intended user. Enter the language's two-letter code, as defined by ISO 639. For example, for English, enter en. Tip: For a list of language codes, see Codes for the Representation of Names of Languages in the Help menu.

4. If you want to indicate the area in which the language is used, after the two-letter language code, enter a hyphen (-), followed by the two-letter code of the country, as defined by ISO 3166. For example, to indicate that the French language is used in Canada, enter fr-CA. Tip: For a list of country codes, see English country names and code elements.
5. In the **Description** text box, enter a description of the learning object.
6. In the **Keyword** text box, enter a keyword or phrase that describes the learning object.
7. In the **Coverage** text box, enter the span of such things as time, culture, geography, or region that applies to the learning object, for example, Neolithic or Ming Dynasty.
8. From the **Structure** drop-down list, select the underlying organizational structure of the learning object.
9. From the Aggregation level drop-down list, select the functional size of the learning object:

**Level 1** is the smallest level of aggregation, for example, raw media data or fragments.

**Level 2** indicates a collection of atoms, for example, an HTML document with some embedded pictures or a lesson.

**Level 3** indicates a collection of level 1 learning objects, for example, a 'web' of HTML documents, with an index page that links the pages together, or a course.

**Level 4** is the largest level of aggregation, for example, a set of courses that leads to a certificate.

Do one of the following:

If you need to complete fields in other sections of the screen, go to one of the following:

To complete the fields under Life Cycle

To complete the fields under Educational

To complete the fields under Rights

10. If you have completed all of the fields on the screen, click **Continue**. The Export Confirmed screen appears. The content is exported, in zip format, to the destination folder you selected. The package file name is provided on the screen.

### To complete the fields under Life Cycle

1. From the **Status** drop-down list, select the editorial state of the learning object.
2. From the **Contributor** role drop-down list, select the role that affected the state of this learning object during its evolution (including creation, edits, and publication).
3. In the **Contributor** text box, enter the entity involved, for example, if the Contributor role is Author, enter the author's name. If the Contributor role is Publisher, enter the organization, such as a university department, company, agency, or institute.
4. From the **Contribution** date drop-down lists, select the date of contribution.
5. Do one of the following:
6. If you need to complete fields in other sections of the screen, go to one of the following:

7. To complete the fields under **General**
8. To complete the fields under **Educational**
9. To complete the fields under **Rights**
10. If you have completed all of the fields on the screen, click **Continue**. The Export Confirmed screen appears. The content is exported, in zip format, to the destination folder you selected. The package file name is provided on the screen.

#### To complete the fields under Educational

1. From the Interactivity type drop-down list, select the type of interactivity supported by the learning object:
  - Active** means the information flows from the learner to the learning object. Active content, typically used for learning-by-doing, includes simulations, questionnaires, and exercises.
  - Expositive** means the information flows from the learning object to the learner. Expositive content, typically used for learning-by-reading, includes essays, video clips, graphical material, and hypertext documents.
2. From the **Interactivity level** drop-down list, select the level of interactivity between an end user and the learning object.
3. From the **Semantic density** drop-down list, select the amount of information conveyed by the learning object as compared to its size or duration.
4. From the **Intended end-user** role drop-down list, select the principal user for which the learning object was designed:
  - An **Author** creates or publishes learning objects. An authoring tool for learning content, such as a questionnaire authoring tool, or a pedagogical simulation authoring tool, would be a typical example of a learning object whose intended end user is an **author**.
  - A **Learner** works with learning objects in order to learn something.
  - A **Manager** manages the delivery of the learning object.
5. From the **Context** drop-down list, select the principal environment within which the learning and use of the learning object is intended to take place.
6. In the **Typical age range** text box, enter the age of the typical intended user, for example, “adults only” or “suitable for children over 7.”
7. From the **Difficulty drop-down list**, select how hard it is, for the typical target audience, to work through the learning object.
8. Next to **Typical learning time**, from the **Hours and Minutes** drop-down lists, select the approximate or typical time it takes to work with this learning object.
9. In the **Description** text box, enter comments on how this learning object is to be used.
10. In the **Language** text box, enter the primary human language used by the typical intended user of this learning object. Enter the language's two-letter code, as defined by ISO 639. For example, for English, enter en. **Tip:** For a list of language codes, see **Codes for the Representation of Names of Languages**.

If you want to indicate the area in which the language is used, after the two-letter language code, enter a hyphen (-), followed by the two-letter code of the country, as defined by ISO 3166. For example, to indicate that the French language is used in Canada, enter Fr-CA. **Tip:** For a list of country codes, see **English country names and code elements**.

11. Do one of the following:
  - If you need to complete fields in other sections of the screen, go to one of the following:
    - To complete the fields under General
    - To complete the fields under Life Cycle
    - To complete the fields under Rights
  - If you have completed all of the fields on the screen, click Continue. The Export Confirmed screen appears. The content is exported, in zip format, to the

destination folder you selected. The package file name is provided on the screen.

### To complete the fields under Rights

1. From the **Cost** drop-down list, select whether use of the learning object requires payment.
2. From the **Copyright** and other restrictions drop-down list, select whether copyright and other restrictions apply to the use of the learning object.
3. In the Description text box, enter comments on the conditions of use of the learning object.
4. Do one of the following:  
If you need to complete fields in other sections of the screen, go to one of the following:
  - To complete fields under General
  - To complete fields under Life Cycle
  - To complete fields under EducationalIf you have completed all of the fields on the screen, click **Continue**. The **Export Confirmed** screen appears. The content is exported, in zip format, to the destination folder you selected. The package file name is provided on the screen.

### Adding Audio and Video Media to Your Course

There are two easy ways to add audio media to your course at MTSU.

- Add audio narration to a **PowerPoint** presentation and convert it to a compact web form using Impatica
- Convert your audio files to **Real Audio** streaming media and upload it to MTSU's Real Media server.

You can add video and audio clips to your **Content Module**. The clips are associated with a specific page of course content and are available to your students through the Action Menu. For more information, see Action Menu.

There is interest in more video delivery but you need to consider whether your students will have the bandwidth to view you video. If students have Digital cable or DSL or a networked connection to the Internet then using video is a viable alternative.

If you would like to set up an account on MTSU's Real Media streaming server contact the MTSU help desk at 898-5345 and make your request. Then contact the Faculty Instructional Technology Center, 904-8189, for help in creating the links that will point toward your streaming media. If you would like to learn how to convert a PowerPoint presentation that contains audio narration using Impatica contact the Faculty Instructional Technology Center (FITC) at 904-8189.

### Adding a video clip

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Video**. The Video screen appears.
4. Under **Options**: Add a Video Clip, in the Filename text box, enter the path and filename of the video clip file, or to select the file, click Browse. The WebCT Browser appears.
5. In the Description text box, enter a description for the video clip.
6. Click **Add**. The screen refreshes and the Video Clip List is updated.
7. To make the changes available to students, update the student view.

### Editing a video clip

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Video**. The Video screen appears.
4. Under Video Clip List, select the video clip that you want to edit.
5. Under **Options: Other**, click **Edit**. The Video Clip Editor screen appears.
6. To change the video clip file, in the Filename text box, enter a new path and filename for the video clip, or to select the file, click Browse. The WebCT Browser appears. Select the file.
7. To change the video clip description in the Description text box, enter a new description for the video clip, and click **Add**. The Video screen appears and the Video Clip List is updated.
8. To make the changes available to students, update the student view.

### Deleting a video clip

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the Table of Contents, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click Video. The Video screen appears.
4. From the Video Clip List, select the video clip you want to delete.
5. Under **Options: Other**, click **Delete**. A warning message appears.
6. Click **OK**. The updated Video Clip List appears.
7. To make the changes available to students, update the student view.

### Deleting all video clips

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the Table of Contents, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Video**. The Video screen appears.
4. Under Options: Other, click **Delete all**. A warning message appears.
5. Click **OK**. A final warning message appears.
6. Click **OK**. The screen refreshes and the Video Clip List is cleared of all items.
7. To make the changes available to students, **update** the student view.

### Adding an audio clip

1. From the **Course Menu**, click **Content Module**. The Content Module screen appears.
2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click Audio. The Audio screen appears.
4. Under **Options: Add an Audio Clip**, in the Filename text box, enter the path and filename for the audio clip, or to select the file, click Browse. The WebCT Browser appears.
5. In the Description text box, enter a description for the audio clip, and click Add. The screen refreshes and the Audio Clip List is updated.
6. To make the changes available to students, update the student view.

### Editing an audio clip

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

2. From the **Table of Contents**, click the page of content. The Content Page Settings screen appears.
3. Under **Action Menu**, click **Audio**. The Audio screen appears.
4. Under Audio Clip List, select the audio clip that you want to edit.
5. Under Options: Other, click **Edit**. The Audio Clip Editor screen appears.
6. To change the audio clip file, do one of the following:
7. In the Filename text box, enter a new path and filename for the audio clip.
8. To search for a file, click **Browse**. The WebCT Browser appears. Select the file.
9. To change the audio clip description, enter a new description for the audio clip in the Description text box, and click Add. The screen refreshes and the Audio Clip List is updated.
10. To make the changes available to students, update the student view.

### Deleting an audio clip

From the Course Menu, click Content Module. The Content Module screen appears.

1. From the Table of Contents, click the page of content. The Content Page Settings screen appears.
2. Under Action Menu click Audio. The Audio screen appears.
3. From the Audio Clip List, select the audio clip you want to delete.
4. Under Options: Other, click Delete. A warning message appears.
5. Click OK. The updated Audio Clip List appears.
6. To make the changes available to students, update the student view.

### Deleting all audio clips

1. From the Course Menu, click Content Module. The Content Module screen appears.
2. From the Table of Contents, click the page of content. The Content Page Settings screen appears.
3. Under Action Menu, click Audio. The Audio screen appears.
4. Under Options: Other, click Delete all. A warning message appears.
5. Click OK. A final warning message appears.
6. Click OK. The screen refreshes and the Audio Clip List is cleared of all items.
7. To make the changes available to students, update the student view.

### Using the Expanded Control Panel Map

The **Expanded Control Panel** is a single screen with links to all functions in WebCT. The **Expanded Control Panel** allows you to view, add to, manage, and modify all functions of your WebCT course on a single screen. The **Expanded Control Panel** is accessed by clicking on the Control Panel button and then the **Expanded Control Panel** link.

Using **Designer Map**, you can:

- Prepare a syllabus
- Use the Content Assistant
- Add a page or tool
- Manage your files
- Manage your course
- Change settings
- Modify all existing course features

### Student Presentations

**Student Presentations** enables a student or a group of students to create a presentation and upload it to a WebCT course. Students within the course, and the instructor, can then see the presentation created by their own group and those presentations created by other groups. With WebCT, designers can now make presentations private, public, or available at a specific time and date and they can set these presentations as a default.

**Note:** Depending on administrator settings, you may be able to view members of all presentation groups, only the members of your own presentation group, or no group members at all.

## CD-ROM Tool

The **CD-ROM** tool allows you to provide students access to multimedia files from a course Content Module. You do not have to upload the files to your course; instead, you provide your students with a **CD** that contains copies of the multimedia files. When students click a link in the Content Module, the **CD-ROM** tool reads the file from the student's local CD-ROM drive.

Specific directions for setting up the CD-ROM Tool can be found in the Help menu. In order for the CD-ROM tool to find files on students' local CD-ROM drives you must create a "dummy" directory structure, a folder and file structure with no content, in Manage Files. The directory structure you create in Manage Files must exactly replicate the directory structure of the CD distributed to your class. The directory structure you create need only contain the file path to those files you wish to use in the Content Module. Open your **CD** to view its structure. Change to List View and use the print screen feature to take a snapshot of the directory structure. You can paste the snapshot into a Word document for printing purposes.

## Creating an Image Database

**Image Database** allows you to create databases of images for your students. The following table describes the default fields for each image database and the suggested content. When you create an image database, you enter the content for each field. The only mandatory field is the filename field.

Before you and your students can use **Image Database, you must add it to your course.** For more information, see Add Page or Tool.

Image Database allows you to create databases of images for your students. The following table describes the default fields for each image database and the suggested content. When you create an image database, you enter the content for each field. The only mandatory field is the Filename field.

Field	Content
<b>Keywords</b>	A required field that describes the image. Note: When students search the image database, WebCT searches this field.
<b>Creator</b>	The person who created the image.
<b>Filename</b>	A required field indicating the location of the image in your WebCT My-Files folder.
<b>Title</b>	The title of the image.
<b>Description</b>	The caption that students see when they view the image.
<b>Thumbnail</b>	The location of the thumbnail image in your WebCT My-Files folder. Note: Thumbnails are small versions of your image. They are useful because they provide a preview of the image and take less time to download than the image itself.

Once you have created an image database, you can hide fields from or release fields to your students, and you can add additional fields to assist you with teaching or organizing your course. For example, if you wanted to make specific images available during certain weeks of the course, you could create a field named Week. You could then release the image to students based on the information in the Week field.

## Tips from Faculty

Use the Assignment Tool to return assignment to all students even if only one member of each group submitted the assignment

I used the assignment function of WebCT for the first time this semester; in the past I just had them email files to me. I had my students turning in files of graphs and tables and reports from lab. I always ask the students to work in pairs and just turn in one copy per pair of students. Initially I thought I would not be able to return the files to the both partners since only one had initially submitted the files. To my surprise, I found I could.

Here is how you do that. After you grade the files, go the "Manage Students" and edit the assignment grade column to put the grades in. Then go the assignments page. If a grade has been recorded for the student, it will then allow you to download files for that student, even if the student never submitted a file to you initially. The trick is that you have to record the grade first on the regular grading spreadsheet under manage students.

Again, I thought it was pretty neat that I could return the assignments to both lab partners even though only had submitted the files to me. I actually did save paper this semester by not printing any of these lab assignments, and it was easier to return the files to all the interested parties.

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## Topics & Tools

### Manage Files:

1. Setting up the Manage Files "**My-Files**" folder is the biggest single time saver for working with WebCT. The more efficient the organization of the "My-Files" folder is the faster all the work will progress. Mirroring this folder on the local hard drive can speed up the organization process and reduce errors.
2. To minimize scrolling in version 3.\*, create separate folders in "My-Files" for everything: syllabus, PowerPoint slides, images, and lessons. It doesn't matter how the structure is created. It should simply be kept simple and efficient.
3. When "**previewing**" a file by clicking on it, use the "Back" button on the browser to return to Manage Files rather than the hyperlink. This cuts down on scrolling through the files to get back to the location that was just left in Manage Files.
4. "**Hide Navigation**" can be chosen in order to have more screen space for viewing documents and the entire file structure of Manage Files.
5. To limit scrolling and hunting for files open the Browser Find option, under "Edit>>Find" or CTRL+F. This opens the browser "Find" window, which can be left open. Type in however much of a file or folder name that can be remembered and either search Up or Down and hit the "Enter" key. This can be much faster than using page up and page down keys or the scroll bar or the scroll wheel on the mouse, when manually searching for a file in the

My-Files folder. Of course, it means that a familiarity with the folder or file names must be possessed, but it is the only "Search" option available in the Manage Files feature. This is only good for finding one file/folder at a time and not for quickly selecting a group of files (as was possible in versions 1.3 and 2.1). The designers at WebCT are working on a "Mark All" feature for Manage Files. Another limitation is that "Find" will not work unless all the folders are open and the file names visible. This is not a true search but only looks at text on the current html page. Also, "Find"

does not accept any wildcard characters, however, just turn off "Match Case" and type in as much or as little of the file/folder name that is being looked for.

6. **Zippping Folders.** The zip folders option under Folder Options will only zip one folder at a time. Therefore, if multiple folders need to be zipped all at once, simply choose to zip a folder that is one level higher and that contains all of the folders that need to be zipped. Example, you can zip all the student presentation files by zipping the main folder, but once inside "Student\_Pres" folder, you would have to zip each group one at a time.
7. There are other uses for the Zip function such as having zip files within zip files and unzipping them into the file structure that is created ahead of time, but these can become confusing to the novice.
8. Instead of using the upload feature, which takes 5 clicks. Try creating a file and then name it with the correct name and .htm or .html extension. Have the document open in the html editor, copy and paste the html code from the editor to the new file in WebCT. This only takes a few keystrokes and almost no time. It is prone to errors and requires more concentration and some knowledge of html. Similarly, it is possible to edit files off-line. Simply, copy the html code and paste it over the already uploaded files using the "Edit".

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