



WebCT Course Tools (Excerpt from the WebCT 6 Instructor Reference)	
Organizational Tools	
	<p><b>Calendar</b></p>
	<p><i>Calendar</i> allows you to view and create dated reminders about events. Entries can be viewed for a day, week, or month.</p> <p>Course members can create course-related entries that are viewable to all course members. Institution Administrators can create institution-related entries that are viewable to all institution members.</p> <p><b>Note:</b> The ability for Students and Teaching Assistants to create course-related entries that are viewable to all course members is determined by the Section Instructor for the course.</p> <p>All users can create personal entries that are not related to any course but are for personal reminders. These types of entries are private.</p> <p>You can access <i>Calendar</i> from the MyWebCT screen or from <i>Course Tools</i> in a course.</p>
	<p><b>Search</b></p>
	<p><b>Note:</b> If you do not have access to <i>Build</i> tab, you can only, access the <i>Search</i> tool if it has been added to <i>Course Tools</i>.</p> <p>The <i>Search</i> tool allows you to conduct a search for data within a course. For example, if you remember sending a discussion message regarding <i>Assignment Five</i>, but you can't recall in which discussion topic you posted the message, you can do a keyboard search to retrieve the message.</p> <p>To perform a search, you must enter keywords, select the area of records you want to search, and select the area of the course you want to search. You can also apply date restrictions and specify preferences for viewing results. After performing a search, records that match your search criteria are displayed. You can choose to view a record, refine or expand your search using the advanced search functionality, or conduct a new search.</p> <p>Note: Depending on administrator settings, it may take from one hour to one day for new course content to be added to the <i>Search</i> index.</p>



## Syllabus

Using the *Syllabus* tool, you can make syllabus available to Students to provide them with course information such as:

- ◆ Your contact information and office hours
- ◆ The objectives of your course
- ◆ The academic policies of your institution, as well as your own policies regarding late assignments, make-up exams, etc.
- ◆ A course outline, which includes important dates
- ◆ An overview of course lessons
- ◆ A list of required texts and recommended reading.

There are two ways to add a syllabus to your course. You can use the built-in syllabus feature to create a syllabus, or you can import a file that has been created outside of WebCT.

### *Built-in Syllabus*

With the built-in syllabus feature, you can add course information to six different sections within the syllabus. Each section is called an *item*. You can add multiple versions of each item and title them as you desire. There are also default items, such as *Section Information* and *Section Instructor* that are pre-populated with system generated information.

You can add course information to the following items:




- Goals
- Policies
- Course requirements
- Custom
- Lesson
- Resources

### *Syllabus File*


If you have created a syllabus outside of WebCT that you want to use for your online course, you can import the file and make it available to section members.

Once your syllabus is created or uploaded, it can be added to *Course Content* or another folder.

**IMPORTANT:** If you want to apply selective release to the syllabus, add the syllabus to folders only. Do not make the *Syllabus* tool available from


	the <i>Course Menu</i> , as selective release does not apply.
<b>Communication Tools</b>	
	<b>Announcements</b>
	<p>You can use the <i>Announcements</i> tool to create and send text announcements to members enrolled in a course.</p> <p>Announcements appear in members' My WebCT or on the Announcements screen. Announcements can also appear as pop-up messages, which appear when members log in to the course.</p> <p>Example: Use the Announcements tool to inform Students that the due date for a quiz or assignment has changed.</p>
	<b>Chat</b>
	<p>The <i>Chat</i> tool allows you to communicate in real time with other users in the course. You can use <i>Chat</i> to engage in conversations with all users or selected users. You can use the <i>Chat</i> tool's <i>Whiteboard</i> to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.</p> <p>A <i>Chat and Whiteboard</i> room, called the <i>Common Room</i>, is created by default. You have the option to create other Chat rooms, <i>Whiteboard</i> rooms, or combined <i>Chat and Whiteboard</i> rooms.</p>
	<b>Discussions</b>
	<p>The <i>Discussion</i> tool allows you and all users who are enrolled in the same course to post and reply to messages on topics that are relevant to the course. You can ask questions, generate discussion, and encourage Students to share feedback and ideas. Section Instructors can evaluate the quality of messages, just as they would evaluate participation in a classroom course.</p> <p>You can create discussion topics and organize them in discussion categories.</p> <p>Example: If you are teaching an English literature course, you can create discussion categories for different literary genres: English Novels and English Plays. In each category, you can create topics for the literary works that are being studied:</p> <p style="text-align: center;">◆ English Novels: <i>Pride and Prejudice</i>, <i>Oliver Twist</i>, <i>A room with</i></p>

	<p><i>a view.</i></p> <ul style="list-style-type: none"> <li>◆ English Plays: <i>Romeo and Juliet</i>, <i>She stoops to conquer</i>, <i>The Importance of Being Ernest</i>.</li> </ul> <p>To start a discussion on the novel <i>Pride and Prejudice</i>, you can post a message such as <i>Do you think the characters in Pride and Prejudice are conscious of social class?</i></p>
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	<p><b>Mail</b></p>
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	<p><i>Mail</i> allows you to communicate with other WebCT users via written correspondence, in text or HTML format, and file attachments. You can send mail to other users in the selected course or section.</p> <p><i>Mail</i> can be used to exchange messages with other WebCT users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.</p> <p>With <i>Mail</i> folders you can:</p> <ul style="list-style-type: none"> <li>◆ Show and hide folders.</li> <li>◆ Open folders.</li> <li>◆ Create folders.</li> <li>◆ Rename folders.</li> <li>◆ Delete folders.</li> </ul> <p>With <i>Mail</i> messages you can:</p> <ul style="list-style-type: none"> <li>◆ Navigate and sort messages.</li> <li>◆ Read messages.</li> <li>◆ Reply to messages.</li> <li>◆ Forward messages.</li> <li>◆ Create and send messages.</li> <li>◆ Create and save messages as drafts.</li> <li>◆ Edit draft messages.</li> <li>◆ Send draft messages.</li> <li>◆ Preview messages.</li> <li>◆ Set the number of messages per page.</li> <li>◆ Copy messages.</li> <li>◆ Move messages.</li> <li>◆ Create a printable view of messages.</li> <li>◆ Print messages.</li> <li>◆ Mark messages as read or unread.</li> </ul>
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	<ul style="list-style-type: none"> <li>◆ Show and hide read messages.</li> <li>◆ Forward messages to external accounts.</li> <li>◆ Delete open messages.</li> <li>◆ Delete messages.</li> </ul> <p>With <i>Mail</i> and <i>WebEQ Equation Editor</i></p> <ul style="list-style-type: none"> <li>◆ Learn about the <i>WebEQ Equation Editor</i>.</li> <li>◆ Create and insert equations in messages.</li> <li>◆ Import and insert equations in messages.</li> <li>◆ Edit and insert equations in messages.</li> <li>◆ Delete equations from messages.</li> </ul>
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	<p><b>Who's Online</b></p>
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	<p>You can use the <i>Who's Online</i> tool to chat in real time with users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can access the <i>Who's Online</i> tool from <i>My WebCT</i>. If a link to the <i>Who's Online</i> tool appears under <i>Course Tools</i> on the course menu, you can also access it there.</p> <p>The <i>Who's Online</i> tool is similar to the <i>Chat</i> tool except that you use the <i>Who's Online</i> tool to chat with users without first entering a course. You use the <i>Chat</i> tool to chat with users only while you are in a particular course.</p>
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<p><b>Student Learning Activities</b></p>	
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	<p><b>Assessments</b></p>
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	<p>The <i>Assessments</i> tool allows you to create the following:</p> <p><b>Quizzes:</b> A quiz is an online test that Students complete and submit for marks. The marks are recorded in <i>Grade Book</i>. You can use quizzes to assess Students performance in the course.</p> <p><b>Surveys:</b> A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as <i>Complete</i> in <i>Grade Book</i> after it is submitted. You can use surveys to allow Students to give feedback or opinions.</p> <p><b>Self tests:</b> A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in <i>Grade Book</i>.</p> <p>All assessments questions are saved in the <i>Question Database</i> tool. You can</p>
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access the *Question Database* from *Assessments*. For more information, see topics for *Question Database*



### Assignments

You can use the *Assignments* tools to create assignments. You can create two types of assignments:

<b>Text with Attachments</b>
A <i>Text with attachments</i> assignment requires Students to submit their assignment by entering text in the <i>Assignments</i> tool or by attaching their own files

<b>Web Site</b>
A <i>Web site</i> assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

You can set assignments to be distributed to individual students or groups of students or you can allow the Section Instructor to do this. You can also specify the due date and total grade for an assignment.

All assignments appear on the *Assignments* screen. If you set release criteria which controls when and to whom the assignment is available, the assignment is marked (*Conditional*). You or the Section Instructor can modify the release criteria.

You can also use the *Assignments* tool to:

- Edit assignments
- Delete assignments
- Sort assignments

After you have created an assignment, you can view and test it as a Student. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is Demo Student XXXXX, where XXXXX is a randomly generated number. You can use this account for testing purposes.

Section Instructors have access to the *Assignment Dropbox* tool which they use to view, manage, and evaluate submitted assignments.

### Content Tools



## Learning Modules

Use the *Learning Modules* tool to organize and deliver course content to students. You can add content to learning modules, such as a quiz from *Assessments*.

### Adding Content

You can add content from the following tools:

- ◆ *Assessments*
- ◆ *Assignments*
- ◆ *Chat*
- ◆ *Discussions*
- ◆ *Media Library*
- ◆ *SCORM*
- ◆ *Web Links*

You can also add files from your computer or from *File Manager*, or create a new file directly from the *Learning Modules* tool.

### Organizing Content

After you have added content to a learning module, you can structure the content hierarchically within a table of contents by using headings and outline numbering. This allows you to organize the order in which content is delivered to Students.

**EXAMPLE:** Add content that pertains to one topic in a course unit by creating links to content, such as a link to a video from *Media Library*, a link to an article from an online journal from *Web Links*, and link to an assignment from *Assignments*. Next, create text headings under which to organize the content. Indent the content below the text headings to create a table of contents that visually communicates how information is organized and in what order content should be accessed.

### Working with Settings

You can modify settings to make the learning module available or unavailable, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Students.

### Working with Action Menus

An *Action Menu* provides Students with navigation links to content, such as a

discussion topic that is relevant to the learning module. An *Action Menu* also provides links to the following tools: *Bookmarks*, *Create Printable View*, and *Notes*. These tools provide Students with different ways to interact with the learning module. For example, you can add the *Bookmarks* tool to let Students create links to pages within the learning module, and the *Notes* tool to let Students create private notes relevant to content in the learning module.

You can add an *Action Menu* to a learning module and to each content link within a learning module.



## Local Content

*Local Content* allows you to reference media files that would be inefficient to download from the server. Because the files are loaded from the Student's computer rather than over the Internet, Students with slower connections can view large files. This means that you can create links to multimedia files in your course files without slowing down online activities.

The following steps must be completed to successfully enable *Local Content*:

1. In a file within your course, add links to local files.
2. Create a local content entry.
3. Distribute the local files to your class (i.e. via portable media).
4. Get students to enable and configure local content for their computers.

### A. Add Links in Files.

In an existing or newly created course file, add links to the files that you want Students to load from their computers. You must reference the file by entering the full path as it is structured on the local storage medium that you are using. Each link within the file must be hand coded in HTML.

**Example:** You are using a Compact Disc (CD) as your storage medium, and the file that you want to reference is located in the root folder named movies. You create a link in your file by entering the following, `<a href="movies/movie.mpg">Movie</a>`, where "movies/movie.mpg" is the full path to the movie file, and Movie is the linked text in the file.

### B. Create local Content Entry

Using the *Local Content* tool, create a local content entry. When creating local content entries, you must create a folder in *File Manager* with a folder name that exactly matches the name of the root folder for your local content media, including spaces and capitalization. Once the root folder is created and then selected for your local content entry, any folders under the root

folder can be referenced without creating new entries.

**Example:** If you are using a CD as your storage medium, and the file that you want to reference is located in a subfolder named musical scores in the root folder movies, you would create a folder in *File Manager* called movies and select it for your local content entry. In this example, you could create a link in your file similar to the following: `<a href="movies/musical scores/symphony.mp3">Musical Score</a>`

### 3. Distribute Local Content Medium

You must distribute the files that you want Students to access locally. You can do this by distributing the content on a portable storage medium, such as a Compact Disc (CD).

### 4. Configure Local Content Tool

To access content locally, Students must enable the *Local Content* tool on their local computers. They must also associate a drive path with the local content entry that you created in step 2 by specifying the following:

- ◆ drive letter of the device on their computer that will run the distributed portable storage medium
- ◆ root folder that you selected while creating your local content entry

**EXAMPLE:** You are using a CD as your storage medium with a root folder named *movies*, and the Student's CD-ROM drive is mapped to the letter D. The Student enters D:\movies in the *Drive Path* text box.

Once Students have placed the storage medium in the specified drive, and they have configured *Local Content* for their computers, clicking a link in a file automatically loads the media file from the Student's local storage device.

You can test your local content entries by configuring them for your own computer. You can do this from the *Student View* tab. If you need help configuring *Local Content* as a Student, from the *Student View* tab, click **Help**.

With *Local Content* you can:

- create entries
- edit entries
- delete entries



## Media Library

You can use the *Media Library* tool to build a database of text, image, video, and audio entries to enhance your course. You organize these *Media Library* entries into collections. A *Media Library* collection, called *Glossary*, is automatically created for you by default, but you can also create other collections to group entries that are related. To add an entry to the *Media Library*, you upload a file from your local computer and place it in a collection.

**Example:** For a music appreciation course, a course designer creates three collections titled *The Baroque Period*, *The Classical Period*, and *The Romantic Period*. Each collection contains audio files that sample the music of the period, image files that contain pictures of important composers, and text files that define important terms.

Students can view the media library entries you create by going to the *Media Library* tool, but you can also create links to allow Student to access media library entries from within files. Students can click the link in the file to display the text, image, video, or audio file in a pop-up window.

**Example:** An entry titled *Paris*, which contains an image file of the city of Paris, is automatically linked to occurrences of the word Paris in all files.

With the *Media Library* tool, you can:

- Create, edit and delete entries and collections.
- Manually or automatically link entries to files.
- View entries and collections.
- Add entries to collections.
- Reorder and sort collections.
- Remove entries from collections.
- Make collections available or unavailable.




## SCORM


Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported as a .zip file. SCORM content packages can contain the following two types of learning objects:

- ◆ Assets: normally files or images, such as an HTML file.
- ◆ Sharable Content Objects (SCOs), such as a quiz.


Once imported into WebCT, the SCORM content package is referred to as a SCORM module.


	<p>SCORM modules are displayed in a similar user interface to that of a learning module, including a table of contents and <i>Previous</i> and <i>Next</i> icons for navigation.</p> <p>Example: When a quiz is imported into WebCT as a SCORM module, the SCORM module containing the quiz displays within the WebCT interface containing the optional table of contents and <i>Previous</i> and <i>Next</i> icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported to Section Instructor in the <i>Grade Book</i> tool.</p> <p>You can use the <i>SCORM Module</i> for:</p> <ul style="list-style-type: none"> <li>◆ Creating SCORM modules (actually importing SCORM-compliant content packages into WebCT).</li> <li>◆ Editing the SCORM module's title and description.</li> <li>◆ Showing or hiding SCORM modules.</li> <li>◆ Viewing links to Modules.</li> <li>◆ Setting or modifying release criteria for SCORM modules.</li> <li>◆ Adding SCORM modules to the <i>Course Content</i> tool and to learning modules.</li> <li>◆ Running SCORM module data reports.</li> <li>◆ Deleting SCORM modules.</li> </ul>
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	<p><b>Web Links</b></p>
	<p>You can use the <i>Web Links</i> to compile a list of Internet addresses. These Internet addresses can then be added to folders and learning modules to reference modules to reference web pages outside of your course. You can set the web page to open in a new browser window and you can also set release criteria for the link to the web page.</p> <p><b>Example:</b> Use <i>Web Links</i> to create a link in a folder or learning module to an online essay that you want members of your course to read.</p>


	<p><b>My Files</b></p>
	<p>You can use <i>My Files</i> to create and store your personal files in WebCT. Each user has their own <i>My Files</i> that is always private and cannot be accessed by other users.</p> <p>You can use <i>My files</i> for the following tasks:</p>

	<p><b>Locating and Viewing Files and Folders</b></p> <p>To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course.</p> <p>To preview files, you click their titles. You can also set the number of items listed on one page, sort by column, or filter by file type.</p>
	<p><b>Creating and Editing Files and Folders</b></p> <p>You can create and edit HTML files and organize them in folders. You can also rename files and folders. Files in WebCT use a default character set selected by the WebCT administrator but you can declare unique character sets for individual files.</p>
	<p><b>Managing Files and Folders</b></p> <p>You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.</p>
	<p><b>Creating WebDAV Folders</b></p> <p>You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage WebCT files and folders from your computer without logging in to WebCT. Any changes you make in WebDAV folders are reflected in WebCT folders. For more information about the WebDAV protocol, see <a href="http://www.webdav.org">http://www.webdav.org</a> (<a href="http://www.webdav.org">http://www.webdav.org</a>).</p>

	<p><b>My Grades</b></p>
	<p>The My Grades screen displays all released grades for your course.</p>

	<p><b>My Progress</b></p>				
	<p>The <b>My Progress</b> tool displays a report that includes information about your participation in the course.</p> <p>The <b>My Progress</b> report includes the following data:</p> <table border="1" data-bbox="380 1667 1360 1856"> <thead> <tr> <th data-bbox="380 1667 867 1705">Column Title</th> <th data-bbox="867 1667 1360 1705">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="380 1705 867 1856">Session</td> <td data-bbox="867 1705 1360 1856">Each time you log in to WebCT, it counts as one session. Each session is assigned a number. This column contains the session number.</td> </tr> </tbody> </table>	Column Title	Description	Session	Each time you log in to WebCT, it counts as one session. Each session is assigned a number. This column contains the session number.
Column Title	Description				
Session	Each time you log in to WebCT, it counts as one session. Each session is assigned a number. This column contains the session number.				

		Note: Depending on the settings used by your institution, it may take one hour or one day before the data for a session appears in the My Progress report.
	First Access	The date and time you first accessed the course in the session.
	Last Access	The date and time you last accessed the course in the session.
	Total Time	The total time you spent in the course during the session.  Note: If you did not log out of WebCT to end the session, Total Time is calculated as the amount of time between the time you first accessed the course and the time you last accessed the course plus up to an additional 60 seconds.
	Content Folders	The number of content folders you viewed during the session.
	Files	The number of files you viewed during the session.
	Discussions	<ul style="list-style-type: none"> <li>◆ Viewed Message: The number of messages you viewed in the Discussions tool during the session.</li> <li>◆ Posted Message: The number of messages you posted in the Discussions tool during the session.</li> </ul>
	Assessments	<ul style="list-style-type: none"> <li>◆ Began: The number of assessments you began during the session.</li> <li>◆ Finished: The number of assessments you finished during the session.</li> <li>◆ Total Time: The total time you spent in the Assessments tool during the session.</li> </ul>
	Assignments	<ul style="list-style-type: none"> <li>◆ Read: The number of assignments you read during the session.</li> </ul>

		<ul style="list-style-type: none"> <li>◆ Submitted: The number of assignments you submitted during the session.</li> <li>◆ Total Time: The total time you spent in the Assignments tool during the session.</li> </ul>
	Media Library	<ul style="list-style-type: none"> <li>◆ Entry Viewed: The number of Media Library entries you viewed during the session.</li> <li>◆ Collection Viewed: The number of Media Library collections you viewed during the session.</li> </ul>
<p><b>Tip:</b> If you want, you can sort information in the report. For more information, see <i>Sorting Items</i>.</p> <p>If you want to retain a copy of the My Progress report, you can export it to your local computer. For more information, see <i>Exporting My Progress Reports</i>.</p>		
	<b>Notes</b>	
	<p>With the <i>Notes</i> tool, section members can create general or learning module notes to use as a reminder or study aid. General notes are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic. Both general and learning module notes are private and cannot be viewed by other members of the course.</p> <p><b>NOTE:</b> Learning module notes must be created from within a learning module. However, section members can edit learning module notes when they have accessed the <i>Notes</i> tool from the course menu.</p> <p>Students, Teaching Assistants, and Section Instructors can:</p> <ul style="list-style-type: none"> <li>◆ Create general notes.</li> <li>◆ Edit notes.</li> <li>◆ Print notes.</li> <li>◆ Delete items.</li> </ul> <p>To make the <i>Notes</i> tool available to section members, you must add it to the course menu.</p>	