Part 3
Content Module and Glossary tools

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Part 3

Content Module and Glossary Tools
This section covers:

• Using WebCT's Glossary tool to add definitions to your course glossary
• Using WebCT's Content Module Editor to link together separate html pages for presenting material to students
• Using WebCT's Discussions tool to create threads that are linked to specific content

To work with WebCT's Glossary tool, you need to first add it to an organizer page or navigation bar. Log into your course designer account and click on the "Add Page or Tool" text link in the "Control Panel Visible to Designers".

Click on the radio button to select "Glossary" then click on the "Add" button.
The following window should appear. Enter “Course Glossary” for the title, click in the check box for “On an Organizer Page”, and then click on the “Add” button.

Upon successful completion, the following screen should appear.

Click on the text link for “Modify the Glossary tool”.

Notes:
Notes:
adding a key word

You should get a screen similar to this. Click on the radio button to "Add a keyword", then click on the "Go" button.

Enter the following information then click on the "Add" button.

Add a keyword
Type the information in the space provided, and click Add.

This will bring you back to the "modify glossary" section.
Your screen should look similar to the following.

WebCT generates this dynamically. Since we have added a glossary entry that begins with the letter "S", a link appears for that letter. Click on the text link for the letter "S".
Your screen should now look similar to the following.

Click on the "Home" text link located in your "Breadcrumbs" to return to the Homepage.

WebCT's Content Module Editor allows you to link several html pages together in an easily navigated "package" for student use. This is called a "Content Module". For a page to be available in a WebCT Content Module, they must reside on the WebCT server, meaning they need to be uploaded into your designer account.

Access to external URL links is possible by having them available within an individual page or on a list of external links made available on a page’s "Action Menu".

From the Homepage, click on the "Add Page or Tool" text link located in the "Control Panel Viewable to Designers".

Notes:
Adding WebCT's Content Module Tool
At the next screen, click on the radio button to select "Content Module", then click on the "Add" button.

Notes:
The following screen should appear. Enter a title for your "Content Module" (in this case: Sample Path), click on the "On an Organizer Page" checkbox to indicate that you want this to appear on your Homepage, then click on the "Add" button.

WebCT will then present you with the following, click on the text link to "Modify content to this Content Module".

Notes:
On the right hand side of the screen, you will see the following. Click on the radio button “Add file”, then click on the "Go" button.

WebCT will then show you files that are part of your course.

In this case these files were put there during the previous exercise relating to Managing Files (Manual Part Two). Select the Filename: "file_sample/page1.htm" (this name is showing that "page1.htm" file is located in a folder or sub-directory called "file_sample"). Click on the "Add" button.
WebCT has placed the selected file as part of this content module's "Table of Contents".

Let's now add the second page to our content module, click on the radio button for "Add file", then click on the "Go" button.

WebCT shows you three remaining files. Select the Filename: "file_sample/page_2.htm", then click the "Add" button.

Continue this process to add the last page to the content module: "file_sample/page_4.htm". **DO NOT** add "tectonic.html"
Now let us see what your students will view when selecting this content module. If you do not have another window open with your student account, click on the "Home" text link in your "Breadcrumbs" to return to your "Homepage". Select the icon for "Student View" and enter your user name and password for your student account that was created during an earlier exercise (*Manual Part One*).

Once you log into your student account, you will see a new icon that was created as part of adding a "Content Module" to your homepage. Click on "Sample Path".

The "Table of Contents" will appear. Click on one of the pages listed.
WebCT will show you (student) the following error message.

Return to your course designer account. If you are not in the content module we are working with, click on its icon: "Sample Path", located on the course designers "Homepage".

Once inside the content module "Sample Path", in the upper right portion of the screen, click on the text link "Update Student View".

This will start the process of generating the html that is used to present the content module to your students.
You will get a screen similar to the following.

You will need to "Update Student View" whenever you make changes to a "Content Module" in order for students to see your changes. Click on the "Update" button (it is best to always "Update entire course" for this process).

WebCT displays the results of updating the student view, click on "Return to Content Module" when it is completed.

Return to the window of your student account and refresh your screen.
You should see something similar to the following.

You can use the "Previous" or "Next" in the "Action Menu" to navigate through the pages of your module. If you click on the "Contents" text link, WebCT will take you back to the "Table of Contents".

Return back to your course designer account and click on the radio button for "Page 2", located in the "Table of Contents", then over to the right, select the radio button for "Create and add HTML file", click the "Go" button.
You should get a screen similar to the following. Enter a Filename, in this case enter: "page3.html" (your "Filename" needs to end with a .htm or .html since we are creating a file from scratch).

After the Filename has been entered, type in the "Title" for this file, in this case type: "Page 3". Select the "Add" button to create and add this file to your others in this content module.

Repeat this process, adding a "Filename" called "page3a.htm", along with the title "Page 3a", click the "Add" button when done.
After adding "Page 3a", you should see a screen similar to the following.

With "Page 3a" still selected (if not selected, click on the radio button for "Page 3a") click on the radio button for "Indent Item", located under the section "Reorganize Table of Contents", click the "Go" button.

Your screen should now look similar to the following, with "Page 3a" indented in the "Table of Contents".
Click on the "Edit settings" radio button, then click on the "Go" button.

Your screen should look similar to the following, click on the radio button "To the left of each page", then click on the 'Update' button.
Click on "Page 1" from the "Table of Contents". Your screen should look similar to this. Click on the radio button for "View" in order to get an approximate view of what the student will see.

Your screen should now look similar to this. The "Table of Contents" is listed to the left of the window. If you click on one of the text links the page will appear in the window to the right (currently, "Page 1" is shown).

Click on the page link for "Page 3".
You should get a screen similar to the following. It is currently blank since we created the page from scratch. Click on the "Designer Options" radio button.

Your screen should look similar to the following. Click on the radio button for "Edit File", then click on the "Go" button.
Your screen should look similar to the following. The html title tag was created automatically when we originally created the file. Now to enter text on the page, we need type some text under the Title tag.

Click on the "Save" button to save your changes. At the next screen, in order to view the changes as a student would see it, click on the radio button for "View", located in the black menu bar at the top of the screen.

Your screen should now appear similar to the following. Click on "Page 1" from the "Table of Contents".
Your screen should look similar to the following. Click on "Page 1" in the "Table of Contents".

Once on "Page 1", select the radio button for "Designer Options".

Now, select the radio button for "Glossary", then click on the "Go" button.
From the "Glossary keywords" screen, click on the check box for “Sample”, then click on the "Page Links" button in the "View and Manage links for the content Page 1" section. Your screen should look similar to the following. WebCT will read "Page 1" and look for matches in the "Course Glossary". It finds the word "sample".

Click on the radio button by the red colored "sample", then click on the "Update" button.
From your "Breadcrumbs", click on the text link for "Page 1" to return to your module.

Your screen should look similar to this, click on "Update Student View".
Once the updating process is completed, connect to your student account. If you are not on "Page 1" of the content module "Sample Path", click on the "Page 1" in the "Table of Contents" to bring up the page. Click on the text link for "sample".

A window opens up with the glossary entry. Click on the "Close" button to make this window disappear.

Glossary Definition: Sample
A representative part or a single item from a larger whole or group.

Now, click on the "Discussions" text link located in the "Action Menu".
WebCT's Discussions area will appear. The "Topic" called "Notes" is set and cannot be changed. Click on the "Compose Discussions Message".

WebCT will open a Discussion message box. The thread is locked onto "Page 1", the title of the current page you were viewing prior to selecting the link for "Discussions".

Enter a little message, then click on the "Post" button.

Back in the Discussions area, you will need to select "Update Listings" in order to view the new message.
Notes:

To read the message, click on the message title.