

Important Tips for Faculty

To activate active course shells

Go to the **MTSU home page** and click on **Pipeline**.

Log in. Faculty will log in using their MTSU username and their Faculty PIN.

Choose the **My Courses tab**.

Choose the semester that contains the courses you wish to display.

To activate the WebCT course shell so that it can be accessed by students, **click the Red Edit Button** that precedes the course name, choose WebCT as the default open page and save changes. You will need to do this for each of your courses. (Note: You only need to do this once.)

After WebCT has been selected as the home page for your course you and your students will be able to go directly to the WebCT shell by clicking on the course name in Pipeline.

To request new course shells

1. Go to the <http://www.mtsu.edu/~webctsup>
2. Click on **Faculty Resources**.

Click on “**creating WebCT shells**” link.

For active courses:

3. Use the **complete course ID number** (including section number) and the corresponding **semester specific call number**

The course name will be generated as it appears in the Class Schedule Book; if you would like the name to appear differently, send an email to itdacad@mtsu.edu requesting the name change.

For courses under development:

4. Use the **course ID** (i.e. actg3000)

Note: These courses will be for development only, students will not be loaded.

Backing up your course

(You will want to create backups so that you can reuse your course materials in another semester or you can restore a course for some reason during a semester)

It is your responsibility to back up your course to your hard drive at the end of each semester.

It is your responsibility to upload your course backups into your new course shells each semester.

General steps for recycling your course(s) are listed later in the manual.

Fake students:

It is valuable to add a “fake student” to your course in order to **experience your course as a student sees it**. If you wish to set yourself up as a fake student in your course, please send an email request to itdacad@mtsu.edu.

After you receive your fake student username and password you will need to log in to <http://www.mtsu.edu/webctdev> to access your course. Check your course on at least two different computers while logged in as a student, to make sure that you have updated the student view and to make sure that all files are accessible.

Add FITC as a shared designer

Add FITC as a shared designer for your course if you want a member of ITD FITC to have design access in order to help you troubleshoot a problem. Instructions for adding FITC as a shared designer:

5. In your WebCT course click on **Control Panel**.

Next **click on Manage Course**.

On the Manage Course page **click on Share Designer Access**.

Under Options (see figure below) **enter fitc** (in lower case) and **click on Add**.



The screenshot shows a web interface with two sections: 'Actions' and 'Options'. The 'Actions' section contains a note: '⌘ indicates a selection is required from the main frame and that multiple selections are allowed.' The 'Options' section contains the instruction: 'To add a designer, enter the WebCT ID of the designer and click Add.' Below this instruction is a text input field containing the text 'fitc' and an 'Add' button. Underneath the input field are three buttons: '⌘ Delete', 'Delete all', and another 'Delete all' button.

Course Organization: Dealing with multiple course sections

Make a separate course for each section?

Works best if there will be little change in course materials.

Works best for keeping communication and grade management tools separate for each section.

Include all students from multiple sections into one course?

Works best if the course is dynamic and evolving throughout the semester.

Use a common component, course materials that are available to all students in all sections.

Develop customized discussion topics and tests for each section.

Limit students' access to portions of the course by utilizing the Selective-Release function of WebCT

Allow students to work at their own pace

An efficient use of student and faculty time is to provide opportunities for students to demonstrate competency/mastery so that they can skip lessons and progress through the

online course at a pace that is appropriate for them, thereby avoiding unnecessary student work and teacher grading. The Selective Release feature of WebCT allows the instructor to control access to selected portions of a course based on individual student performance.

Navigation:

Students are more successful and efficient when given limited navigational options. Provide clear and meaningful navigation throughout a course. This will minimize student communications devoted to technical and logistical questions rather than course content.

Remove any unnecessary navigational features in the Course Menu, Homepage, Action Menu, Content Module, and Table of Contents. Instructors do not have the option of changing the links on Breadcrumbs or the Course Map.

Important tips for students

Logging In: Go to Pipeline to log in to your courses. Students will log in using their MTSU username (the beginning of their email address) and their PAC.

Logging Out: It is important to tell your students to either choose the logout button or close their browser window when they leave a computer that is accessible to the public. This is the only way to insure that someone else does not have access to student course areas.

What is WebCT and how can it be used

WebCT is a set of web-based tools for facilitating communication and collaboration in a learning environment. It can be used to enhance a campus based course or to deliver an off campus distance learning course. It can be used to create, maintain and add course materials interactively through the web, allow anyplace, anytime student participation, and assess student performance any time during the course.

Preparing your Browser

WebCT recommends using the browsers and browser versions listed below. This does not mean that other browsers and versions will not work, but it does mean the vendor will not provide support for making them work.

PC	Macintosh
Internet Explorer 5.5 SP2 or 6.0 with latest security patches	No browser will be supported for OS X v10.2 (Jaguar) OS 10.1 or OS 9: Internet Explorer 5.1

Accessing WebCT

Logging in:

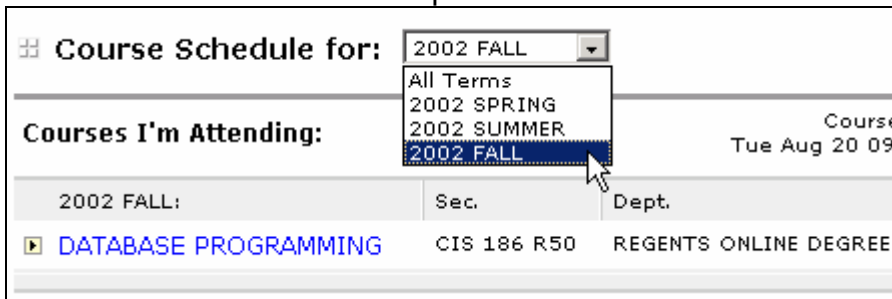
There are several ways to access **WebCT** courses, including **Pipeline**, a **Welcome Page**, and **Webctdev**.

Pipeline

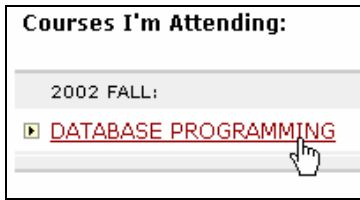
Access WebCT by logging into Pipeline from the MTSU homepage or by going to the following URL <http://www.mtsu.edu/pipelinemt>

6. Once you have logged in **click on the My Courses tab**.

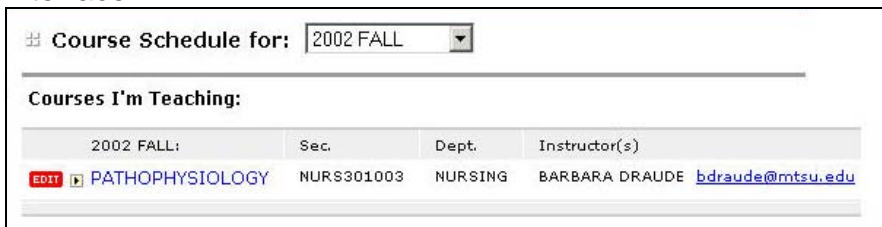
Choose a semester from the drop down menu.



Once you, as the instructor, **set your course links to access WebCT (Set the Red Edit Button)**, clicking on the course name will automatically bring up the WebCT, My WebCT area.



***Note:** To set your links to go to WebCT you will need to click on the **red button** to the left of the course name, choose WebCT, and save the changes. If you later want to go back to the Pipeline course interface (possibly to send mail to your student's frank email addresses) you will need to switch back for the period of time that you use this interface and then make sure you switch back to WebCT when you finish using the Pipeline interface or your students will not be able to access your WebCT course shell through the Pipeline interface.



Webctdev:

Webctdev is MTSU's WebCT course development address. Access the WebCT development URL if you are developing courses or if a student needs to **get into WebCT in an emergency**. **Students should normally access WebCT via Pipeline**. Access Webctdev through the following URL:

<http://www.mtsu.edu/webctdev>

MyWebCT:

The **myWebCT page** contains a series of modules; Welcome area with buttons, MTSU Course area, WebCT Announcements (posted by the WebCT administrator), and an institutional and personal bookmark area. Take the time to check out the bookmarks. They contain valuable information.

When you log in to WebCT from Pipeline the first page you see your "myWebCT" page. This area contains links to all your courses on the WebCT server in addition to links to other resources.

WebCT myWebCT

Welcome, FITC

[Bookmarks](#)
[Global calendar](#)
[Preferences](#)
[WebDAV info](#)
[Course functions](#)

Courses

Default Term

Student Guide to WCT v.3.8 (Student Guide to WCT v.3.8 - ITD_stu_guide)
 Instructor: ITD Instructional Technology Center
 My Role: Designer

News: There is no news for this course.

WebCT 4 Test shell (WebCT 4 Test shell - ITD_WebCT4_bjd)
 Instructor: FITC
 My Role: Designer

Announcements

There are no announcements.

Institutional Bookmarks

[Ask Dr. C](#)
[Subscribe to a free WebCT newsletter](#)
[Instructors: Find ready-made content for your WebCT course](#)
[Access WebCT online support](#)

Personal Bookmarks

[Purchase Student Access Codes](#)
[Find WebCT Student Resources](#)

Bookmarks:

Institutional:

[Ask Dr. C](#)
[Subscribe to a free WebCT newsletter](#)
[Instructors: Find ready-made content for your WebCT course.](#)
[Access WebCT online support.](#)

Personal Bookmarks:

[Purchase Student Access Code](#)
[Find WebCT Student Resources](#)

Check out WebCT’s corporate home page. This page includes links to valuable educational resources for yourself and your students. Investigate the **institutional** and **personal** bookmark area. Add a bookmark to your personal bookmarks area. Webctdev: WebCT course development address. Access the

WebCT URL for those who are developing courses by typing in <http://www.mtsu.edu/webctdev>.

Global Calendar

The **global calendar merges** entries made in each course with which you are associated.

Preferences

Preferences, allows users with visual impairments to choose a high-contrast color course or use an accessible interface for Whiteboard, if it exists in your courses.

7. **Click Help** on the myWebCT page.

Next click on change accessibility preferences. You may then select from several “accessibility” options.

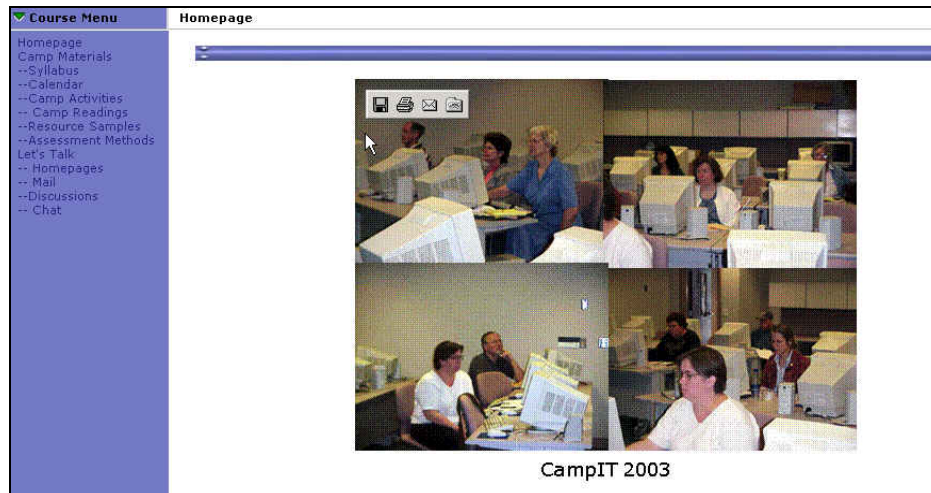
WebDAV Info

WebDAV Info displays the URLs needed to create web folders that can be used to add and delete content to and from your course. See **WebDAV** directions later in this manual or go to <http://www.mtsu.edu/~webctsup> for directions in using this feature.

Course Functions







The **Course Functions** tool allows designers to create, upload, restore, delete and/or download backup files from this page.

Tour: Homepage and Content Area



When you click on your course from the **PipelineMT** course list page, or when you follow a link from your “myWebCT” area to one of your courses, its main homepage will display. This page contains a Course Menu and control panel in the colored panel at the left side of the page (The **Control Panel** is only visible to course designers) and a Content Area, which contains links to organizer pages used to organize links and tools belonging to three main categories: Course Content, Communication Tools, and Student

Tools. As you use the Control Panel menu and the Course Menu to access other parts of the course or other WebCT tools, new information will display in the content area.

<p>Single Page Tool</p>  <p>Introduction</p>	<p>Mail Tool</p>  <p>Mail</p>	<p>Discussion Board</p>  <p>--Discussions</p>
<p>Student Homepages</p>  <p>Homepages</p>	<p>Calendar Tool</p>  <p>Calendar</p>	<p>Chat Tool</p>  <p>Chat</p>

Course menu

The **Course Menu** is located at the bottom left portion of the web page in the bluish colored strip. The **Course Menu** gives students constant access to text links that lead to course content areas and communication and student tools. Two additional links appear on the designer window allowing them Quick access to frequently used tools. Course Designers may add their own links to the student area of the Course Menu. The table below lists the Course Menu links that are automatically created by the WebCT template and their corresponding functions.



Course Menu Buttons

Course Menu Button	Button Function
Homepage	The homepage created by the WebCT simple template includes initial links to sample pages. You can add additional pages and organizers to this page to facilitate navigation in your course by grouping together links for a specific unit or topic.
e-Learning Hub	WebCT.com — the e-Learning Hub— contains teaching and learning resources. It also offers access to a community of peers across WebCT courses and disciplines. Within these communities, students and designers can share information, ideas, goals, and WebCT resources. WebCT.com has discipline-specific communities, as well as areas that focus on general topics, all of which support teaching and

	learning for designers and students alike.
Course Menu Button	Button Function
Course Content	Opens your Course Content and Related Materials content module/organizer page.
Syllabus	Opens the Syllabus for viewing or editing.
Calendar	The Calendar allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively. Depending on the calendar settings chosen, both instructors and students can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author). Entries can be simple text or HTML. Sample calendar entries include links to course content or to relevant external websites, assignment due dates, or changes to instructor office hours.
Student Homepage	Student Homepage gives students the tools they need to create a personal Web page, which contains information about them, the projects they are working on, and links to their favorite Web sites.
Discussions	The Discussion tool allows you and your students and teaching assistants to send, read, and search for messages. The Discussion tool is divided into different topics which allow you to create discussion groups around particular subjects. Topics can be public or private. Everyone in your course can access public topics, while private topics are available only to the set of students and teaching assistants that you choose.
Course Menu Button	Button Function
Communication	An organizer page for placing links to communication tools such as the mail tool, the discussion board, and the chat tool.
Chat	The Chat tool allows you, your students and teaching assistants to have real-time conversations. There are four general-purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room shared by everybody from all courses on the same server. Conversations in the four general-purpose rooms are recorded. You are the only person in the course who can see the records.
Study Tools	Study Tools is an organizer page, which contains links to tools that are available to students. Student Homepage is an example of such a tool.
Student Presentations	You and your students can use Student Presentations only after you have added it to the Homepage or an Organizer page. Student Presentations allows you to create groups of students within a class and assign them a project that they assemble in their own area of your WebCT course. The groups create their presentation in HTML as linked web pages. You and other students in the course can view the completed project. Projects could be collaborative writing assignments, research proposals, or multimedia Web presentations on

	particular course topics. If you want to assign students to individual student presentations, you can do that as well.
--	--

Designer Links

Course Design Tools

There are **two different ways to access Course Designer Tools: Designer Links and the Control Panel button**. Designer Links displays on the instructor’s course menu above the links that are visible to students. However, Designer Links does not show by default, so it will have to be added to the Course Menu. To do that:

8. Click on **Control Panel**

Next click on the **Expanded Control Panel** link.

Under Course Settings, click on Designer Links.

On the left side of the Course Settings screen, **click on “Show Design links”,** and then **click on update.**

The **Control Panel button** by default takes the instructor to the **Basic Control Panel**. The Instructor also has the option to access the Expanded Control Panel. If you are a new user or have little experience using WebCT Campus Edition, we recommend you use the Basic Control Panel. The Basic Control Panel contains links to common tasks for setting up and managing your course.



Expanded Control Panel

The **Expanded Control Panel** provides one screen where you can view, add to, manage, and modify, all functions for your course. To access the Expanded Designer Controls click on the Control Panel button and then click the Expanded Control Panel link.

Basic Control Panel

The **Basic Control Panel** also contains a link to the Course Design Center at the bottom of the screen. The Course Design Center contains a Wizard that help you set up your basic course tools, Homepage, Organizer Page, Syllabus, Content Module, Discussions, Mail, Calendar, and Chat.

Expanded control panel

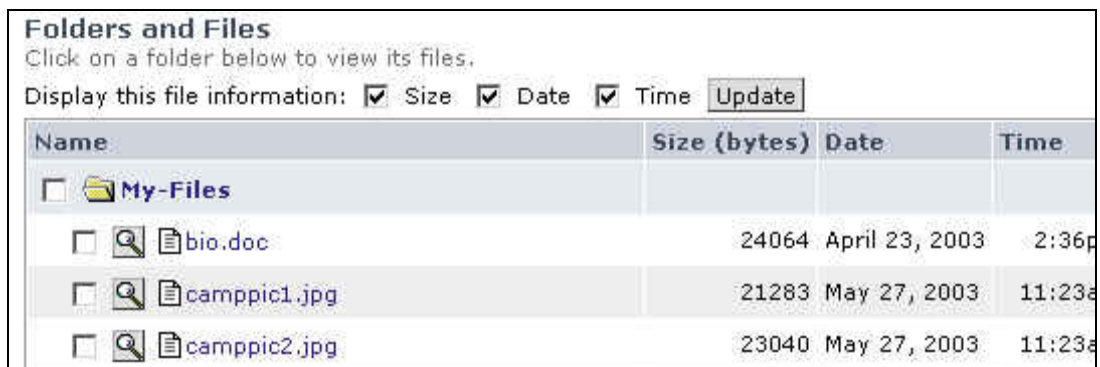
Control Panel Link	Control Panel Functions
Add Page or Tool	Adds tools to your course to evaluate, communicate with, and provide course content to students, develop course content for students with Tools such as Syllabus and Content Module, Group course content and tools using Organizer Pages.
Edit Page or Tool	Customize the Homepage and change the course content. Update the student view and Content Modules in your course.

Manage Files	Add, download, change, and organize the files in your course.
Manage Course	Manage student and teaching assistant records, Track student progress, and manage course backups.
Course Settings	Course Settings allows you to set the global default settings for the appearance of all visual aspects of your course pages, such as the color scheme, the background image, the icon style and image you use as a hyperlink, and a hit counter. Course Settings also allows you to set the Instructor name, choose the language, show or hide the Course Menu, create or edit your Welcome Page, and configure the Action Menu that appears in the student view on each page of course content.

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



Manage Course

Manage Course allows you to manage student information, manage teaching assistants, track students, track pages, backup courses, share designer access, reset a course, import content, and export content.

Manage Students

Manage Students is found within Manage Course, and allows you to manage student information and grades. It provides each student with an ongoing record of his or her achievement. Students can view their record through the My Grades tool. You can accomplish the following tasks using this tool:

- Calculate grades and release them to students
- Compile statistics about student performance

Manage Students		
Actions		
Options: Records	Options: Advanced	Organize
- Select action -	- Select action -	Select action
Go	Go	Go

Course Settings

Change Instructor Name
 Change Default Language (MTSU has only English Installed)
 Set Numeric data format
 Set Time Display format
 Show Hide or Edit the Course Menu
 Show or hide the Equation Editor

Choose the Designer Start Page
 Show or hide Designer Links
 Edit the Welcome Page
 Customize Course Appearance
 Customize Course News

Course Settings
Instructor's name
Language
Numeric data format
Time display format
Course Menu display
Designer start page
Designer links
Edit Course Menu
Edit welcome page
Customize course colors
Modify/Add background image
Modify icon style
Replace individual icon
Customize course news

Course Settings	
Instructor's name	
First name:	<input type="text" value="FITC"/>
Last name:	<input type="text"/>
Default language	
Designer view:	<input type="text" value="English"/>
Student view:	<input type="text" value="English"/>

Course Tools

Homepage

The first page you see when you click on your course link from your “myWebCT” area. It contains links to the main content areas and tool organizers for your course.

Access a Course Homepage in Designer Mode

9. Log in to Pipeline

Click on the **My Courses** tab.

Choose the semester.

Set the red **Edit Button** to WebCT if you have not already done so; find the **Action Panel** at the right of the window.

Click on the link to your course.

Click on the **Designer Options** radio button in the gray toolbar at the top of the screen to switch to **designer mode**.

Adding or modifying the banner and banner message

You may add a **Banner** and/or a Banner Message using images in the WebCT Files folder or images that you upload to your course. The built in WebCT banners are blank images with no text. You may download these images and add your own text with image editing software.

Use one of WebCT's banners (blank image – no text)

10. Go to your course home page and click on the **Designer Options** tab. Scroll down to locate the **Customize** column.

Select Modify/Add Banner Image.

Click the browse button to locate a stock WebCT banner image in the WebCT folder.

Click on the WebCT – files folder and then the Banner folder to open each folder and view their contents.

You will see a list of banner file names in the Banner folder. Click on the magnifying glass icon to view each image.

Select the image you wish to use by clicking on its radio button and clicking the Update button at the bottom of the screen.

Note: If you want to add text to a stock WebCT banner image you will need to download that image to your computer and use an image editing program to add the text. You will then need to upload the image again and choose the edited image when you edit the banner. (The edited image will be stored in **My-Files** instead of WebCT – files.)

Use your own banner image or an edited WebCT banner image

11. Go to your course home page and click on the **Designer Options** tab. Click on **Manage Files** under the **Designer Links** section of the **Course Menu**. Click on the **Upload** button in the **Actions Panel**.

Click the **Browse** button and locate the file you want to use as your banner.

Click the **Open** button.

Choose the folder you wish to copy the image to and click the Upload button.

Go to your course home page and click on the **Designer Options** tab

Scroll down to locate the **Customize** Column.

Select **Modify/Add Banner Image**.

Click the browse button to locate the banner image you just uploaded.

Click on the magnifying glass icon to view your image to make sure you have selected the correct image.

Select the image you wish to use by clicking on its radio button and clicking the Update button at the bottom of the screen.

Make a text banner

12. Go to your course home page and click on the **Designer Options** tab.

Scroll down to locate the **Customize** column.

Select **Modify/Add Banner Image**.

Type in new text to use as the banner or use the default text. Indicate your choice by clicking the corresponding radio button. .
Click the **Update** button.

Adding or modifying a text block and an image

Upper or Lower Text block:

This option allows you to add text area, which can also include an image to a page.

13. Go to **Designer Options** on the homepage. *Note: Text blocks can be added to most WebCT pages, not just the homepage.

Under Options: Textblocks, in the Actions Panel, select Add upper textblock or Add lower textblock.

Specify any of the following information as appropriate:

- a. Type text information you would like to display in the text block into the large text field. You may want to use some basic HTML tags to format the text with paragraphs and possibly bold text; otherwise the text will appear in one large paragraph even if you press the Enter key on your keyboard when you want a new paragraph to display.
 - The HTML tag for a **new paragraph** is <p>.
 - The HTML for a **new line** without the space that a paragraph tag makes is

 - The HTML tags for making a word or group of words bold is place text that should appear in bold inside these tags
- b. Specify the alignment, style, color, and content of the text block
- c. Select the name and location of the image you want associated with the text block. Click Browse to search for your desired image file from the **permanent WebCT Files** or from your **My Files** folder.
 - Select the alignment of the image on your page
 - Select the alignment, style, color, and text for the image caption

Click Add. **Note:** If you want to use your own image, you must first upload it to your **My Files** folder before you can select it.

Editing a text block:

This option allows you to modify a selected text block on your Homepage.

14. From the **Homepage** screen (Designer Options view); select the text block you wish to modify by clicking its selection radio button.

From the **Options:** Textblock, select **Edit**.

From the **Edit Textblock** screen, specify any of the following information as appropriate:

- a. The alignment, style, color, and content of the textblock
- b. The name and location of the image you want associated with the textblock. Click Browse to search for your desired image file from the permanent WebCT Files or from your My Files folder.
- c. The alignment of the image on your page
- d. The alignment, style, color, and text for the image caption

Click **Update**.

Note: If you want to use your own image, you must first upload it to your My Files folder before you can select it.

Deleting a text block

This option allows you to remove a selected text block from your course Homepage.

15. From the **Homepage** screen (Designer Options view); select the text block you wish to delete by clicking its selection radio button.

Under **Options**: Textblock, select Delete.

A warning message appears. Click **OK**.

Modifying the Look of Your Page

Modifying layout

This option allows you to customize the alignment and spacing of items on your Homepage. From the Homepage screen (Designer Options view); locate the Actions Panel at the right of the page.

16. From the **Customize** column, select **Modify Layout**.

From the **Layout** page, select attributes from the drop-down lists shown.

Click **Update**. Your changes will be displayed on the Homepage screen.

Modifying the page colors

This option allows you to choose from predefined color settings or define a custom color for your Homepage.

17. From the **Homepage** screen (Designer Options view), scroll to the bottom of the page.

From the **Customize** column, select Customize Page colors.

From the **Colors** screen, select a predefined set of page and link colors or select Custom to specify your own colors from the color palette.

Click **Update**.

Modifying the background image

This option allows you to choose from a selection of background images or pick and upload your own.

18. From the **Homepage** screen (Designer Options view); locate the action menu at the right of the page.

Select **Modify/Add** Background image.

From the Background Image screen, choose from the following options:

- a. Click **Browse** to locate an image from the permanent WebCT files or from My-Files
- b. Select Use Default to use the server default.
- c. Select None for a conventional white background

Note: If you want to use your own background image, you must first upload it to a My-Files folder before you can select it

Click Update.

Organizer page

The **Organizer page** contains links to tools that have similar functions. Building **Organizer pages** will reduce the number of links on your homepage. You may have an organizer page that accesses all of WebCT's **Communication Tools**, one that accesses all of the **Study Tools**, and one that accesses all of the **Course Content**. You may build **Organizer pages** inside organizer pages to further organize your course.

Course Syllabus

The WebCT basic template automatically creates a course syllabus page for each course for which that template is applied. You will need to go in and replace the demonstration content that has been placed on this page with your own course information. There are two ways to do this. You may type your information directly into the Syllabus Tool or upload a syllabus that has been saved in HTML form to the Manage Files area of WebCT.

Note: All files that you wish to use in your course must first be uploaded to the Manage Files area before you can use them in your course pages.

Using the built-in Course Syllabus Tool

Use the Syllabus Tool to provide your students with important information such as course objectives, textbooks, course requirements, and contact information. The Syllabus Tool allows you to:

- Add custom sections to the Syllabus
- Hide portions of the Syllabus from your students
- Don't Use the Syllabus tool sections to display content but instead
- Upload a Syllabus that you've created in HTML or text.

Syllabus

To preview the Syllabus, select View. To change the status of a section, select or deselect Active, and then click **Update**.

Section Title	Active
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Announcements	<input checked="" type="checkbox"/>
<input type="radio"/> Camp Information	<input checked="" type="checkbox"/>
<input type="radio"/> Camp Activities will Include	<input type="checkbox"/>
<input type="radio"/> Camp Activities will include -	<input checked="" type="checkbox"/>
<input type="radio"/> To get started ---	<input checked="" type="checkbox"/>
<input type="button" value="Update"/>	

Click on the **Syllabus** link in the Course Content Related Materials organizer page. Click on the **Designer Options** tab at the top of the page. After a short pause the server will refresh the web page and display the page in **designer view**. You will see two main areas, **Syllabus sections** and the **Action Panel**.
The Instructor

Information, Course Information, and Course Goals will be activated in the Syllabus section. To deactivate any of these sections remove the checkmark for this section and click on the update button. You will now want to **customize your course syllabus**. WebCT provides **two options** for doing this. You may **use the built-in Syllabus Tool** (WebCT defaults to this setting), which allows you to type course syllabus information, into pre-designed sections or you may upload syllabus information that has been stored in a text or HTML file. If you link to a text or HTML file the pre-designed syllabus sections will not be visible to your students.

Actions
 ⚡ indicates a selection is required from the main frame.

Use Homepage Wizard

Options: Links

Add page or tool

Edit

Delete

Hide

Reveal

Specify selective release

Move backward

Move forward

Move to organizer page

Move to Course Menu

Copy to Course Menu

Options: Textblocks

Add upper textblock

Add lower textblock

Edit

Delete

Move up

Make your syllabus using the Syllabus Tool

To change the Instructor Information section using the Syllabus Tool:
 19. Select **Syllabus** Tool in the Syllabus Source section.
 Select the **radio button** in front of Instructor Information
 Select the **Edit** button.

A form will display. Make changes to this form and click the Update button at the bottom of the page to accept those changes. You may make changes in standard text form or may include HTML as you fill out the form. Make sure you select HTML at the top of the page if you have added HTML to the form responses.

Continue to edit the other sections of the Syllabus.

Add a new section to the Syllabus

To add a new section:

- Choose a section name from the drop down list in the Options: Syllabus section or choose Custom and type in your own name.
- Click the Add button. (Note: You may copy the entire HTML coding from a web page and paste it into the larger text box in your new section.)

Add Section

Select a section from the drop-down

Add

Textbooks

Course Information

Instructor Information

Course Goals

Policies

Textbooks

Course Requirements

Lesson

Custom

Go

Edit Section Content

Select Section Title(s), choose an action, and then click Go

Edit

Delete

Delete all

Go

Section Title

Instructor Information

Course Information

Edit a previously created Syllabus section

To edit a previously created section:

20. Select the **radio button** that corresponds to the section you wish to edit.

Select the **Edit** radio button in the **Edit Section** Content area.

Make a syllabus from a previously created HTML file.

22. Click the **Syllabus** file radio button.

Click the **Browse** button and locate the file you wish to use. (**Note:** Whenever you use the Browse button in WebCT, WebCT refers to this as using the WebCT Browser.)

Select the radio button that corresponds to the file you wish to upload.

Click the button.

Click the **Add Selected** button.

Click the **Update** button.

Select the **View Update** button to view syllabus as students see it.



Using the Add Page or Tool Feature

When you are on your Homepage and in Designer Options you will see a link to the Add Page or Tool feature at the top of the Actions Panel on the right and in the Designer Links box in the Course menu at the left. This tool allows you to add pages of course content, hyperlinks to websites, or WebCT tools to your course. You can add tools directly to the Homepage, or you can create an Organizer page on which you can group links to tools of similar function. You can also use Add Page or Tool to add a link to an external website, or to content on the WebCT e-Learning Hub.

Before you add a page or tool, you must decide these three points:

23. The type of page or tool you want to add

Where you want to display the page or tool

How you want the page or tool hyperlink to appear.

There are five categories of pages or tools that you can add to your WebCT course. They are:

Add Page or Tool				
Select a page or tool to add to your course.				
<input checked="" type="checkbox"/> Use a wizard when available				
Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

Add a Page or Tool (Organizer Page, Single Page, or URL)

24. Click **Add Page or Tool**.

An Add screen appears, specific to the type of page or tool that you are adding.

In the Enter a title for the page text box, type the title as you want it to appear.

Under Decide where to show this item in your course, select where you want the hyperlink to be displayed.

- On the Course Menu displays the hyperlink on the Course Menu, visible throughout the course.
- On an Organizer Page displays the hyperlink on an existing organizer page. From the drop-down list, select an existing Organizer Page.

If you selected to display the item on an Organizer Page, select the appearance of the link:

- If you want the link to appear as text only, select **Link shows item title**.
- If you want the link to appear as an icon only, select **Link shows icon**.
- If you want the link to appear as an icon with a text title, select both **Link shows item title** and **Link shows icon**.
- If you selected to display the item on an Organizer Page, choose the image for the icon.
- To use the WebCT default icon, select Use default icon.
- To use a custom icon, complete the Choose text box either by typing the path and filename.
- Click **Browse** to select an image from the WebCT Browser.
- Click **Add**. The page or tool is added to your course.

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.

25. 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.

26. Select **Create File** in **Action Panel**.
27. Type a name for the new file in the small text box, making sure to leave the .html file extension. (For the initial file, type **announcements.html**. This file will be used for the creation of an announcements page.)
28. 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.
29. 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.
30. Click Save when you have finished entering file content.

Single page

A **Single Page** allows you to present supplementary or optional course material that you do not want included in a Content Module or linked to other content pages. For example, you could use Single Page to create a Frequently Asked Questions page, to present a journal article, a book excerpt, or an optional reading list. The Single Page feature allows you to:

Link individual Pages that you have uploaded from your computer or created in the Manage Files area to the course Homepage or an other Organizer Page

Set the date and time to release the Single Page to students









Choose whether the **Web page opens in the current window or a new browser window**

Creating a Course Announcements Page

31. Click on **Homepage** in the **Course Menu**

Select the **Designer Options** radio button.

Click on the **“Add Page or Tool”** link.

Add Page or Tool					
Select a page or tool to add to your course.					
<input checked="" type="checkbox"/> Use a wizard when available 					
Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools	
Organizer Page 	Syllabus 	Discussions 	Quizzes/Surveys	My Progress	
Single Page	Content Module 	Mail 	Self Test	My Grades	
URL	Glossary	Chat 	Assignments	Language Selector	
	Image Database	Whiteboard	Student Presentations		
	Index	Calendar 	Student Homepages		
	Content Utilities	Student Tips			
	Search				
	Compile				
Resume Course					
CD-ROM					

Select the **Single Page** Link in the **Pages** section.



The **Add Single Page** tool will display.

Type in a title for the page.

Browse for the announcements page you created in the previous section. Select the file's radio button and click Add Selected.

Choose whether you want the announcements page to open in a new browser window or the same browser window.

Choose where you want the link to the announcements to appear. You may specify that it appear on the Course Menu, on a specific Organizer Page, such as the Homepage, or you may choose to display it in both places.

Choose whether you want the link to appear as just title text or whether you want it to also include an icon. You may use one of WebCT's built in icons or use one of your own.

Click the **Add** button when you are finished making your selections.

Click the Return to Homepage link to check out your Announcements in edit mode. You may click on the **Homepage** in the Course Menu to see the Announcements page in student view.

Note: You could also make an announcement or newsletter area by adding another text block to you homepage instead of adding the link to a single page. The text block would immediately appear when the homepage displays

Single Page Added
"Announcements" has been successfully added to your course.

[Return](#) to Homepage.
[Select](#) please criteria for Single Page (e.g. date, name, quiz grade).
[Add](#) another page or tool.

Add Single Page

1. Enter a title for this item:

2. Enter the information for the Single Page.

Page filename:

Open in: New browser window Same browser window

Show navigation buttons

3. Decide where to show the link to this item.

On the *Course Menu*, visible on all pages. Link will appear as text.

On an *Organizer Page*:

Link shows item title

Link shows icon (select below)

Use default icon

Use custom icon

Choose icon:

4. Add this item to your course.

Single URL

Single URL allows you to add a link to an external Web site. You can:

Add the link on the course Homepage or to an **Organizer Page**

Choose whether the Web page opens in the current window or a new browser window

Using the **Single URL** gives students a fast way to link to Web sites relevant to your course. When you add the **Single URL** choose the New Browser window option so students can easily return to your course pages. (**Note:** If you have visually impaired students in your class opening **New Browser** window can make your course different for them to navigate.)

Content module

A **Content Module** presents your course material. You can arrange the material by topic and subtopic in an outline form, providing students with a sense of chronology as they work through course material. Each **Content Module** also contains a pre-selected array of tools for students, including **Glossary**, and **Take Notes**. You can:

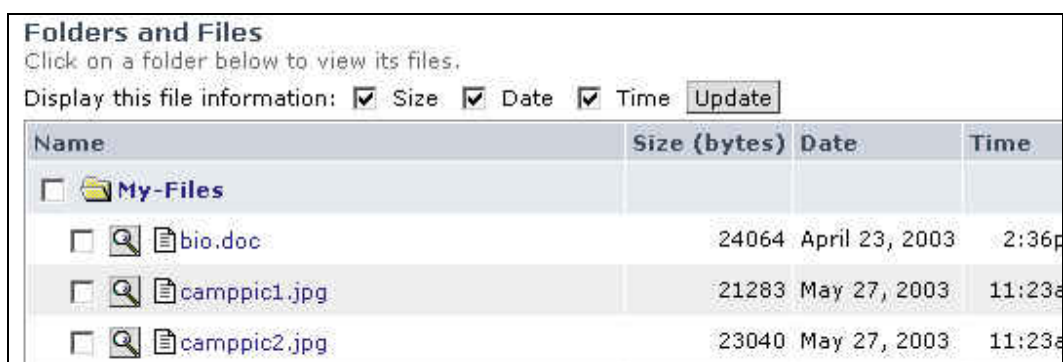
Include references to notes, assignments, articles, books, and Web sites

Add other Tools such as Assignments and Quizzes.





Set a date and time to release the Content Module to students.

WebCT browser

The **WebCT Browser** is used in conjunction with the **File Manager** to upload files onto MTSU's WebCT server. The WebCT Browser appears when you click on the browse button to locate a file to upload or choose.



The screenshot shows a web interface titled "Folders and Files". Below the title, it says "Click on a folder below to view its files." There are checkboxes for "Size", "Date", and "Time", and an "Update" button. A table lists files with columns for Name, Size (bytes), Date, and Time.

Name	Size (bytes)	Date	Time
<input type="checkbox"/>  My-Files			
<input type="checkbox"/>  bio.doc	24064	April 23, 2003	2:36p
<input type="checkbox"/>  camppic1.jpg	21283	May 27, 2003	11:23a
<input type="checkbox"/>  camppic2.jpg	23040	May 27, 2003	11:23a

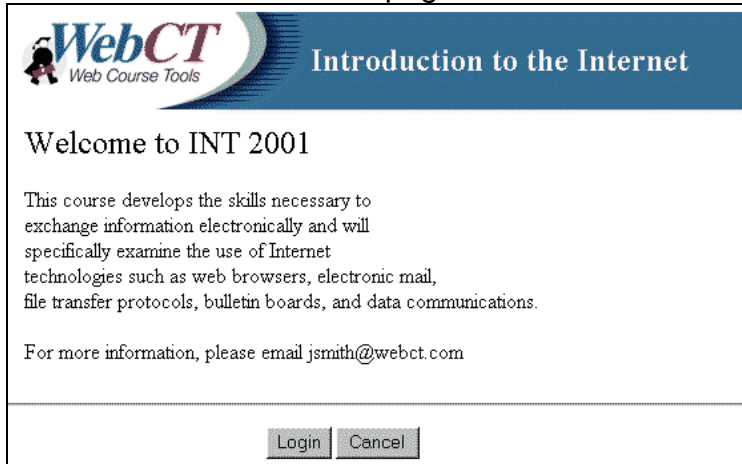
Welcome page

The **Welcome Page** is accessible by the public. It allows you to describe your course. Anyone can view it without a user name and password. It also provides students in non traditional courses (not enrolled through SIS and not using their PAC as the login password) a central point of access with an easily remembered Web address.

The **Welcome Page** tool allows you to:

Add text and images.

Add links to other Web pages.



The screenshot shows a web browser window with a blue header. On the left is the WebCT logo with the tagline 'Web Course Tools'. On the right, the text reads 'Introduction to the Internet'. Below the header, the main content area contains the text: 'Welcome to INT 2001', 'This course develops the skills necessary to exchange information electronically and will specifically examine the use of Internet technologies such as web browsers, electronic mail, file transfer protocols, bulletin boards, and data communications.', and 'For more information, please email jsmith@webct.com'. At the bottom of the page, there are two buttons: 'Login' and 'Cancel'.

Wrapping Up

Backing Up Your Course(s)

WebCT allows designers (instructors) to “**backup**” their courses to a file stored on their own hard drive. You will need to backup your course in order to load its materials into a course shell for another course section or at the end of a semester in order to upload it into a new course shell for a subsequent semester. Upon request, ITD–IT will create blank shells each semester and you will be able to upload the backup file into that shell for the next semester.

ITD staff backs up material on their servers for emergency purposes but by making your own backups, you will have immediate access to that course material if for some reason your course becomes damaged. You can backup your course several times during the semester to retain a copy of the course with the latest updates to the course content. Backing up your course retains the student records. When you restore your course you can choose whether or not to retain the student records of the course you are restoring into or to keep the student records from the backup file.

Creating a backup of your course

32. Click on **Manage Course Designer Links**.

Click **Create Backup** from the drop-down list below the Back Up Course heading, then click Go. The Create Backup screen appears.

Type a brief description for the backup in the text box. This description will appear in the backup listing table.

Click **Create**

Click **Continue**.

Note: the time required to backup a course depends both on the size of the course, as well as on the speed of the server. Large courses may take over 10 minutes to back up. Please

be patient and consult with your system administrator if backups seem to take a long time to complete.

Downloading a backup

It is good practice to keep copies of your course backups on your personal computer, instead of only on the **WebCT** server. This way, if a hardware problem occurs on the server and your course becomes unreadable, you still have a copy of your complete course on your computer.

33. Select the option (radio) button next to the backup file you want to download. Click the Download button on the Actions Panel. Your browser will guide you through the rest of the download.

Uploading a backup

A previously downloaded course backup can be uploaded to the server, and then restored at a later time.

34. Click on **Manage Courses**

Select **Upload backup** from the **Backup Course** column. The **Upload Backup File** screen appears.

Click **Browse**.

Select the backup file you want to upload and Click **Open**. The Upload Backup File screen reappears.

Click Upload.

Note: The time required to upload a course backup depends on the file size as well as on the speed of the Internet connection of both the server and your computer.

Restoring a backup

Restoring a backup replaces the current course with the contents of the backed-up course. You may restore the course replacing the students in the current course with those in the backup file or restore the course keeping the students currently in the course and ignoring those in the backup file.



Warning: Restoring a backup overwrites the entire current course, including:

Student management information (such as grades)-Optional

Bulletin and e-mail messages

The set of uploaded files

Anything else associated with your course

Please create a backup of the current state of your course before restoring a backup.

You can then revert back if you don't like what has been restored.

To restore a backup:

35. Select the option button next to the backup file you want to restore to select that file.

Select **Restore** (keep students) or **Restore** (replace students) from the Action Panel. Note: the time needed to restore a course depends on the size of the course and on the speed of the server. Restoring a course takes longer than

creating a backup, since the restore procedure creates some backup files in case an error is encountered during the restoring process.

Deleting a backup

Course backups can take up a significant amount of disk space on the server, especially if the course contains a large number of images or multimedia elements. Therefore, MTSU limits the number of backups you can store on the WebCT server to 2. If you have reached your backup limit, you can download the backups to your computer and delete the backups on the WebCT server. You will then be free to back up your course again.

To delete a backup:

36. Select the option button next to the backup file you want to delete. Select Delete from the Action Panel.

Student Tools

WebCT includes several tools that you can add to your course to facilitate your students' learning. These include:

- Resume Course
- Content Compiler
- My Grades
- Student Tips
- Search
- Take Notes

A separate **Student Tools Handbook** is available to provide detailed instructions as to how to use each of these tools. However, this manual will briefly discuss some of the tools that are recommended, as they may be very helpful to your students when attempting to navigate through WebCT.

To add a student tool to your course

37. Click **Add Page or Tool** on the Control Panel. The Add Page or Tool screen appears.

Recommended tools you may wish to add:

- a. **Resume Course** is under **Content Utilities**.
- b. **Compile** (Content Compiler) is under **Content Utilities**.
- c. **My Grades** is under **Student Tools**.
- d. **Search** is under **Content Utilities**.

Click **Add**. An Add screen displays.

Type the title for the tool page in the appropriate text box.

Under **Decide where to show this item in your course**, check the boxes specifying where you want the tool link to display.

- Selecting *On the Course Menu* displays the hyperlink on the **Course Menu**, making it visible throughout the course.
- Selecting *On an Organizer page* displays the hyperlink on an existing page. The choices available in the drop-down box are the pages you have previously added to your course.
Note: To look at the structure of your course as it exists in order to select where to display the link, click **Course Map** in the blue WebCT header in the right corner at the top of the page.
- To specify the appearance of the link on a course page, select *Link shows item title* if you want the link to appear as text only. Select *Link shows icon* if you want the link to appear as an icon only. Select both if you want an icon with a text title.
- To choose the image for the icon on a course page, select Default icon to use the WebCT default icons.
-OR-
Click **Browse** to select an image from the WebCT built-in files or an image you have previously created and uploaded.
- Click **Add**. The student tool is added to your course.

Resume Course – provides a quick method for your students to resume studying your Content Module pages where they left off. When they leave your course, they can return to the last content page by choosing Resume Course from the Menu Bar. When they have finished reading the entire course content, Resume Course is deactivated. Resume Course is for student use only.

Compile – Content Compiler allows you and your students and teaching assistants to create a custom collection of course notes from the topics in a Content Module. After compiling the notes, you can view them on screen, save them to a file on your computer or print them from your browser.

Search – Search allows you to conduct a text search within your course. Searching is limited to course content and tools that you have added to your course. This means, for example, that if you do not add an Index, the Index option will not appear in the Search drop-down box.

My Grades – Allows students to see their grades in your course. They can view any grades that you release in the Manage Students table. These can include WebCT quiz results, assignments grades and any other grades that you add to the grade book.

