Part 4
WebCT Glossary and Content Module Editor
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 Bulletin Board tool to create threads that are linked to a specific content page.

To work with WebCT’s Glossary tool, you need to first add it your organizer page or navigation bar. Log into your course designer account. Click on “Add Page or Tool” link in the Control Panel that’s 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, check off “On an Organizer Page”, and then click on the “Add” button.
Add Glossary

1. Enter a title for the page. Course Glossary

2. 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.
- [x] On an Organizer Page [ ] Home Page

  Link may show as text, icon, or both.
  
  Link appearance:
  Choose one or both.
  - [x] Link shows title
  - [x] Link shows icon

  You can use the default icon for this tool, or you can browse for another icon.

  - Default icon
  - Choose [ ] Browse...

3. Add this page or URL to your course.

Add

Upon successful completion you’ll see the following.

WebCT Test Course
Home  >  Add Page or Tool

Glossary Added
"Course Glossary" has been successfully added to your course.

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

Click on the text link to “Modify” the Glossary tool. 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 with the term sample defined.
In the top black bar above the breadcrumb area, click on the View radio button instead of Designer Options. This will bring up a view similar to this.

WebCT generates this dynamically. Since we’ve 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”.

WebCT shows you all the glossary entries that begin with the letter “S”.

<table>
<thead>
<tr>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>sample</td>
</tr>
</tbody>
</table>

Click on Home in the breadcrumb area to return the homepage.

**Content Module Editor**

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. Access to external URL links is possible by having them available within an individual page or on a list of external links available on a page’s toolbar.
From the Control Panel in the left side navigator bar, select “Add Page or Tool”. When the next screen appears, click on the radio button to select “Content Module”, then click on the “Add” button.

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 (this will indicate that you want this to appear on your Homepage), then click on the “Add” button.
Add Content Module

1. Enter a title for the page. [Sample Path]

2. 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...]

3. Add this page or URL to your course.

Add

WebCT will then present you with the following. Click on the text link to “Add” content to this Content Module.

Content Module Added
"Sample Path" has been successfully added to your course.

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

On the right hand side of the screen you’ll 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 the previous exercise relating to managing file. Select page_1.htm in the directory file_sample, then click on the “Add” button.

WebCT has placed the selected page as part of this content module’s table of contents. Click on the radio button “Add file” then click on the “Go” button.
WebCT shows you the remaining two files. Select page_2.htm then click on the “Add” button.

**Add File**
Select an HTML file to add to your Content Module.

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Filename
- file_sample/page_2.htm
- file_sample/page_4.htm

Replace the file selected in the Table of Contents
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Repeat this process and include page_4.htm.

**What your students will see**
If you don’t have another window open with your student account logged into it, click on Home in your breadcrumb menu. Once there click on the icon for “Student View” to open up a new window in student view (you’ll need to enter your student username and password that you’ve created previously).

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

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The table of contents will appear. Click on the one of the pages.

**Table of Contents**

1. Page 1  
2. Page 2  
3. Page 4

WebCT will show you the following error message.

**Path File Unavailable**

This page has not yet been made available by the course designer.  
The designer must update the student view of WebCT to make this page available.

Return to [Sample Path](#)

Return to your course designer account. If you’re not in the content module we’re working work, click on its icon to begin working with it. In the upper right portion of the screen, click on 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’ll need to “Update Student View” whenever you
make changes to content module in order for students you see your changes. Click on the “Update” button.

**Update Student View of Content Pages**

Select the type of update
- ☐ Update entire course. (This operation may take several minutes)
- ☐ Update changes to text, colors, and Action Menu.

[Update] [Cancel]

WebCT displays the results of updating student view.

**Update Student View Report**

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**Working on Sample Path**

Generating Action Menu for file_sample/page_1.htm
Updating file_sample/page_1.htm
Generating Action Menu for file_sample/page_2.htm
Updating file_sample/page_2.htm
Generating Action Menu for file_sample/page_4.htm
Updating file_sample/page_4.htm

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**Working on Content Module**

Generating Action Menu for tectonic.html
Updating tectonic.html

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Return to [Content Module](#).

Return to the window of your student account and refresh your screen. You should see something similar to this. You can use the previous or next in the action menu to navigate through the pages of your content. If you click on the Contents button WebCT will take you back the table of contents.
Return back to your course designer account. Scroll the right frame down a bit until you see the “Add or Delete Items” section. Click on the radio button for Page 2. Click on the radio button to “Create and add HTML file” then click on the ‘Go’ button.

Enter your filename and title. Your filename needs to end with a .htm or .html file extension.

Repeat the process, adding a file called page3a.htm along with the title “Page 3a”. You should now have something similar to the following. Click on the radio button for Page3a. If you can’t see “Reorganize Table of Contents” scroll the right frame down a bit. Click on “Indent” item, then click on the “Go” button.
Your screen should now look similar to this. Page3a will be indented in the table of contents.

Table of Contents
To modify a page of content, select it below, and choose an option on the right of the screen.

1. ○ Page 1
2. ○ Page 2
3. ▼ Page 3
   3.1. ○ Page 3a
4. ○ Page 4

Click on the “Edit settings” radio button then click on the “Go” button.
Click on the radio button “To the left of each page”, then click on the “Update” button.

**Edit Settings for Content Module**

**Action menu location**
- Above each page.
- To the left of each page. Width: 95 pixels
- Hidden

**Table of contents location**
- To the left of each page. Width: 120 pixels
- Hidden

A reader entering this content module will first see
- The first document listed in the Table of Contents
- The Table of Contents

**Page numbering**
- Number the items in the Table of Contents, using an initial value of 1
- Hidden

Click on Page 1 from the table of contents. 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 is the table of contents, the page will appear in the window to the right.
Click on the page link for Page 3. It’s currently blank since we’ve created that page from scratch. Click on the “Designer Options” radio button.

Click on the “Edit file” radio button, the click on the “Go” button.

Main Options
To edit the content of the Content Module, select Edit file, and click Go.

You can configure any of the following tools specifically for this content page. Once configured, they will appear in the Action Menu:

- Links
- Self test
- Quiz
- Audio
- Video
- References
- Goals
- Glossary (will not appear in Action Menu until linked manually, below)
- Index (will not appear in Action Menu until linked manually, below)

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The html title tag was created automatically when you created the file. The text that you enter beneath the title will appear on the page. Click on the “Save” button to save your changes.

Click on “Sample Path” in your breadcrumbs menu to return to the table of contents, the click on Page 1.

When you’re in Page 1 (course designer view) click on the radio button for “Glossary” then click on the “Go” button.

Click on the “Page Links” button in the View and Manage links for content page Page 1.
WebCT will read Page 1 and look for matches in the course glossary. It finds the word sample. Click on the radio button after the word sample, then click on the “Update” button.

**Manage keyword links**

This is page 1 of a WebCT sample.

Unlinked keywords:
- sample

Click on the “Update Student View” text link and continue the process of generating the html that your students will see.
Connect to your student account. If you’re not on Page 1, click on the Page 1 in the table of contents to bring up the page. Click on the text link under the word “sample”.

A window opens up with the glossary entry. Click on the “Close” button to make this window disappear.
Integrating WebCT’s bulletin board in your Content Module.
Click on “Discussions” in the Action menu.

WebCT’s bulletin board will appear. The forum is set (and cannot be changed) to be the Notes forum. Click on “Compose Message”.

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WebCT will open a bulletin board message box. The thread is locked onto “Page 1”, the title of the current page you were viewing.

Enter a little message, then click on the “Post” button. A new message will appear with the thread based on the page you’ve clicked on the
Additional exercises:

1. Experiment with the other options available for course designers within a WebCT path: “Quizzes”, “Questions”, “Goals”, and “Add Links”

2. Upload your class syllabus, course schedule, and other reading material into your WebCT course. Link these items together in a WebCT path.