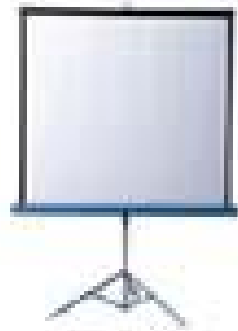




A WebCT Guide for MTSU Faculty

The Student Presentation Tool

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



Student Presentation Icon

ITD Faculty Instructional Technology Center (FITC)

Table of Contents

Student Presentations.....	2
Directions for Faculty	2
Student Presentation	2
Creating a Group Manually	2
Creating a Group Using the Group Generator	3
Changing Presentation Settings.....	3
Communicating with the Group.....	4
Deleting Groups	4
Deleting One Group	4
Deleting All Groups	4
Editing Groups.....	4
Viewing the Students' Work	5
Helping Students to Get Started.....	5
Directions for Students	6
Tips:.....	6
Uploading a Student Presentation One Page at a Time	7
Uploading a Zipped Presentation	7
Zipping Files	7
Unzipping Files	7
Downloading Files	8
Editing Files Using WebCT's Built-In Edit Option.....	8
Editing Files on Your Computer Using a Web Page Editor.....	8
Copying Files.....	9
Moving Files	9
Renaming a File	9
Deleting a File	9
Changing File Name Case	10
Sending Mail.....	10
Having Group Discussions	10

Student Presentations

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

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

Directions for Faculty

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.

Student Presentations allows you to:

- Add a presentation area to my course
- Create a group manually
- Create a group with the Group Generator
- Communicate with the group
 - Create a group discussion area. Students access this feature through the Discussions feature.
 - Send mail to each group of students using Mail.
- Reset (delete) groups
- Edit groups
- View the students' work
- Help students to get started

Creating a Group Manually

Note: Depending on administrator settings, students may be able to view:

- Members of all presentation groups.
- Only the members of their own presentation group.
- No group members at all.

1. From the **Course Menu**, click **Presentations**. The **Presentations** screen appears.
2. Under **Actions**, click **Add group**. The **Group Information** screen appears.
3. In the **Group name text box**, enter a name for the group.
4. Students who have not yet been assigned to a group are listed alphabetically under **Class List** by last name, first name, and User ID.
5. To display all students in the class, select **Show all students**.
6. In the **Status column**, select the students you want to belong to the group.
7. In the **Description text box**, enter the instructions for the project. You can also use the **Description text box** to create a link to a page you have previously created (such as a project assignment) using HTML coding.
8. To create a discussion area for this group:
 - a. Under **Topic**, select **Create** a discussion topic for this group. In the Name text box, a discussion topic name is entered that matches the group name.
 - b. To rename the discussion topic, clear the **Update** the topic name to match the group name check box and, in the Name text box, enter a new name for the discussion topic.

- c. To include yourself as a member of the discussion, select Include instructor as a member of this discussion.
9. Under Availability, select one of the following options:
 - a. Public
 - b. Private
 - c. Specify date. From the Month, Day, Year, Hour, and Minute drop-down lists, select the date and time that the presentation will be available to view by your students.
 - d. Select Use default settings to select the availability as specified in Changing Presentation Settings. If you have not specified default availability for all Student Presentations, the default is set to public.
10. Click **Add**. The group is added to the Group List table.

Note:

- You can create a group that does not contain any students by naming the group but selecting no students from the Class List. You can then add students to that empty group at a later date. You can also reorganize existing groups at a later date, using the Edit Group feature.
- The project description may be added after the groups have been created.
- A student may belong to more than one group.
- The Class List can be sorted by column by clicking the Sort link at the top of the column.
- The Mail icon does not appear until you add students to the group.
- Students gain access to their discussion group through the Discussions tool.

Creating a Group Using the Group Generator

Notes:

- All existing groups must be deleted before the group generator can be used.
 - Depending on administrator settings, students may be able to view:
 - Members of all presentation groups.
 - Only the members of their own presentation group.
 - No group members at all.
1. From the Course Menu, click **Presentations**. The **Presentations** screen appears.
 2. Under **Actions**, click **Generate groups**. The **Group Generator** screen appears.
 3. Under **Group**, select one of the methods to generate groups and enter the applicable number in the text box.
 4. Under **Additional Students**, select how the extra students should be handled.
 5. Under **Group Discussions**, select if you want to create discussion topics for the groups and if you want to be a member of each discussion.
 6. Click **Generate**. The **Presentations screen** appears. The groups are added to the Group List table. The groups are named Group01, Group02, etc.

Changing Presentation Settings

This option allows you to set default availability for all Student Presentations.

1. From the **Course Menu**, click **Presentations**. The Presentations screen appears.
2. Under **Actions**, click Change settings. The Presentation Settings screen appears.
3. To set a default availability for all Student Presentations, select one of the following three options:
 - a. Public
 - b. Private
 - c. Specify an availability date. From the Month, Day, Year, Hour, and Minute drop-down lists, select the date and time that all presentations will be available to view by the class.
4. Click **Update**. The Presentations screen appears. The default presentation availability is set.

Communicating with the Group

Note: Depending on administrator settings, the mail icon for presentation groups may not be available to students.

1. From the **Course Menu**, click **Presentations**. The **Presentations** screen appears.
2. In the **Group List table**, there is a **Mail column** that contains a mail icon for each group.
Note: If you have created a group with no students in it, the mail icon will not appear until you add students.
3. Send mail by clicking the mail icon. A new window appears and the Send to text box contains the group members.
4. Enter your mail message. For more information, see Mail.

Deleting Groups

Use this feature to delete presentation groups before creating new ones.

Warning:

- All of the files relating to the presentation groups are also deleted, and are unrecoverable.
- When you delete a presentation group that has an associated discussion topic, only the presentation group is deleted. The associated discussion topic is not deleted. To delete a discussion topic, see Deleting a discussion topic.

Deleting One Group

1. From the **Course Menu**, click **Presentations**. The Presentations screen appears.
2. From the **Group List table**, select the group that you want to delete.
3. Under **Actions**, click **Delete**. A warning message appears.
4. Click **OK**. The Presentation screen appears and the group is deleted.

Deleting All Groups

Note: If you delete all groups, the default presentation availability, as specified in Changing Presentation Settings, will be reset to public.

1. From the **Course Menu**, click **Presentations**. The Presentations screen appears.
2. Under **Actions**, click **Delete all**. A warning message appears.
3. Click **OK**. A final warning message appears.
4. Click **OK**. The Presentation screen appears and all groups are deleted.

Editing Groups

You can edit the group name, add or edit the description, create a discussion topic, edit the topic name, or add or remove students from the group.

Note: Depending on administrator settings, students may be able to view:

- Members of all presentation groups.
 - Only the members of their own presentation group.
 - No group members at all.
1. From the **Course Menu**, click **Presentations**. The Presentations screen appears.
 2. From the Group List table, select the group that you want to edit.
 3. Under **Actions**, click **Edit**. The Group Information screen appears.
 4. Edit the group information as required:
 - a. To edit the group name, in the Group name text box, edit the name.
 - b. To edit the description, in the Description text box, add or edit a description for the project.
 - c. To create a discussion area for the group and include yourself as a member, select Create a discussion topic for this group and Include Instructor as a member of this

- discussion. In the Name text box, a discussion topic name is entered that matches the group name.
- d. To edit the discussion topic name, clear the Update the topic name to match the group name check box and, in the Name text box, edit the topic name.
 - e. To change presentation availability, select one of the following four options:
 - Public
 - Private
 - Specify date. From the Month, Day, Year, Hour, and Minute drop-down lists, select the date and time that the presentation will be available to view by the class.
 - Use default setting to select the availability as specified in Changing Presentation Settings. If you have not specified default availability for all Student Presentations, the default is set to public.
 - f. To add or remove students from the group, under Class List, select or clear the check box beside the students' names.

Note: To access group presentation submissions, scroll to the bottom of the screen and click the group name under the student_pres folder.

5. Click **Update**. The Presentations screen appears and the group information is updated.

Viewing the Students' Work

All group presentation submissions are stored in Manage Files in the My-Files folder in a subfolder called student_pres. The student_pres folder contains a subfolder for each group. The group subfolders are automatically created when you add or generate groups in Presentations. The group subfolder names are identical to the group names.

1. From the **Control Panel**, click **Manage Files**. The **Manage Files** screen appears.
2. Click the **My-Files** folder. The contents of the folder are displayed.
3. Click the student-pres subfolder. The group subfolders are displayed.
4. To view a group's submissions, click the group name.

Helping Students to Get Started

Your student's view of **Student Presentations** varies from the designer view in a number of ways. For example, to upload completed presentations, students must navigate through a series of screens that you, as a designer, do not see. The following set of instructions is written with the student in mind.

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

A presentation is done in two steps: first, you create the Web presentation as a set of linked HTML pages; and then you upload it to WebCT. **Note:** You will have to upload your presentation one file at a time. If you want to upload multiple files at once, zip them first using **WinZip (PC)**, **Ziplt (Mac)**, or another file compression application and then upload the **.zip** file.

1. From the **Student Presentations** screen, locate the group for which you want to upload files and in the **Files** column, click **Edit**. The Folders and Files screen appears. **Note:** Only groups to which you have been assigned can be edited.
2. Under **Options: Files**, click **Upload**. The **Upload File** screen appears.
3. Upload your files:
 - a. Next to **Filename**, click **Browse**.
 - b. Locate and select the file you want to upload. The path and filename of your attachment appears in the Attachments text box.
 - c. From the **Destination** folder drop-down list, select a folder in which to save your file.
 - d. Click **Upload**. The File Options screen appears, and the uploaded file appears as a link under the folder you selected.
 - e. If you want to view the contents of a folder, click the folder name.

- f. If you want to view the file, click the file name.
4. For each presentation file that needs to be uploaded, repeat steps 3 to 8.

Note:

- a. Name the homepage for your presentation index.html. This page contains the links to the other group documents. These documents should be linked back to the index.html file.
- b. Filenames **can** contain any of the following characters: a – z, A – Z, 0 – 9, _, &, (), -, ., and ~
Note: The tilde (~) cannot be used as the first character in the filename.
- c. You can make changes to your presentation after you have uploaded it, but be aware that each member of your group can edit your presentation pages. Your group should establish a protocol for making changes to your presentation, so that you don't overwrite changes that someone else has made.
- d. **Save** all files with an **.html** extension.

Directions for Students

Procedure Summary: A student presentation is prepared in two steps:

1. Create the presentation as a set of linked HTML files (web pages). The presentation will consist of at least two or more web pages.
 - a. A homepage named index.html
 - b. Other content pages
2. Upload the files to the file storage area called **Manage Files** for all group members (class members and the instructor) to see.

Tips:

- Use a web page editor to create your web pages. (Word documents saved as web pages, FrontPage, Dreamweaver, Netscape Composer, etc.)
 - **Save** all presentation pages in one folder. Link only to files in that folder. Store any images used in your presentation in that folder, too.
 - Name the homepage for the presentation index.html.
 - **Save** all files with an .html extension
 - Place links to the other group documents, web pages in the homepage (index.html).
 - Place links in all web pages that link back to the homepage (index.html).
 - When naming files, use single-word filenames or insert an underscore between words. WebCT does not recognize filenames with spaces or characters that are not numbers or letters.
 - You can make changes to your presentation after you have uploaded it, but be aware that each member of your group can edit your presentation pages. Your group should establish a protocol for making changes to your presentation, so that you don't overwrite changes that someone else has made.
 - Use one of two methods to upload your Student Presentation files.
1. Make a folder in your group's **Manage Files** area and upload all web pages, images, etc used in your presentation one-by-one into that folder. Links between web pages and from web pages to images should not break if all images and web pages were also stored in one folder on your hard drive when you made the links.
 2. Use **WinZip** to compress the entire folder that contains your Student Presentation on your hard drive. Upload this compressed folder to your Student Presentations' Manage Files area and unzip the compressed folder.

Uploading a Student Presentation One Page at a Time

1. To **upload** a presentation, click **Student Presentations**. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. Click **Edit Files**. The Manage Files screen appears.
3. Under **File Options**, select **Upload** a file and click **Go**. The Upload File screen appears.
4. To locate your presentation files, click **Browse**. Your computer's file manager appears.
5. Locate and select one file, and click **Open**. The Upload File screen appears, with the name of your file in the Filename text box.

Note: You will have to upload your presentation one file at a time. If you want to upload multiple files at once, zip them first using WinZip (PC), Ziplt (Mac), or another file compression application and then upload the .zip file.

6. Click **Upload**. The **Manage Files** screen appears, and the uploaded file shows as a link under your group folder. To view the contents of a folder, click the folder name. To view the file, click the file name.
7. For each presentation file that needs to be uploaded, repeat steps 3 to 7.

Uploading a Zipped Presentation

1. Zip (compress) the folder that contains your presentation.
2. Upload the Zipped (compressed) archive (file). (See steps in section above)
3. Unzip the Zipped (compressed) archive (file).

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. From the **Student Presentations** screen, click the **Edit Files** link. The Manage Files screen appears.
2. Under **Folders and Files**, select the check boxes next to the files that you want to zip.
3. From the drop-down list next to File Options, select **Zip**.
4. Click **Go**. The Zip Files screen appears. The files that you selected appear on the left side of the screen. If you decide not to zip a file, clear its check box.
5. From the drop-down list, select a destination folder.
6. In the Filename textbox, type a name for the zip file. **Note:** The filename **cannot** contain any of the following characters: tabs, line feeds, carriage returns: ~ [] ! @ # \$ % ^ & * () + ` } | \ < > , ? / ; ' "
7. Click **Zip**. The Manage Files screen appears. The files have been zipped.
8. After you download the zip file to your computer, you can unzip the file with **WinZip (PC)**, **Ziplt (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.

1. From the Student Presentations screen, click the **Edit Files** link. The Manage Files screen appears.
2. Under Folders and Files, select the check box next to the file that you want to unzip.
3. From the drop-down list next to File Options, select Unzip.
4. Click **Go**. The Unzip File screen appears.
5. From the drop-down list, select a destination folder for the unzipped files.
6. Click **Unzip**. The Manage Files screen appears. The files have been unzipped.

Downloading Files

You can download a file from the server hosting your WebCT course to your personal computer. You may want to do this when it is your turn to update your group's Student Presentation page(s). You may edit the pages online if you know HTML but if you don't know HTML or you want to save time, download the file(s) you wish to edit and use your web page editor to make the needed changes.

Note: If you want to download multiple files at once, zip them first and then download the .zip file.

Also Note: It is not a good idea for more than one group member to edit group Student Presentation pages at the same time. Doing so could cause you to rewrite each other's pages, thus losing important information from your pages.

1. From the **Student Presentations** screen, click the **Edit Files** link. The **Manage Files** screen appears.
2. Under **Folders and Files**, select the check box next to the file that you want to download.
3. From the drop-down list next to File Options, select Download.
4. Click **Go**. The **Download File** screen appears.
5. Click **Download**. A dialog box appears.
6. Follow the instructions in the dialog box to save the file on your computer.

Editing Files Using WebCT's Built-In Edit Option

Occasionally, you may want to edit files in WebCT. WebCT's built-in Edit option allows you to make changes to the text and **HTML** tags in your .txt and .html files in File Manager. This method of editing your files is best used for quick, simple changes to your pages.

1. From the **Student Presentations** screen, click the **Edit Files** link. The Manage Files screen appears.
2. Under **Folders and Files**, select the check box next to the file that you want to edit.
3. From the drop-down list next to File Options, select **Edit**.
4. Click **Go**. The Edit File screen appears.
5. To change the name, type in the Filename text box. **Note:** The filename cannot contain any of the following characters: tabs, line feeds, carriage returns: ~ [] ! @ # \$ % ^ & * () + ` } } | \ < > , ? / ; ' " "
6. In the File Content textbox, edit the content of the file. For easier viewing, you can resize this text box by selecting the width and height and then clicking Resize. Adjusting the size of the text box has no effect on the file's content.

Note: If you are editing an HTML file and you do not want to take the time to edit the code by hand you can paste the code into the HTML view of a web pages editor, switch back to normal edit mode (the mode that looks like you are typing a Word document), make your changes to the page, change back to HTML mode copy the changed HTML and paste it back into the box.

7. When you have finished editing file content, click Save.

Editing Files on Your Computer Using a Web Page Editor

1. Download the file(s) you wish to edit to an empty folder on your computer. **Note:** If you need to edit the location of images on a page you might want to also download the images to this folder, too.

Note: To save time when downloading multiple files you may want to use WebCT's zip (compression) utility to zip the files you want to download into one zipped archive. After downloading the archive, unzip it into a folder on your computer.

2. Open the file you wish to edit with your favorite web page editor and made needed changes to the file. If you insert links into the file (web page) make sure that the links are to documents or images stored in the folder that contains the file you are editing.

3. Upload the changed file(s) back to your WebCT Manage Files area.

Note: To save time when uploading multiple files you may want to use a Zip (compression) utility to zip the files you want to upload into one zipped archive. After uploading the archive unzip it into a folder in your group's Manage Files area.

Copying Files

1. The Copy option allows you to copy one or more files from the current folder to another folder. Copies of the file will then exist in two folders.
2. From the **Student Presentations** screen, click the **Edit** Files link. The Manage Files screen appears.
3. Under **Folders and Files**, select the check box (es) next to the file(s) that you want to copy.
4. From the drop-down list next to File Options, select Copy.
5. 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 check box.
6. From the drop-down list, select a destination folder.
7. Click **Copy**. The Manage Files screen appears. The files have been copied.

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.

1. From the **Student Presentations** screen, click the **Edit** Files link. The Manage Files screen appears.
2. Under **Folders and Files**, select the check box (es) next to the file(s) that you want to move.
3. From the drop-down list next to File Options, select Move.
4. Click **Go**. 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 check box.
5. From the drop-down list, select a destination folder.
6. Click **Move**. The Manage Files screen appears. The files have been moved.

Renaming a File

1. From the **Student Presentations** screen, click the **Edit Files** link. The Manage Files screen appears.
2. Under **Folders and Files**, select the check box next to the file that you want to rename.
3. From the drop-down list next to **File Options**, select Rename.
4. Click **Go**. The Rename File screen appears.
5. In the New name text box, type a new name for the file. Note: The filename cannot contain any of the following characters: spaces, tabs, line feeds, carriage returns
: ~ [] ! @ # \$ % ^ & * () + ` } } | \ < > , ? / ; ' "
6. Click **Rename**. The Manage Files screen appears. The file has been renamed.

Deleting a File

1. The **Delete** option allows you to delete one or more files.
2. From the **Student Presentations** screen, click the **Edit Files** link. The Manage Files screen appears.
3. Under **Folders and Files**, select the check box (es) next to the file(s) that you want to delete.
4. From the drop-down list next to File Options, select Delete.
5. Click **Go**. The Delete Files screen appears. The file(s) that you selected appear(s) on the left side of the screen. If you decide not to delete a file, clear its check box.
6. Click **Delete**. The Manage Files screen appears. The files have been deleted.

Changing File Name Case

WebCT enables you to change the case of many file names at once with the Upper Case and Lower Case features.

1. From the **Student Presentations** screen, click the **Edit Files** link. The Manage Files screen appears.
2. Under **Folders and Files**, select the check box (es) next to the file(s) that you want to convert.
3. From the drop-down list next to File Options, select Upper Case or Lower Case.
4. Click **Go**. The Upper/Lower Case screen appears. The files that you selected appear on the left side of the screen. If you decide not to convert a filename, clear its check box.
5. Click Convert. The **Manage Files** screen appears. The case has been converted.

Sending Mail

You can send mail to your group and to other groups. Every member in the group receives your mail.

Note: Depending on administrator settings, the mail icon for presentation groups may not be available.

1. From the **Student Presentations** screen, click the Mail icon to the left of the group name. The Compose Mail Message screen appears in a new browser window.
2. For information, see **Mail**.

Having Group Discussions

If your instructor has created a discussion area for your group, you can use **Discussions** to communicate with your group.

1. To gain access to the discussion area, click **Discussions** where it appears in your course.
2. In the Topic column, click your group name.
3. For more information, see **Discussions**.

INDEX

- Action Menu
 - index, 5
- Advanced File Management
 - converting Word to HTML, 5, 7
- Assignment Tool, 1
- Browser, 9
- Changing File Name Case, 9
- Changing Presentation Settings, 2, 3, 4
- Communicating with the Group, 3
- Content Module
 - action menu
 - index, 5
 - content pages, 5
- Content Pages, 5
- Control Panel, 4
 - manage files, 4, 5, 6, 7, 8, 9
 - copying files, 8
 - deleting files, 8
 - editing files, 7
 - moving files, 8
- Copying Files, 8
- Course Menu, 1, 2, 3
- Creating a Group
 - manually, 1
 - using the group generator, 2
- Deleting a File, 8
- Deleting Groups, 3
 - deleting all groups, 3
 - deleting one group, 3
- Designer View, 4
- Discussion, 1, 2, 3, 4, 9
- Downloading Files, 7
- Editing Files, 7
- Editing Groups, 3
- File Manager, 6, 7
- Files
 - changing file name case, 9
 - copying, 8
 - copying files in manage files, 8
 - deleting, 8
 - deleting a file in manage files, 8
 - editing, 7
 - editing files in manage files, 7
 - moving, 8
 - moving files in manage files, 8
 - renaming, 8
 - renaming a file in manage files, 8
- HTML, 1, 4, 5, 7
- Hyperlink, 1, 2, 4, 5, 6, 7, 8, 9
- Index, 5
- Mail Tool, 1, 2, 3, 9
- Manage Files, 4, 5, 6, 7, 8, 9
 - copying files, 8
 - deleting files, 8
 - editing files, 7
 - moving files, 8
- Moving Files, 8
- Presentation Groups, 1, 2, 3, 4, 9
 - changing presentation settings, 2, 3, 4
 - communicating with the group, 3
 - creating a group manually, 1
 - creating a group using the group generator, 2
 - deleting groups, 3
 - editing groups, 3
- Renaming Files, 8
- Student Presentation, 1, 2, 4, 5, 6, 7, 8, 9
 - groups
 - editing groups, 3
- Student Presentations, 1, 2, 4, 5, 6, 7, 8, 9
 - changing presentation settings, 2, 3, 4
 - deleting groups
 - deleting all groups, 3
 - deleting one group, 3
 - groups
 - communicating with the group, 3
 - creating a group
 - manually, 1
 - using the group generator, 2
 - deleting groups, 3
 - editing groups, 3
 - uploading, 6
- Tools
 - assessments
 - assignment tool, 1
 - content module
 - action menu
 - index, 5
 - discussion, 1, 2, 3, 4, 9
 - mail tool, 1, 2, 3, 9
 - student presentation, 1, 2, 4, 5, 6, 7, 8, 9
 - groups
 - deleting groups
 - deleting all groups, 3
 - student presentations, 1, 2, 4, 5, 6, 7, 8, 9
 - changing presentation settings, 2, 3, 4
 - groups
 - communicating with the group, 3
 - creating a group
 - manually, 1
 - creating a group using the group generator, 2
 - deleting groups, 3
 - deleting all groups, 3
 - editing groups, 3
 - uploading, 6
 - UltimateZip, 4, 5, 6
 - Unzipping, 5, 6, 7, 8
 - Uploading a Student Presentation, 6
 - Web Page, 7
 - WinZip, 4, 5, 6
 - Word, 5, 7
 - Ziping, 4, 6, 7, 8