Part 1
Intro to WebCT

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Part 1
Intro to WebCT
This section covers:
• MyWebCT (a global WebCT user account)
• Navigating the Course Designer Interface
• How to modify and customize your Homepage
• How to modify and customize your WebCT Public Page

When you request a WebCT course designer account for your classes you will be given a myWebCT username and password (unless you have one already). To log into your account use your web browser to connect to http://webct.hawaii.edu. Under the header for "Returning Users", select the text link for "mywebct". WebCT will prompt you for a name and password, enter the name and password you have been given.

Upon successful completion you should get a screen similar to the following. To enter your course click on the link located under the header for "Courses". In this case you would click on the link "A sample course".

Each course will have an area towards the top of the window called the "Menu Bar". Course designer accounts have a black bar that tells you which page that you are on (in this case the "Home" page) and has radio buttons that will allow you to toggle between "View" and "Designer Options". "View" is a representation of what the student sees in your course. "Designer Options" will allow you to access features to customize your course. This is only available to the course designer.
Under the "Menu Bar" is the "Breadcrumbs" area. The "Breadcrumbs" area shows you where you are in the course. In this case, it tells us we are on the "Home" (or main page). As we progress through the course, the "Breadcrumbs" gets updated with your current location.

The above graphic shows the "Navigation Bar" and "Content Area". The "Navigation Bar" may be made available for the students to easily access portions of your course quickly. The "Navigation Bar" is divided into three sections: a Control Panel (that only the course designers see), a Course Menu (that all students can see), and a Hidden section (menu items that the students cannot see). In this case, the "Content Area" is available to the right of the "Navigation Bar". This is where you place the material that will be available to your students.

Let's get started by adding a link that will open a new window with a different website.
In the "Control Panel Visible to Designers", click on "Add Page or Tool". Your screen should look similar to the following.

A sample course
Home ➔ Add Page or Tool

Add Page or Tool
Choose page or tool: Add

Course Content and Related Tools
- Content Module
- Syllabus
- Glossary
- Search
- Image Database
- Calendar
- Index
- CD-ROM
- Compile
- Resume Course

Communication Tools
- Discussions
- Mail
- Chat
- Whiteboard

Pages/URLs
- Organizer Page
- URL
- Single Page

Click on the radio button for URL, then click on the "Add" button.

A new screen appears with the title "Add URL". Enter the title: UHINFO. Enter http://www.hawaii.edu as the address, then click on the radio button to "Open in New browser window" (view graphic on next page).
Click on the checkbox next to "On a Organizer Page". Once you click on that checkbox, the two checkboxes for "Link shows title" and "Link shows icon" are automatically displayed. The radio button next to "Default icon" should be automatically checked. Click on the "Add" button.

A sample course
Home » Add Page or Tool » Add Page/URLs

Contents & Tools | Communication Tools | Pages/URLs | Evaluation Tools | Study Tools

Add URL

1. Enter a title for the page [UHINFO]
2. Enter the information for the URL
   Address: [http://www.hawaii.edu]
   Open in [☐ New browser window ☐ Same browser window]
3. Decide where to show this item in your course.
   You can place a link to the new page in the Navigation Bar and/or on an Organizer Page.
   Choose one or both
   ☐ On the Navigation Bar, visible on all pages. Link will appear as text
   ☑ On an Organizer Page [Homepage]

   Link appearance:
   Choose one or both:
   ☑ Link shows title
   ☑ Link shows icon
   You can use the default icon for this tool, or you can browse for another icon.
   ☐ Use default icon
   ☐ Use custom icon
   Choose [ ] [Browse...]

4. Add this page or URL to your course.
   [Add]

Upon completion, you should get the following screen. We won’t be working with “Select” release criteria at this point, but that may be used to release this link only if the user has met a certain criteria (e.g. a score of 80% on a quiz).

A sample course
Home » Add Page or Tool » Add Page/URLs » Add Page or Tool

URL Added
"UHINFO" has been successfully added to your course.

Return to Homepage.
Select release criteria for URL (e.g. date, name, quiz grade).
Add another page or tool.

Click on the text link for "Return" to go back to your Homepage to test your URL.
The "UHINFO" icon should now be on your main page. Click on the icon or text of "UHINFO".

The URL: http://www.hawaii.edu should open up in a new window. Once you have verified that this works you may close this new window by clicking on the "close box" of your web browser (upper left corner on the Macintosh and upper right hand corner for Windows PCs).

Let us continue by creating a link that will display a file that is uploaded to your course on the WebCT server. In the "control Panel Visible to Designers", click on "Add Page or Tool". When "Add Page or Tool" screen appears click on the radio button for "Single Page", then click on the "Add" button.

Enter "Rocks" as the title for your page. In step 2: Enter the information for the Single Page, click on the "Browse" button. This opens a new window that looks similar to the following image.

Pick a file from the file manager, as listed below, to display it in your course.  
Upload

If the file you want is not in the file manager, you can upload it from your local computer.

Files
Click an option button to select a file for your course.
Click on the name of a file if you would like to view it.

My-Files
WebCT-Files

Two folders are listed: "My-Files" is the course files that you upload onto the WebCT server, and "WebCT-Files" is the files that are available to all WebCT courses. Click on the "My-Files" folder.
Once this file is open, click on the radio button next to "tectonic.html".

Click the "Pick" button in the upper left part of the window.
The filename "tectonic.html" automatically gets put in the Page filename field. Click on the radio button for "Same browser window".

In step 3, check off both "On the Navigation Bar..." and "On an Organizer page", then click on the "Add" button.

Upon successful completion you should get a screen similar to the following. Click on "Return to the Homepage" text link.
"Rocks" now appears on your homepage as well as on the "Course Menu". Click on "Rocks" to view the page.

Your screen should look similar to the following. In this case "Rocks" opens up within the Course Content area. As a general rule, pages that you upload on the server work within this Content area. When you connect to an external website, as with the UHINFO link, it is often better to open the website in a new window.

Click on "Home" in the "Breadcrumbs" to return to your Homepage.
As you develop your course you may run into the problem of confusing your students by having too many icons on one page. To address this WebCT has "Organizer" pages.

In the "Control Panel" select "Add Page or Tool". Select "Organizer Page" then click on the "Add" button. The following screen should appear. Enter "My Experiments" as the title, click on the checkbox next to "On an Organizer Page", then click on the "Add" button.

### A sample course

WebCT displays the following screen. Click on "Return to Homepage".

### Organizer Page Added

"My Experiments" has been successfully added to your course.

Return to Homepage.
Modify the Organizer Page tool
Select release criteria for Organizer Page (e.g., date, name, quiz grade).
Add another page or tool.
Click on the radio button for "Designer Options". A radio button will appear to the left of each icon on the Content page. You will use this radio button to select it. WebCT works on the principle of "select to do". You will need to select the object (e.g. icon) that you want to affect first, then tell WebCT what to do with it.

Click on the radio button next to "UHINFO" to select it, scroll down the screen until the following portion can be seen.

A sample course

To move, edit or delete a textblock or hyperlink:
1. Select it.
2. Select an action at the bottom of the page.

Notes: moving a page
Click on the "Move to another page" radio button in the "Modify selected link" section.

Click on the "Go" button in that section. The following screen should appear, use the pull down menu and switch from "Course Content and Related Materials" to "My Experiments".

Then click on the "Move" button.
Repeat this process with the "Rock" single page link on your Homepage, moving it to the "My Experiments" organizer page. When you are finished click on "My Experiments" to view your results, they should look similar to the following.

All New courses will have the default setting of "Instructor". All email and discussion postings will be listed as coming from this instructor. If ever you want to change the name in this area, click "Change Settings" in the "Control Panel". Enter your new information, then click on the "Update" button.

To eliminate "Rocks" that appears on the "Course Menu", click on the "Go" in the "Edit Course Menu" section.
Click on the radio button to select "Rocks". Click on the radio button to select "Delete selected link", then click on the "Go" button in that section. This deletes "Rocks" from the "Course Menu". The original "Rocks" file (tectonic.html) still exists in the "My-Files" folder as well as the icon link on your Homepage.

WebCT will show you a warning message, click "OK" button to continue the process of deleting "Rocks" from the "Course Menu". Click on the "Change Settings" text link in your "Breadcrumbs" to return.
WebCT has a feature called "Welcome Page" that allows you to create a page that is visible on the "Course Listings" page (a page where all UH WebCT courses are listed for students to view) as well as being a simple URL that you can refer to.

To begin, click on the "Go" button in the "Create/Edit Welcome Page" section.

Since the "Welcome Page" for your course is new, you should get a blank "Welcome Page" that looks similar to the following.

Let's add a banner to your Welcome page. Click on the radio button for "Modify/Add banner image", then click "Go".
Your screen should now look similar to the following. Click on the radio button for "Use Default" in the "Banner options" section, then click on the "Update" button.

Your screen should look similar to the following. In this case our course was titled "A sample course". WebCT will automatically fill in the banner with the course listing information specific to your own course.
A WebCT "Welcome Page" may consist of a banner, upper and lower textblocks, and a center section for links. It is a good idea to include a textblock that contains information about your course. In the "Modify selected textblock or add text" section, click on the radio button for "Add upper textblock" then click on the "Go" button.

Your screen should look similar to the following. Enter your course description in the center "Text" area, then click on the "Add" button.
WebCT has a feature that allows the students to create a myWebCT account for themselves into your course. This is a handy feature to enable during the first days of school to allow the students to get into your course. After an initial period you can disable this feature. To enable this, click on the radio button “Self-registration” in the “Customize” section, then click on the “Go” button.

The following screen will appear. Click on the radio button to select “Allow self registration” then click on the “Update” button.
A new button, "Create Account", now appears on the "Welcome Page".

We now need to add a bit of instruction to tell our students what to do. Click on the radio button to "Add upper textblock" in the "Modify selected textblock or add textblock" section, then click on the "Go" button.

In the center "Text" area of the "Edit Top or Bottom Text/Image in Page" screen, enter the following, then click on the "Add" button.

```
If this is the first time coming into our course, click on the "Create Account" button to make a new course account for yourself. You only need to do this the first time. After you have made your account, click on the "Login" button to enter this course.
```

Your resulting screen should look like this.
WebCT's "Welcome Page" provides a simple URL that you can give to your students for use. You will need to know the "Course ID" for your WebCT course to create the URL. In the following sample "samplecourse" is the "Course ID" for THIS particular course.

You can verify your "Course ID" in the URL of your current course. The URL for your "Welcome Page" would be similar to the following:

```
http://webct.hawaii.edu:8900/public/CourseID
```

So, the URL to reach the "Welcome Page" for our "samplecourse", students would go to:

```
http://webct.hawaii.edu:8900/public/samplecourse
```

Quit your browser at this time.

We will test the "Welcome Page" by connecting to it and creating a test student myWebCT account for your use in the future to test quizzes and other portions of your WebCT course. To begin, start your web browser and connect to your "Welcome Page". It should be in the form of the above URL.

Your URL should reflect the "Course ID" that you were working with. Your screen should look similar to the following.
Since we are creating a new student account for this course, click on the "Create Account" button. WebCT will prompt you with the following screen.

WebCT requires you to enter this course through a myWebCT account. If you currently have a course designer account for this course, you will need to use a separate myWebCT account to access this course as a student.

If you have another myWebCT account that you are using in addition to the one for this course, click on the "Log on to myWebCT" to enter the myWebCT account user name and password. If you do not have another myWebCT account, click on "Create myWebCT" to begin the process of creating a new myWebCT account that you will use for accessing this course as a student.
If you clicked on "Create myWebCT", you should now see the following. Fill out your information, then click on the "Continue" button.

Upon clicking the "Continue" button, you will be prompted to enter your new myWebCT account username and password. Click OK.
Your screen should look similar to the following, click on the "Go to course" text link.

![Course Added](image)

Your screen should look similar to this. Since you are in your student account you do not have a black bar under the menu bar.

![WebCT](image)

Quit your web browser at this time.

Start your web browser and connect to your "Welcome Page" using your public URL (http://webct.hawaii.edu:8900/public/CourseID).

Click on the "Login" button. WebCT will prompt you for a username and password. Enter the username and password for the myWebCT account that you use to gain access to the course designer account for this course.
Once inside your course, click on the "Student View" icon located on the Homepage. ("Hidden" means that the course designer can see it, but students cannot.)

WebCT will prompt you for a username and password. Enter the username and password of your "student account". The results should look similar to the following.

Two windows are open with one window having the course designer account and the other having the student account. You will be able to toggle between the two by clicking on the respective window.