

Preparing Course Materials

Three ways to edit a WebCT HTML Document

Method 1: If you have the original web page that you copied from or uploaded you may edit this file with the program you used to create it and then re-upload the file.

Method 2: If you do not have the original file you may select the file, then edit in Manage Files and edit either with the text editor or the HTML editor. Note: If you edit with the text editor you will see the HTML tags.

Method 3: Download the file and then edit it in the program you used to create it.

Method 1: Download File from WebCT using Manage Files

1. Open your browser and login to your WebCT course. Click on the Control Panel and then Manage Files.

Find the file you wish to download by looking through the folders and files panel.

Once you have found the file, click the checkbox to the left of the file's name.

Click the "**Download**" button in the Actions Panel. Click the download and specify a place to store the file.

Click "**Save**".

Open the file for editing in the program that originally created it.

Method 2: Download a File using WebDAV

2. Open the **WebDAV** folder that contains the web page or other file you wish to download.

Drag the file to your desktop and wait for the copy process to finish.

Make changes to the file and save it.

Drag the file into the same location in the course **WebDAV** folder as the original file and the original file will be overwritten and the link to the content will not need to be changed.

Open the File in the program that created it (word, FrontPage, PP, etc)

3. Open the program. Go to "File" > "Open" and search through your computer or disk to find the file that you just downloaded from WebCT. (Please note that the file will probably be an HTML file. When you begin searching for the file, you need to see "File Type" listed as HTML.)

Open the file and make any desired changes. When you have finished editing the file, remember to save it with the same name

Replace the older version of the file in WebCT with the newer one that you just saved. If you save it to the same location as the old file, the old file will be replaced and the link will not break.

Replace the Older File

Now, switch back to your WebCT course. You should still be in the "File Manager".

Click "**Upload**" on the Action Panel.

Upload the edited file to the same location as the original file. WebCT will tell you that the current file already exists in your course. Click "Overwrite" to replace the older file with the newer file that you just edited. Check the link to the file on your course pages to make sure it is still working.


Method 3:

Edit the file online using WebCT's built on HTML/Web Page editor.

Using the HTML Editor

Note: Depending on administrator settings, this feature may not be available. The edit-on Pro editor by RealObjects is a What You See Is What You Get (WYSIWYG) Hypertext Markup Language (HTML) editor which allows you to create and publish content on the Web without having to know HTML.



The HTML editor provides word-processor-like features that display text and graphics the same as they will appear in a browser. The HTML editor is available from Content Module, Discussions, Mail, Manage Files, Organizer Pages, Student Homepages, and Student Presentations.

For more information about the RealObjects edit-on Pro HTML editor, from the HTML  editor toolbar, click About. The About dialog box appears.


About the different views in HTML editor

The edit-on Pro HTML editor allows you to work on your content in two different ways—using WYSIWYG view, which displays text and graphics as they will appear in a browser, or using HTML View, which displays the HTML code. To change the view in which you're working, on the HTML editor status bar, click WYSIWYG or HTML View.


Expanding or shrinking the toolbar

If you want to expand or shrink the toolbar in the HTML editor, click Shrink the toolbar  or expand the toolbar . The toolbar shrinks or expands.

Showing all paragraph marks

You can show or hide paragraph marks and other formatting marks. Showing paragraph marks helps you see where each paragraph ends. To show all paragraph marks, click Show All . The paragraph marks and other formatting marks show.

Using the HTML editor on a Macintosh

If you are working on a Macintosh, before you exit the HTML editor, make sure you save your changes by clicking Save . If you exit the HTML editor without saving, any changes you made in the HTML editor will disappear.

Entering Text

You can enter text in the HTML editor the same way you enter text in a word processor.

4. In the tool, click **HTML** editor. The HTML editor appears.

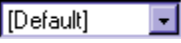
In the editing area, enter your text.

Formatting Text

Changing the font of text

Note: The default font type is Serif.

5. Select the text you want to change.

6. From the Font Type drop-down list , select a font type. The selected text is modified.

Changing the size of text

Note: The default font size is 12.

7. Select the text you want to change.

8. From the **Font Size** drop-down list , select a font size. The selected text is modified.

Applying bold formatting to text

9. Select the text you want to change.

From the toolbar, click Bold.  The selected text is bold.

Applying italic formatting to text

10. Select the text you want to change.

From the toolbar, click Italic.  The selected text is italic.

Underlining text


11. Select the text you want to change.

From the toolbar, click  Underline. The selected text is underlined.

Changing the color of text

12. Select the text you want to change.

From the toolbar, click Font  Color. The Colors dialog box appears.

Under Standard Colors, click a  color. Note: If you mouse over a color, the color's name and hexadecimal code appear in the dialog box's title bar.

The color of the selected text changes.


a. If you want to add a custom color:

- In the RGB text box, enter a hexadecimal code.
- Click Add to custom colors.

- Under Custom Colors, click the custom color. The color of the selected text changes.

Formatting Paragraphs

Applying a paragraph format

13. Click the paragraph you want to change.
14. From the **Paragraph Format** drop-down list , select a format. The selected paragraph is modified.



Aligning text with the left margin

15. Select the text you want to change.
- From the toolbar, click **Align Left** . The text is aligned to the left.


Centering text

16. Select the text you want to change.
- From the toolbar, click **Center** . The text is centered.




Aligning text with the right margin




17. Select the text you want to change.
 18. From the toolbar, Click **Align Right** . The text is aligned to the right.
 19. Increasing the left indent of an entire paragraph
Select the paragraph you want to change.
- From the toolbar, click **Increase Indent** . The indent increases.

Decreasing the left indent of an entire paragraph

20. Select the paragraph you want to change.
- From the toolbar, click **Decrease Indent** . The indent decreases.

Adding Bullets or Numbers to a List



21. In the editing area, click where you want the list to appear, or select the item(s) you want to add bullets or numbers to.
22. From the toolbar, do one of the following:
 - a. To add bullets, click **Bullets** .
 - b. To add a numbered list, click **Numbered List** .
 - c. To add an alphabetical list, click **Alphabetical List** .

Note: When you press Enter to add the next list item, the HTML editor automatically inserts the next bullet or number. When you want to finish the list, click **Bullets** , **Numbered List** , or **Alphabetical List**  again.


Moving or Copying Text and Images

23. Select the item you want to move or copy.

24. Do one of the following:

- a. To move the item, from the toolbar, click  **Cut**.
- b. To copy the item, from the toolbar, click  **Copy**.

Click where you want the item to appear.


From the toolbar, click  **Paste**.

Inserting Text from another Source

You can insert text from another source into the editing area.

25. Copy the text from the other source.

26. In the editing area, click where you want the content to appear.

27. From the toolbar, click **Insert**  **Text**. The **Paste Text** from Clipboard dialog box appears.

28. Paste the text into the dialog box by pressing CTRL+V.

29. Do one of the following:

- a. If the text is in plain text format, select Plain Text.
- b. If the text is in HTML format, select HTML.

Click **OK**. The text is inserted.

Inserting a Symbol

30. In the editing area, click where you want to insert a symbol.

31. From the toolbar, click **Insert**  **Symbol**. The Insert Symbol dialog box appears.

32. Click the symbol you want to insert. The symbol appears in the Insert box.

33. Click Insert. The symbol is inserted.

34. To close the Insert Symbol dialog box, click **Close**.

Inserting an Image

35. In the editing area, click where you want to insert an image.

36. From the toolbar, click **Insert**  **Image**. The Insert Image dialog box appears.

37. In the Source text box, do one of the following:

- a. If the image is saved in the main My-Files folder, enter the file name of the image. For example, to insert an image named Europe_map.gif, which is saved in the main My-Files folder, you would enter Europe_map.gif.
- b. If the image is saved in a folder within My-Files, enter the path and file name of the image. For example, to insert an image named Asia_map.gif, which is saved in a folder named Maps in the main My-Files folder, you would enter Maps/Asia_map.gif.
- c. If the image is on a different web site, enter the full address of the web site, the path, and the file name of the image.


In the **ALT-String** text box, enter a short description of the image. This text displays in a browser when you mouse over the image.

In the **Border Width** text box, enter the width of the border in pixels.

In the Size text boxes, enter the width and height of the image in pixels, and click OK.


The image is inserted.

Inserting a Horizontal Line

38. In the editing area, click where you want to insert a horizontal line.
39. From the toolbar, click Insert **Horizontal Line** . A horizontal line is inserted.


Inserting and Modifying a Table

Inserting a table


40. In the editing area, click where you want to insert a table.
41. From the toolbar, click **Insert**  **Table**. The Table Properties dialog box appears.
42. Select the desired number of rows and columns; the table, row, column, cell, and color properties, and click **OK**. The table is inserted.

Inserting the default table


The HTML editor's default table has four columns and three rows.

43. In the editing area, click where you want to insert the default table.
44. From the toolbar, click Insert **Default**  **Table**. The table is inserted.

Adding a row to a table


45. In the table, click in a cell above or below where you want to insert the row.
46. From the toolbar, click **Insert**  **Row**. The Insert Row dialog box appears.
47. Select the position in which you want to insert the row and click Insert Row. The row is inserted.

Adding a column to a table


48. In the table, click in a cell to the left or right of where you want to insert the column.
49. From the toolbar, click **Insert**  **Column**. The Insert Column dialog box appears.
50. Select the position in which you want to insert the column and click Insert Column. The column is inserted.

Inserting a Hyperlink

You can create a link from text or an image to another document or web site.

51. Select the text or image you want to represent the hyperlink.
52. From the toolbar, click **Insert**  **Hyperlink**. The Insert Hyperlink dialog box appears.
53. In the HREF text box, do one of the following:
 - a. If you want to insert a link to an HTML document saved in the main My-Files folder:
 - **Delete http://.**
 - Enter the file name of the document. For example, to insert a link to an HTML document named European_history.html, which is saved in the main My-Files folder, you would enter European_history.html.
 - b. If you want to insert a link to an HTML document saved in a folder within the main My-Files folder:

- **Delete http://.**
 - Enter the path and file name of the document. For example, to insert a link to an HTML document named Asian_history.html, which is saved in a folder named History in the main My-Files folder, you would enter History/Asian_history.html.
- c. If you want to insert a link to a web site, enter the full address of the web site, including the protocol http:// or https://.

To the right of the **Target text box**,  click and select the location in which the link should appear.

Click **OK**. The hyperlink is inserted.

Inserting HTML

You can insert an external HTML page.


54. In the editing area, click where you want to insert the HTML file.

55. From the toolbar, click **Insert HTML** . The Insert HTML file at current position dialog box appears.

56. In the URL text box, following http://, enter the full address of the web site, the path, and the file name of the page.

57. Click **OK**. The page is inserted.

Checking Spelling

58. From the toolbar, click **Spelling**  **Check**. If the HTML editor finds a possible spelling error, the Check Spelling dialog box appears.

59. Make your changes.

60. When the spelling check is complete, click **OK**.

Building Content Modules

Preparing Course Materials for loading into WebCT;

Converting Microsoft Word Documents to HTML

Open the existing **Word** file.

Delete unnecessary images.

Choose file > **Save as HTML** (save as Web Page), or, better, if available, File > Export > Compact HTML. (This "export" function may be enabled if you have Word 2000);

Navigate to the directory (folder) where you want to keep your Web Documents.

Keep your converted Web Page in a directory separate from source documents, such as the original Word document that you are presently converting to HTML. **See**

Figure 18.

Note: If you are using Office XP, Choose **File > Save As Web Page**, change the “**Save As Type**” to “Web Page filtered”. Check to make sure the document title accurately reflects the page content (it may become the link text when you link the file to WebCT tool), make sure the file name contains **NO spaces**. The only dot

should be directly before the file extension. **Note:** Your page may look quite different in the browser from how it appears in Word. In particular, check for:

Paragraph returns - these cause double line spaces where you expect single? **

Tabs - Tabs do not convert to HTML. Remove them from the Word document before you convert. You may align columns using tables.

Close the browser window, return to Word and revise as necessary.

Resave or export the document.

Images are not embedded in HTML documents as they are in Word documents. Rather, images are stored as separate files that the HTML document links to.

Word creates a new folder for the images included on each Web page. The folder is named after the file (filename files) and is stored in the same folder as the HTML file.

Word creates numbered graphics files (.gif and .png) for each image. Whenever you move or copy the HTML file you must keep the HTML file and its file folder together. Also, do not change the file names or folder names, or visitors to your site will see a broken image icon instead of a picture.

Show file extensions on desktop

To set the Windows OS to show file extensions so that you can see the file types of your documents (.doc, .html, .gif, .png, etc.):

Windows 98: Start > Settings > Folder

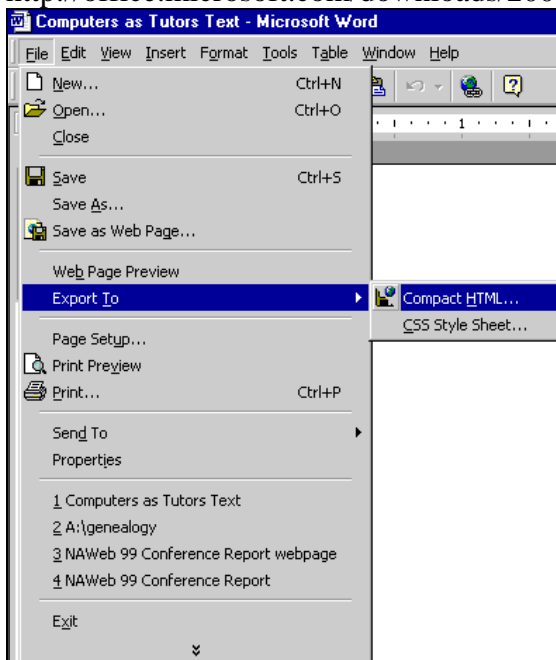
Options: View tab; uncheck 'Hide file extensions for known file types.'

Windows 2000: Start > Settings > Control Panels > Folder options.

HTML filter for files produced in MS Word 2000

MS Word 2000 has an option in **File, Save As** which allows you to convert **Word documents to HTML** format files without the Office-specific code which web browsers will not need. The free filter can be downloaded at

<http://office.microsoft.com/downloads/2000/Mshtml2.aspx>.



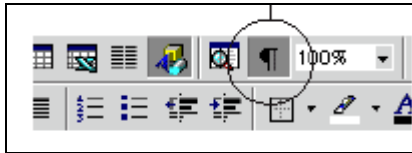
Show Invisible Markers

Turn on **invisible markers** to see paragraph returns, soft-returns, spaces and tabs that you may want to remove or reformat.

Choose **Tools >Options > View tab: Formatting Marks**; check **"All."**

(**Mac—Tools > Preferences > View tab: Non-printing characters**; check **"All"**).

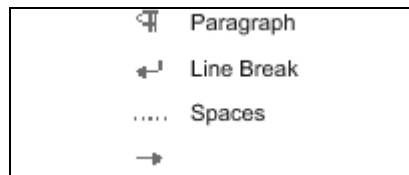
Alternately, depending on how the Tool bar in your copy of MS Word is set up, you may be able to see the Show **Hide Markers** button.



Paragraphs versus Line Breaks

In HTML, unlike in word processors such as MS Word, paragraph returns create a double line space.

Pressing the ENTER key makes a "hard return" or Paragraph: TWO LINE SPACES
SHIFT + ENTER makes a "soft return", or line break: ONE LINE SPACE.



Make your document conversion-friendly

The **Word to HTML** converter (Save as Web Page) is not perfect. Before continuing, look through your document and correct elements that convert poorly. **Three rules to live by in creating Word documents that convert well to HTML** are listed below.

61. When you want to line text or numbers up in columns always use tables (with borders turned off) **NEVER** use tabs or spaces. Columns aligned with tabs and spaces in Word will not be aligned when you convert to HTML. Some newer versions of Word will align these types of columns but in doing so will add a lot of extra code to your web page thus making your page load more slowly and possibly causing compatibility problems for some students.

Allow text to wrap in paragraphs (keep typing and let the text to automatically go to the next line). Do not press the return key (hard return – new paragraph) or the shift and return keys (soft return or line break – new line same paragraph) at the end of each line. Text that wraps will display well on any sized screen. Pressing the return key at the end of each line will only display correctly on screens that are the same size as the screen you are using when you create the document.

Use the **numbered list** or **bulleted list** buttons to create the corresponding list types. Do not type the numbers or bullets. Using the list button formatting will correctly format the text that appears in the lines below the first line in the list item. When students resize the screen the browser will adjust the line formatting correctly. Typing the number or bullet at the beginning of a list item will create formatting problems in screen sizes that are different than your screen size.

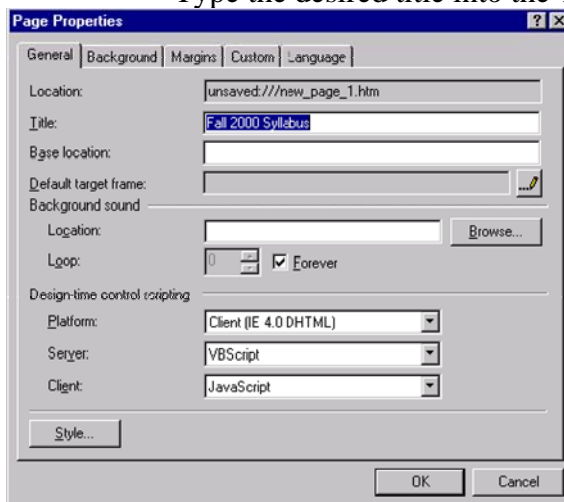
Using FrontPage 2000 to Convert Word Documents to Web Pages:

Another way to convert Word documents to web pages is to use FrontPage as a conversion utility.

Open **FrontPage 2000**.

Insert the Microsoft Word file into FrontPage

- a. Click on **Insert** on the menu bar, click on **File**, change the **Files of type** setting to **All**, select the **desired file type** and then click on **Open**. The file will be converted to HTML format and inserted into the FrontPage page.
- b. Click on the **Preview** tab at the bottom of the screen to see how the file will look in a web browser. Switch back to the **Normal** tab and make any necessary or desired changes just as you would in a word processor
- c. Creating the Document Title for WebCT: When WebCT displays information about the HTML version of this document, the information will include a document title. This page title will automatically appear as the link text to the file in WebCT. You can control what this title says, by creating and/or changing it in FrontPage. To do so
 - Right-click anywhere in the document and select **Page Properties**. The **Page Properties** dialog box is displayed, as shown below.
 - Type the desired title into the Title text box and then click on **OK**.



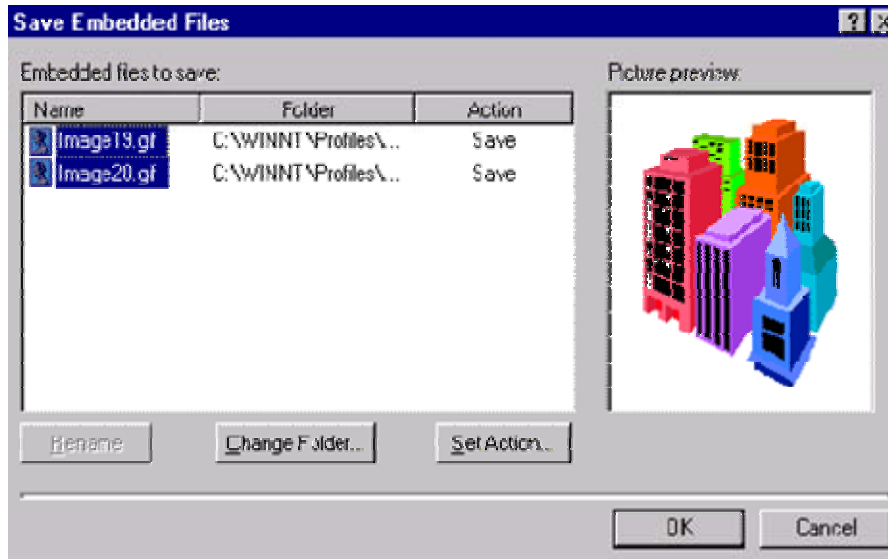
Saving the Converted File:

Once the file has been converted you need to save it. If the new web page has images, you will want to save the file and the images in the same folder on your computer. When you upload the web pages and the images to WebCT you will also need to upload the converted file and folder of images to the same folder so that the links to the images do not break.

62. Click on **File** in the menu bar, and then click on **Save As**.

Type the desired name of the file in the **File Name** text box, select the desired location and then click on **Save**. If the document contains images or other embedded files the **Save Embedded Files** dialog box will appear, as shown below.

Click on the **Change Folder** button, select the same location as you chose above for the file, click on **OK**, and then click on **OK** again. Both the file and the images are saved to the same location.



Your document and images are now ready to be uploaded to WebCT. There are three ways to upload the document and embedded images.

You may **upload** the document and images one-at-a-time.

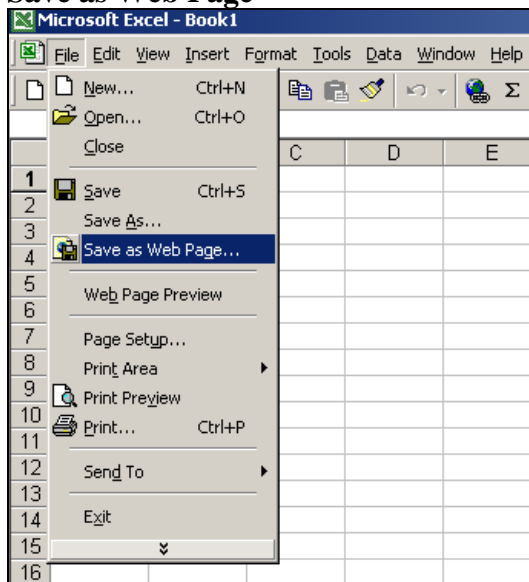
You may use a compression utility to zip the folder that contains the files. (Zipping the folder will allow you to upload the document and images all at once. Once the Zipped file is uploaded you will use WebCT's unzip utility. Use it to unzip the zipped file back into the folder containing your web page and images).

You can set up **WebDAV** on your computer and drag files from your computer to the specific course's WebCT folder.

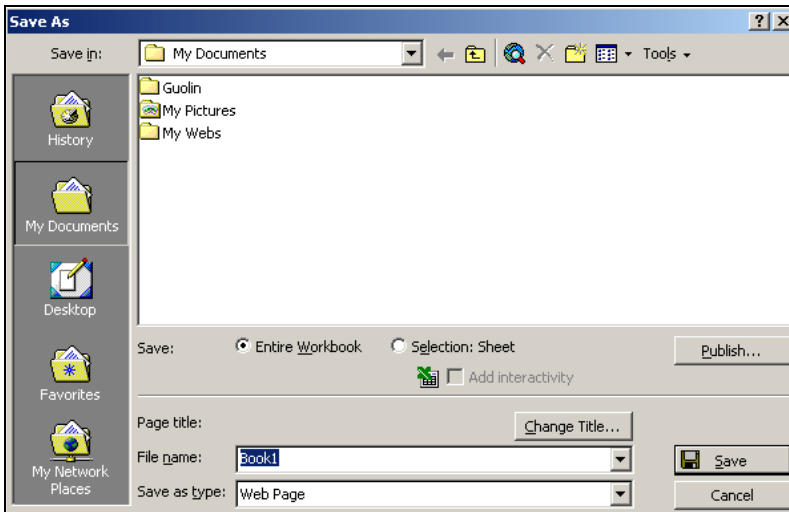
Converting Excel Files to HTML

Using the same method for Excel conversion as you would for Word is fine if the spreadsheet is small (under 100 kb). As above, click 'File' on the main menu bar, then

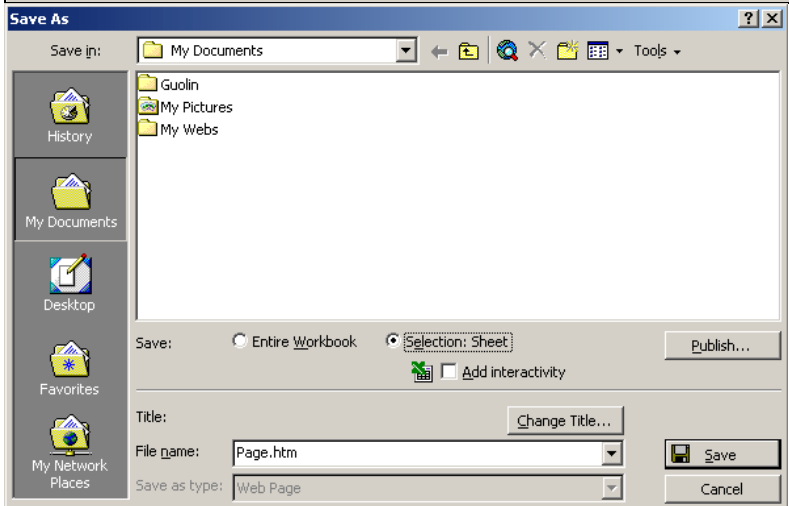
Save as Web Page'



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. 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.



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.



Other than these steps, all you need to remember is to exclude any spaces in your filename, and click "Save".

The following elements do **NOT** convert well:

- | | |
|--|--|
| Footnotes | Anything involving tabs |
| Headers and footers | Page numbers |
| Special characters | Page breaks |
| Superscripts and subscripts | Styles, including headings |
| Small caps | Anything you draw with Word's drawing tools, such as WordArt |
| Paragraph formatting such as double spacing and first-line indentation | |

The following elements **DO** convert well:

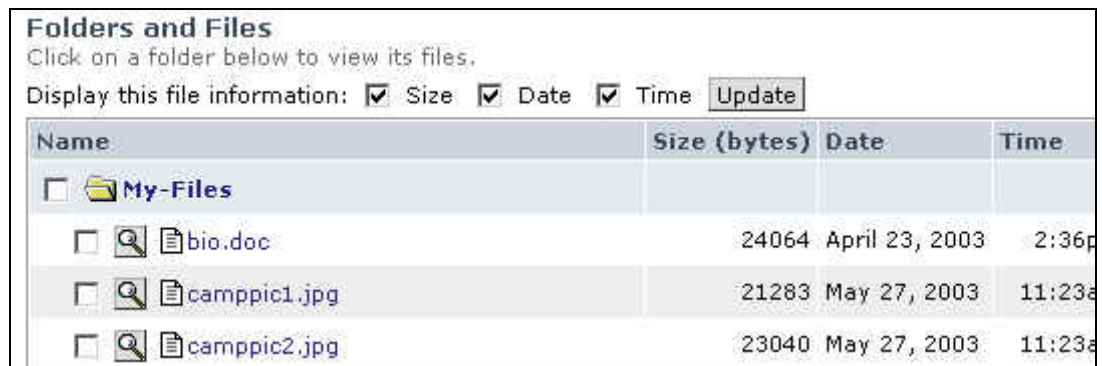
- | | |
|--------------------------------|--------------------------------------|
| Tables | Images in GIF format |
| Tables of contents and indices | Bold, italicized and underlined text |
| Bulleted or numbered lists | Fonts, though the size may change |
- For maximum control over how your pages look, use only the most universal fonts such as Times New Roman, Arial, and Courier. While fonts convert well to HTML, your chosen font will only be visible if visitors to your Web page have that font installed on

their own computer. Your user's computer will substitute another font for the one you used, changing the look of your page, if the font is not installed on their computer.

Manage Files

Manage Files stores all the files that make up your WebCT course. This storage area is located on the networked computer running the WebCT server software. Manage Files uses a file structure similar to those found in the Windows and Macintosh operating systems. This tool allows you to:

- Browse through the WebCT permanent files for files and images
- Upload files to the WebCT server from your computer
- Download files from the WebCT server to your computer
- Zip and unzip (compress and decompress) files on the WebCT server
- Copy, delete, rename, and move files, and create new folders



Creating New Files In Manage Files.

Using **File Manager**, you can create new text and HTML files in the folder of your choice. Folders are listed under Folder and Files in the bottom half of the Manage Files screen.

63. Choose the destination folder by selecting the checkbox next to the folder's name.

Note: you cannot create a new file in the WebCT-Files folder.

Select **Create File** under **Options: Files**.

Type a name for the new file in the small text box, making sure to leave the .html file extension.

Note: the new name cannot contain any of the following characters: tabs, line feeds, carriage returns: ~ [] ! @ # \$ % ^ & * () + ` } } | \ < > , ? / ; ' " Choose to type in a standard text box or to use the HTML editor.

Create the content for your new file by typing in the large text box. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.

Click Save when you have finished entering file content.

Editing Files

Occasionally, you may want to edit files in **WebCT**. The Edit option enables you to make changes to the text and codes in your .txt and .html files in **Manage Files**.

64. Select the **checkbox** next to the file you want to edit. Files are listed under **Folders and Files**. (Note: you cannot edit files in the WebCT-Files folder.)

Select **Edit** under **Options: Files**.

Change the content of the file you may use either the standard text editor or the HTML editor. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.

Click **Update** when you have finished entering file content.

Copying Files

The **Copy** option allows one or more files to be copied from the current folder to another. Copies of the file will thus exist in two folders.

65. Select the checkbox (es) next to the file(s) you want to copy.

Select **Copy** under **Options: Files**.

Click **Go**. The **Copy Files** screen appears.

The file(s) that you selected to copy appear on the left side of the screen. If you decide not to copy a file, clear its checkbox. Select a destination folder from the list box on the right and click **Copy**.

Moving Files

The **Move** option allows one or more files to be moved from the current folder to another folder. When a file is moved, it will no longer exist in the original folder. If you want to leave a copy of the file in its original folder, use the Copy feature instead.

66. In manage files, select the checkbox (es) next to the file(s) you want to move.

Click **Move** under **Options: Files**.

The **Move Files** screen appears.

The file(s) that you selected appear on the left side of the screen. If you decide not to move a file, clear its checkbox. Select a destination folder from the list box on the right and click **Move**.

Renaming a File

The **Rename** option allows you to rename a file in **Manage Files**.

67. Select the checkbox next to the file you want to rename. Note: you cannot rename files in the WebCT-Files folder.

Select **Rename** under **Options: Files**.

The **Rename File** screen appears.

Type a name for the new file in the small text box. Note: the new name cannot contain any of the following characters: tabs, line feeds, carriage returns: ~ [] ! @ # \$ % ^ & * () + ` } | \ < > , ? / ; ' "

Click **Rename**.

Deleting a File

The **Delete** option allows you to delete one or more files from **Manage Files**.

68. Select the checkbox (es) next to the file(s) you want to delete.

Select **Delete** under **Options: Files**.

The **Delete Files** screen appears.

The file(s) that you selected appear on the left side of the screen. If you decide not to delete a file, clear its checkbox. Click **Delete**.

Displaying File Attributes

Size, date, and time attributes are displayed by default in the Folders and Files listing. You can hide an attribute by clearing its checkbox. To refresh the screen, click Update.

Uploading and Downloading Files in WebCT

Uploading Files using Manage Files

Uploading a file involves transferring it from your personal computer to the remote server hosting your WebCT course. Note: if you want to upload multiple files, zip them up with a file compression program and then upload the .zip file or use WebDAV.

69. Choose a destination folder by selecting the checkbox next to the folder's name. Note:

You cannot upload files to the WebCT-Files folder.

Select **Upload** under **Options: Files**.

Click **Browse** to locate the file to upload. Note: the file name cannot contain any of the following characters: tabs, line feeds, carriage returns: ~ [] ! @ # \$ % ^ & * () + ` } | \ < > , ? / ; ' " }

Select the file and Click **Open**.

Click **Upload**.

Downloading Files using Manage Files

Downloading a file involves transferring the file from the remote server hosting your WebCT course to your personal, local computer. Note: if you want to download multiple files at once, zip them first and then download the .zip file.

70. Select the checkbox next to the file you want to download.

Select **Download File** under **Options: Files**.

The Download file confirmation window appears.

Click **Download**.

Follow screen directions for saving the file on your computer.

Uploading More than One File at Once

Many web pages that you wish to place in your course have links to other web pages, images, sounds, etc. If you forget to upload the linked files or if you upload the linked files to the wrong folder (directory) the links will not work, the images will not show, the sounds will not play, or the web presentations will not display. Since WebCT's file manager only allows you to upload one file at a time uploading a web based presentation or a mini web site could take some time to accomplish.

To make this easier for you WebCT has provided us with two tools

71. The zip and unzip tools inside of **Manage Files** (We will count this as one tool)

72. The **WebDAV** tool.

WebCT's unzip tool will decompress (upzip) a zipped file that contains multiple files that you have zipped (compressed) into the compressed file using a zip utility like WinZip. The WebDAV tool allows you to set up a folder (actually a Web Folder) on your computer in which you just drag files into just like any other folder you have worked with.

In order to Zip and Unzip files on your computer you will need to install an additional Zip utility (program) on your computer. This will allow you to Zip a folder of files on your computer, upload the zipped file into WebCT and then use WebCT's unzip tool to unzip the file back into the folder. You can also run this process in reverse. You can zip a folder of files in WebCT, download the zipped file, and unzip the file on your computer.

Zipping and Unzipping Files using the WinZip Utility

Zipping a folder using right click

To compress an existing folder to a WinZip file right click on the folder's icon. A pop-up menu will appear and one of the options will be "add to (folder's name).zip". Clicking this option will create a compressed file out of the folder and place it on the desktop.

Unzipping a Folder Using right click

To decompress a folder simply right click on it's icon and select, "extract to ...folderpath" the file window will appear which gives the options for where the folder will be stored. If right click is not available on the computer being used refer to the "Unzipping a Folder without a right click," directions.

Zipping or Unzipping a Folder without a right click

When the right click on the computer is disabled look under the file menu to find the commands that are normally displayed in the pop-up menu that displays using the right click.

Windows Zip Utilities

WinZip: <http://www.winzip.com/>

UltimateZip: <http://www.ultimatezip.com>

this program is similar to WinZip and it is free.

Macintosh Zip Utilities

ZipIt

StuffIt Deluxe

Zippping and Unzipping Files using the WebCT Zip Utility

Zippping Files

The Zip feature compresses several files into one file. This feature is particularly useful if you want to download more than one file at a time.

1. Select the checkboxes next to the files you want to zip.
2. Select **Zip** in the **Actions Panel**.
3. The **Zip Files** screen appears.
4. The files that you selected appear on the left side of the screen. If you decide not to zip a file, clear its checkbox. Select a destination folder from the list box on the right, and type a name for the new file in the File Name text box. Note: the new name cannot contain any of the following characters: tabs, line feeds, carriage returns : ~ [] ! @ # \$ % ^ & * () + ` } } | \ < > , ? / ; ' "
5. Click **Zip**.
6. Once you download the zip file to your local computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Unzipping Files

This operation allows you to unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

73. Select the checkbox next to the file you want to unzip.
74. Select **Unzip** in the **Actions Panel**.
75. The **Unzip File** screen appears.

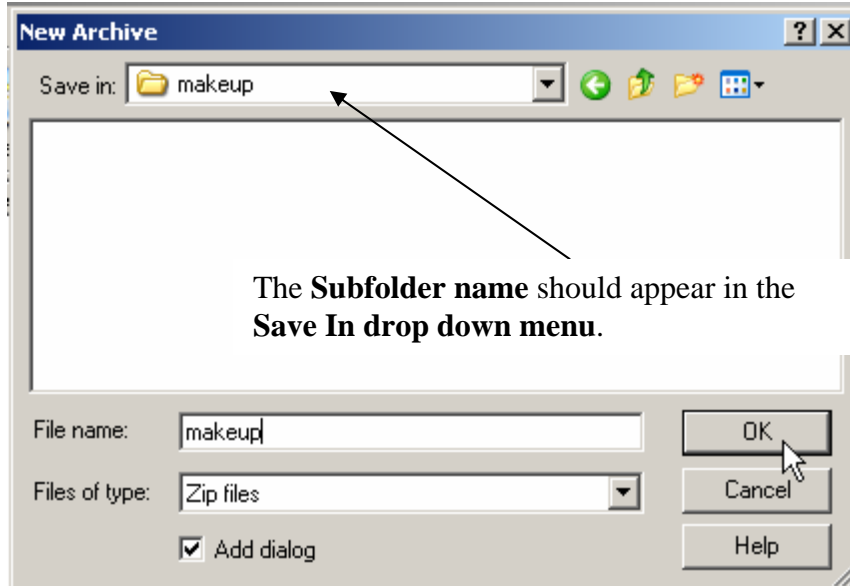
Select a destination folder for the unzipped files from the list box and click **Unzip**

Combine all of the files on a course CD into one zipped, archived (compressed file).

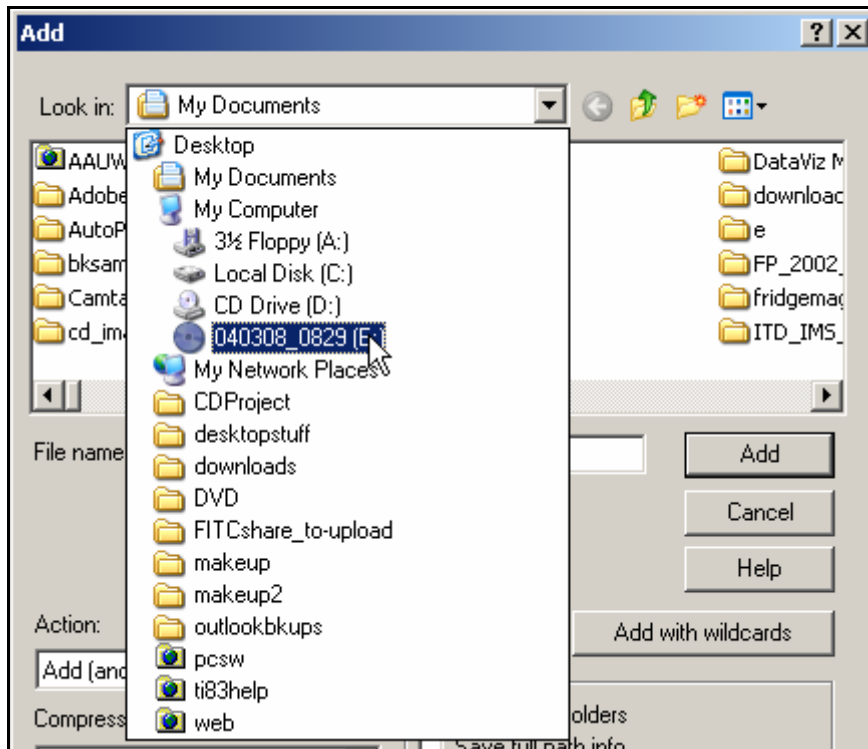
76. Open WinZip and click the "New" button.



77. Choose the location to save the New Archive (compressed file) and click the OK button.

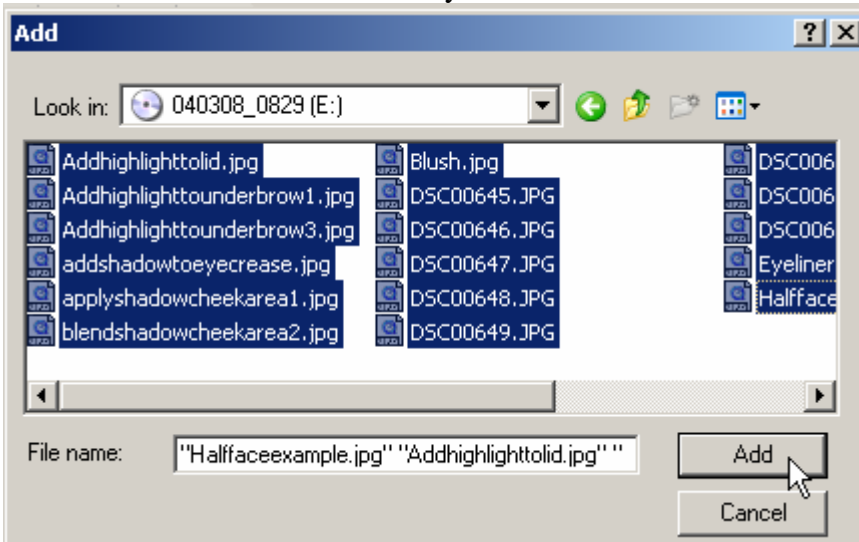


78. Choose the CD drive that contains your course CD from the **Look in: drop down menu**.

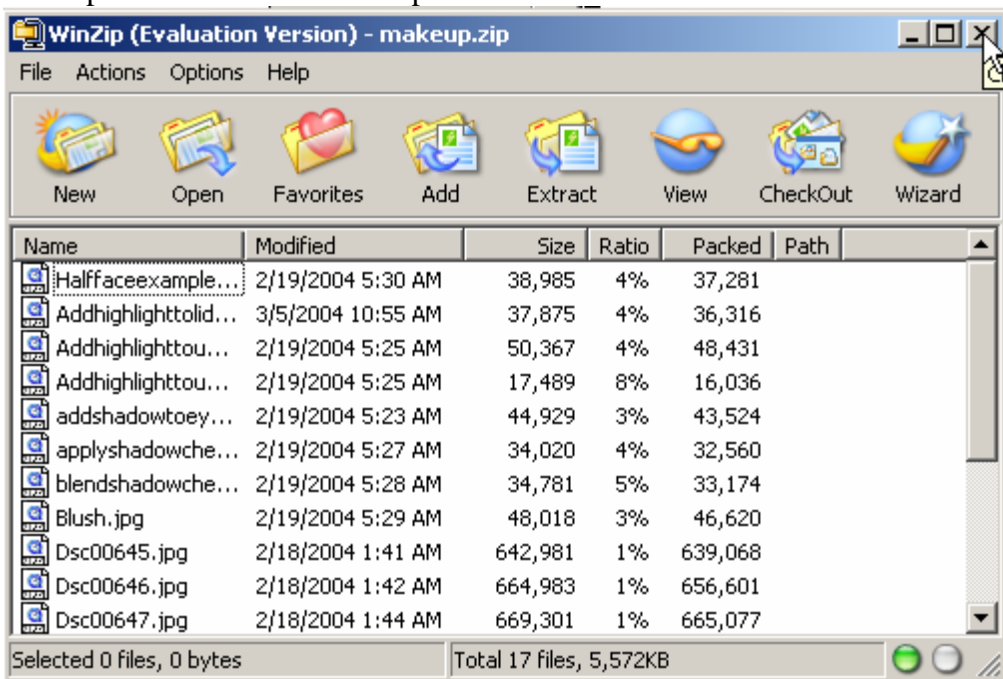


79. **Highlight all of the files and folders** that appear in the CD window. **Tip:** Click on the first file, hold your shift key down, and click on the last file. This will highlight all

of the file and folders automatically. Click the Add button.



80. When the archiving (compression) process completes all of the files will appear in the WinZip window. Click the close box, the X in the upper right hand corner of the WinZip window to close WinZip.



81. Verify the location of your newly create Zipped file (compressed archive).

Accessing Manage Files using the WebCT Browser

As you design your WebCT course, you will occasionally encounter a Browse button. Clicking this button will open the WebCT Browser screen. Like the File Manager, the WebCT Browser lets you upload files and select files from your WebCT folders for use in WebCT tools such as Calendar, Quiz, and Course Content.

82. To view the contents of a folder, click the folder.

To preview a file, click on the magnifying glass near the filename.

To choose a file, select its option box and click Add Selected. You can only select one file at a time.

To choose a file from your personal computer, click the Browse button.

Uploading a file with the WebCT Browser

While viewing the contents of the manage file area

83. Click **Browse**. To locate and select the file on your computer

Click **Open**

Select a destination for the file in the Upload to drop-down list.

Next to **Upload** to, click **Upload**. The WebCT Browser screen reappears.

Locate the file, verify the option button next to the file is selected, and then click **Add Selected**.

WebDAV Info

WebDAV Info displays the URLs needed to create web folders that can be used to add and delete content to and from your course.

Managing Files with WebDAV

You can view, manage, move, copy, save, and rename the files and folders on your WebCT server just as you would perform the same actions on your computer. However, when you view the WebCT course contents in your Web folder, you see a list of files and folders and their associated Internet addresses or URLs. To set up WebDAV, map a web folder to your WebCT server using the file system for your operating system. You can set WebDAV to access both the Manage Files folder and the Course Backup folder

Setting up WebDAV on Windows 2000 or Windows XP

Note: When using WebDAV with Windows XP, you may have to enter your WebCT username and password multiple times.

From your *myWebCT*, click **WebDAV info**. The *WebDAV Info* screen appears.

From the *WebDAV info* screen, select the URL of the folder for the course you want local access to: *Course files* or *Course backups*.

Copy the URL including `http://`

From your Windows desktop, double-click **My Network Places**. The *My Network Places* folder opens. **Note:** See Microsoft Windows online help for information about using *My Network Places*.

From your *My Network Places* folder, double-click **Add Network Place**. The *Welcome to the Add Network Place Wizard* appears.

In the *Type the location of the Network Place* text box, paste the URL you copied.

Click **Next**. The *Enter Network Password* screen appears.

Enter your WebCT designer *User name* and *Password* **Important:** If you are sharing a local computer you should clear *Save this password in your password list*.

Click **OK**. The *Completing the Add Network Place Wizard* screen appears. **Note:** If your password is not valid see your WebCT administrator.

In the *Enter a name for this Network Place* text box, enter a name.

To complete your WebDAV setup, click **Finish**. A Microsoft Web Folder appears containing your WebCT course files. You can view, manage, move, copy, save, and rename files and folders on your WebCT server just as you perform the same actions in the file manager.

Setting up WebDAV on Windows 98

From your *myWebCT*, click **WebDAV info**. The *WebDAV Info* page appears.

From your *WebDAV info* page, select the URL for the course and folder you want local access to: *Course Files* or *Course Backups* and copy the URL including `http://`

Double-click **My Computer** and then open **Web Folders**.

Double-click **Add a Web Folder**.

For location, paste your WebCT folder URL.

When prompted for a **User Name** and **Password**, enter your WebCT Designer **User Name** and **Password**. **Important:** If you are sharing a computer you should clear *Save this password* in your password list.

In the *Network Place* text box, enter a name.

To complete your WebDAV setup, click **Finish**. A Microsoft Web Folder appears containing your WebCT course files. You can view, manage, move, copy, save, and

rename files and folders on your WebCT server just as you perform the same actions in file manager. Note: See Microsoft Windows online help for more information on using Microsoft Web Folders.

Setting Up WebDAV on Mac OS X Using Finder

Important: If your WebCT server is using SSL, you cannot set up WebDAV on Mac OS X using Finder. See [Setting up WebDAV on Mac OS 9 and Mac OS X using a WebDAV application](#).

WebDAV is integrated into Mac OS X allowing you to mount your course's Manage Files or Course Backups and use the Finder's file management system to move and edit files. Note: To use OS X native WebDAV, you may need to upgrade to OS X 10.2 .

From your *myWebCT*, click **WebDAV info**. The *WebDAV Info page* appears.

From your WebDAV info page, select the URL for the course and folder you want local access to: *Course Files* or *Course Backups*.

Copy the URL including `http://`

From the *Finder* click Apple+K on the keyboard or use the menu item *Go > Connect to Server*.

The *Connect to Server* window appears. In the *Address:* text box, paste the URL that you copied. Click **Connect**.

When prompted, enter your WebCT Designer *User Name* and *Password*. Your directory is mounted. You can view, manage, move, copy, save, and rename the files and folders on your WebCT server just as you perform the same actions in the file manager. Depending on your *Finder* preferences, an icon may display on your desktop or the files may be accessible through the *Finder*.

Setting up WebDAV on Mac OS 9 and Mac OS X Using a WebDAV Application

For more information, see the WebCT Knowledge Base:

http://help.webct.com/dev_knowledgebase

Creating a Content Module

Content Modules provide a way of grouping relevant course content together. In general, WebCT course content consists of content pages that can include lecture notes, multimedia presentations, assignments, and quizzes. You can organize content pages into a Table of Contents, which provides students with a guide to the sequence of study. The hierarchical structure also makes it easier for students to find specific course content.

You create the Table of Contents by adding headings and subheadings. You can then add content within this hierarchy by adding files of content. These files appear as hyperlinks in the Table of Contents, which provides students with easy access. When a student clicks on a hyperlink, WebCT displays the content pages that you have created.

Your course files can include; **Text files**, **HTML files**, and **Multimedia files**

Notes:

You must upload any files that you intend to use in your course to WebCT. See Manage Files or WebDAV for more information.

You must update the Student View before modified course content becomes available to students.

Working with Headings in a Content Module

Adding a Heading

Use **Add heading** to create a new heading or subheading in your course table of contents.

You specify where you want the heading to be added.

Under **Table of Contents**, select the heading after which you want the new heading appear.

Under **Options: Table of Contents**, select **Add heading**. The **Add heading** screen appears.

In the **Title** text box, type the new heading, and click **Add**. The revised table of contents appears. **Note:** you can now add content under your heading with Add file or Create and add HTML File.

Deleting a Heading in a Content Module

Use Delete to delete a heading or subheading from your course table of contents.

84. Under **Table of Contents**, select the heading, which you want to delete.

Under **Options: Table of Contents**, select **Delete**. A warning message appears.

Click **OK**. The revised table of contents appears.

Adding a File to a Content Module

Use Add file to add course content to a heading or subheading in the table of contents.

You specify where you want the file to be added.

85. Under **Add or Delete Items**, select **Add File** and click **Go**. The Add File screen displays the files that are available in your course.

From the list of files in your **WebCT** course folder (in the File Manager), select the file that you want to add to your course, and click Add. The revised course table of contents appears.

To upload multiple files, hold down the control key while selecting the file names.

Creating and Adding an HTML File in a Content Module

Course content HTML files can be created outside of WebCT and uploaded with **Manage Files**. WebCT also provides you with the ability to create HTML files while you are building your course content by using **Create and Edit HTML File**. You add an HTML file to your course folder, and then edit it with HTML:HTML Editor.

86. Under **Options: Table of Contents**, select **Create and Edit HTML File**. The **Create and Edit HTML File** screen appears.

In the **Filename text box**, type the name of the new file. (**Note:** Be sure to leave the .html suffix in the file name.)

In the **File content** box, type the title that will appear as the heading name in the course table of contents. Type this title in the box where you see <title>Put your title here</title>. Replace “Put your title here” with your own title.

Replacing Existing Files in the Content Module

You can replace files in your course Table of Contents.

87. Under **Table of Contents**, select the checkbox next to the file you want to replace. Click on **Add Files**. The **Add Files** screen appears. Under **Filenames** highlight the file you want to replace the existing file. Click on the checkbox, **Replace the file selected in the Table of Contents**, and then click on **Add**. The file is now replaced with the new file.

Deleting Content from Your Course

You can delete headings from your course **Table of Contents**.

88. Under **Table of Contents**, select the heading that you want to delete. Under **Add or Delete Items**, select **Delete**, and click **Go**. A warning message appears. Click **OK**. The updated **Table of Contents** screen appears.

Changing where the student sees the action menu

89. To change the location of the action menu, under **Options: Content Module**, select **Edit Content Module Settings**. The **Content Module Settings** screen appears. Under **Action menu, Location**, select the location for the action menu, and click **Update**. The **Table of Contents** screen appears. Note: you can choose to display the action menu at the top of the page (default), at the left of the page, or hide it. If you choose to place the action menu at the left of the page, you can specify the width of the menu, in pixels.

Changing where the student sees the table of contents

90. To change the location of the table of contents, under **Options: Content Module**, select **Content Module Settings**. The **Content Module Settings** screen appears. Under **Table of contents, Location**, select the location for the table of contents, and click **Update**. The **Table of Contents** screen appears. Note: you can choose to display the action menu at the left of the page, or hide it. If you choose to place the table of contents at the left of the page, you can specify the width of it, in pixels.

Changing what is seen first

91. To change what the student sees first in **Content Module**, under **Options: Content Module**, select **Content Module Settings**. The **Content Module Settings** screen appears. Under **Table of Contents, A reader entering this content module will first see**, select what the student will see first when entering the content module, and click **Update**. The **Table of Contents** screen appears. **Note:** you can choose whether the student sees the table of contents (default), or the first heading in the table of contents.

Changing how headings are numbered

92. To change heading numbers, under **Options: Content Module**, select **Content Module Settings**. The **Content Module Settings** screen appears. Under **Table of Contents, Page numbering**, 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.

Changing what appears in the Action Menu

93. To change the items that appear in the **Action Menu**, under **Options: Content Module**, select **Content Module Settings**. The **Content Module Settings** screen appears.

Under **Action Menu**, **Select the Action Menu items you would like to appear in this module**, select the check boxes of the items that you want to appear on the Action Menu. To remove an item from the Action Menu, clear the check boxes of the items that you want to remove.

Click **Update**. The **Table of Contents** screen appears.

Changing the titles of headings

94. To change heading titles, select **Edit titles**. The **Edit Content Page Titles** screen appears.

Type the changes to your heading titles into the text boxes, and click **Update**. The updated **Table of Contents** screen appears.

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:

95. The **Update Student View** button appears when you are in Designer view and you select one of the following:

- **Table of Contents** screen. You get here by selecting **Content Module** from the **Course Menu** or the **Homepage**. You will find **Update Student View** under **Options: Content Module**.
- **Content Module Settings** screen. You get here by selecting **Edit Content Module Settings** from the **Table of Contents** page. You will find **Update Student View** under **Update Listing** on the right side of this screen.
 - **Content Page Settings** screen. You get here by selecting a content page from the **Table of Contents** page. The **Content Page Settings** screen appears. **Update Student View** appears at the top of this page.
 - From the **Control Panel**, click on **Update Student View** in the second column under the Edit Page or Tool Section.

96. Select the type of update that you want.

- a. **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.
- b. **Update changes to text**, colors, and Action Menu: all Action Menus are updated, along with any content pages that have changed.

97. Click **Update**. The Update Student View Report screen appears.

98. To return to **Content Module** or the content page, click the hyperlink to the module.