Part I

Beginning WebCT Course Designer Skills.

This sections covers:

• MyWebCT (a global WebCT user account)
• Differences between course designer and student accounts
• How to create a single student account
• How to modify and customize your course

All users require an account in order to use WebCT. As part of the process of requesting a WebCT account you’ve created a myWebCT account. A “myWebCT” account is a special account that will allow you to link all of your courses to. Once you log into your myWebCT account, you’ll have access to all of the courses that are linked to this account rather than having a separate username and password for each course.

To log into your account connect to <http://webct.hawaii.edu/>. Since we are currently running two versions of WebCT (version 2 and 3), click on the text link “New WebCT version 3 courses” to connect to the version 3 server. You should see a screen similar to this.

You’ve clicked on the “Create” link when you’ve created your myWebCT account. Click on the text link listed as “Log on to myWebCT”. WebCT will prompt you for a username and password. Enter your myWebCT username and password. This brings up your myWebCT account. Your students will be able to change their myWebCT account via the “Change Password” link as well as “Change Login Hint”. The logon hint will allow them to have their password reset should they forget correct password for their course.
To enter your course, click on the appropriate course from your course list. A brand new WebCT course would look similar to the following.
The left light blue section is your course navigation bar. This is divided into three sections, items that are visible only to Course Designers, items that part of the Course Menu which students are able to see, and items that are Hidden from the student. The color scheme of the navigation bar may be changed and the navigation bar may be reduced to be a drop down menu to free up more screen space. There are two icons marked as (Hidden). When students log into your course they will not see them.

The top portion of your screen contains links to return back to your myWebCT page and help. ‘Home” within the black bar reflects the page that you’re currently on. It will change as your progress to different course pages. The View and Designer Options radio button will allow you to toggle between a view that your student sees (approximately) and a course designer view that has access to tools to modify your course. Click on the Designer Options link. If your scroll down your window a bit you’ll see many of the options that are available.
Click on the radio button to the left of “Student View” to select it. Below you’ll see that the actions that you can perform on this “icon” are grouped into three functional. Click on the “Reveal” radio button, then click on “Go”. This will change the status of that icon to be revealed. (Hidden) will be gone and students will be able to see it when they access that page. With Student View still selected click on the Hide radio button then click on Go. (Hidden) will return and students will no longer be able to see it.

WebCT works consistently in this manner – select to do. You select what you want to affect first, then you tell WebCT what you want to do to it.

The View button does a pretty good job of approximating what the student will see in your course, but it still a good idea to create a student account for your course for you to
see what the students really see. To begin this process, select “Manage Course” from the left side navigation bar. You should see a screen similar to this.

Click on the text link listed as “Add students”. You should see the following.

There are three ways to create a course account for a student: Add Single Student, Import from a File, and Import from Global Database (myWebCt account). Add your info to create your student account. Unless you plan to have multiple course designers for this course, don’t use your personal info to create this account. Using your personal info may confuse your students who may send email to this account.
Click on the Add button to continue the process. Upon successful completion of creating this account, you’ll see something similar to this. Your course will be updated with your new student. You’ve just created a course account, which will allow the student to log into your course for the first time. Once they log into this course account, they will be asked to either create a myWebCT account to link this course to, or to link this to an existing myWebCT account. A myWebCT account can only be linked to a course in a singular fashion – one can’t have a myWebCT account be linked to a course as both a course designer and student.
The top menu bar should reflect “Manage Students” since we’re currently on that page. Beneath the menu you’ll see Home -> Manage Course -> Manage Students. This is line is called bread crumbs since it traces the path of pages to get there we currently are. Click on “Home” in the bread crumb area to jump back to the Home page.

Click on the Student View icon. This will open a new browser window and WebCT will prompt you for a username and password. Enter the course account username and password that you’ve just created. WebCT allows you access to your course, but since you don’t have a myWebCT account linked this course, brings up the following screen.

Click on the “Create myWebCT link to begin the process of creating your myWebCT (student) account. Your screen should look similar to this.
Enter your account info. Keep in mind that this myWebCT account is for your student account. Once you click on the Continue button WebCT will try to log you into your myWebCT account. Since this is a new account you'll get the following error.

![Authorization failed. Retry?](image)
Click on the OK button to continue, then enter the myWebCT username and password that you’ve just created. Upon successful completion you’ll get a screen similar to the following.

Click on the “Go to course” text link to enter your course.

Your screen should look similar to this. Note that the icons that are designated as hidden and not displayed. The navigation bar just displays the Course Menu items, not the
course designer or hidden items. Since this student view has opened up in a new window you should be able to click on the course designer window to make that active.

With the course designer window active, click on “Add Page or Tool” in the left navigation bar. This will bring up the following screen.

Click on the radio button for URL in the Pages/URLs section, then click on the Add button.
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 may show as text, icon, or both.

   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.

   [• Default icon]

   [• Choose]  [Browse...]

4. Add this page or URL to your course.

   [Add]

Enter a title for your url (in this case UHINFO) and a full url in the address (in this case http://www.hawaii.edu/). Number 3, “Decide where to show this item in your course” allows you to choose the left side navigation bar and/or Organizer page such as the home page as the location of this icon. Scroll the window down a bit.
Choose the default icon, or click on the Browse button to choose a unique icon. Click on the Add button.

**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.

WebCT will give the following feedback. If you click on the text link to Return to Homepage, you’ll see the following.

Clicking on the text UHINFO or the icon will open a new window with the UHINFO website <http://www.hawaii.edu/> in it.

With the course designer window active, click on “Change Settings” in the left navigation bar. This will bring up the following screen.
Enter your first and last name and click on the Update button. The “Change Settings” menu also allows you to modify your Course Menu (the navigator bar that’s presented to students and customize your course appearance by change icon style and default colors.

A Welcome page can be used as an information page about your course. Users can view specific information about your course without requiring a password. Click on “Create/Edit Welcome Page”.

Click on the radio button to “Add upper textblock” and click on the “Go” button.
Enter a description in the Text Heading field, (in this case WebCT Workshop) and in the Text section enter a description of your course. Scroll the window down until you see the “Add” button and click on it.
You screen should look similar to this. The Login and Cancel button get automatically generated. One of the good by products of creating a Welcome Page is that it’s easier URL to your course. If you look in the location section of your web browser you’ll see a url that looks similar to this.

http://webct.hawaii.edu:8900/SCRIPT/test_course/scripts/serve_home

The information between the “SCRIPT” and “scripts” section contains your course ID. To point someone to your Welcome Page, this is the format.

http://webct.hawaii.edu:8900/public/courseID

In the case of this specific course it would read:

http://webct.hawaii.edu:8900/public/test_course