WebCT 3.1 Teaching Assistant Index

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Assignments - Teaching Assistant View

What Do You Want to Do?

- grade student assignments
- help students get started

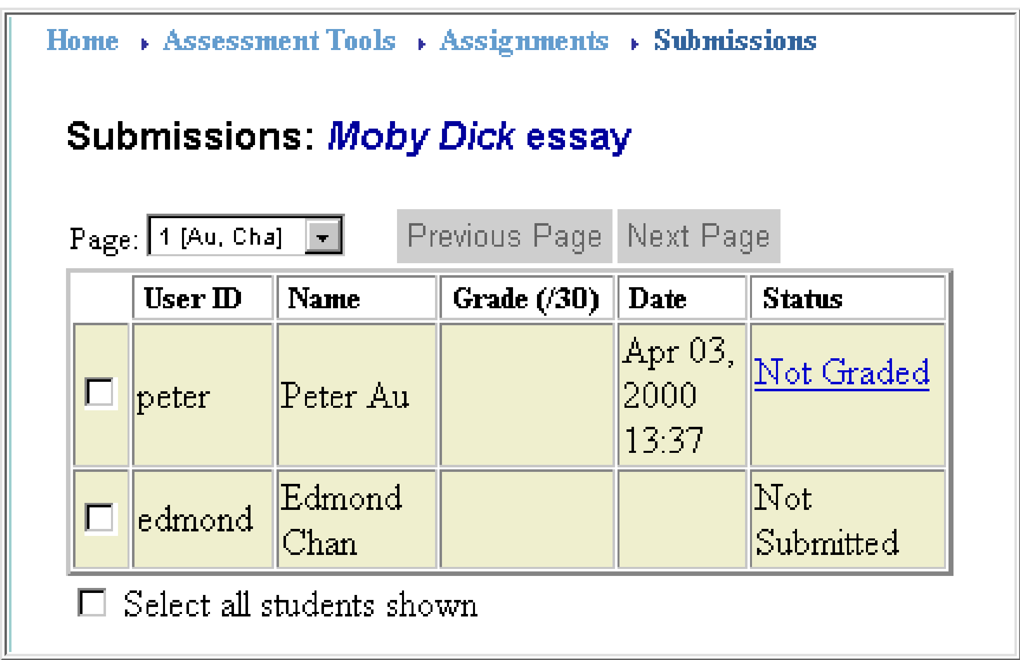
Grading student assignments | Top

Grading assignments involves four steps:

- download them from WebCT to your computer
- open them on your desktop
- print them out for reviewing and grading, or review them onscreen
- assign a grade and enter comments about the assignment in WebCT

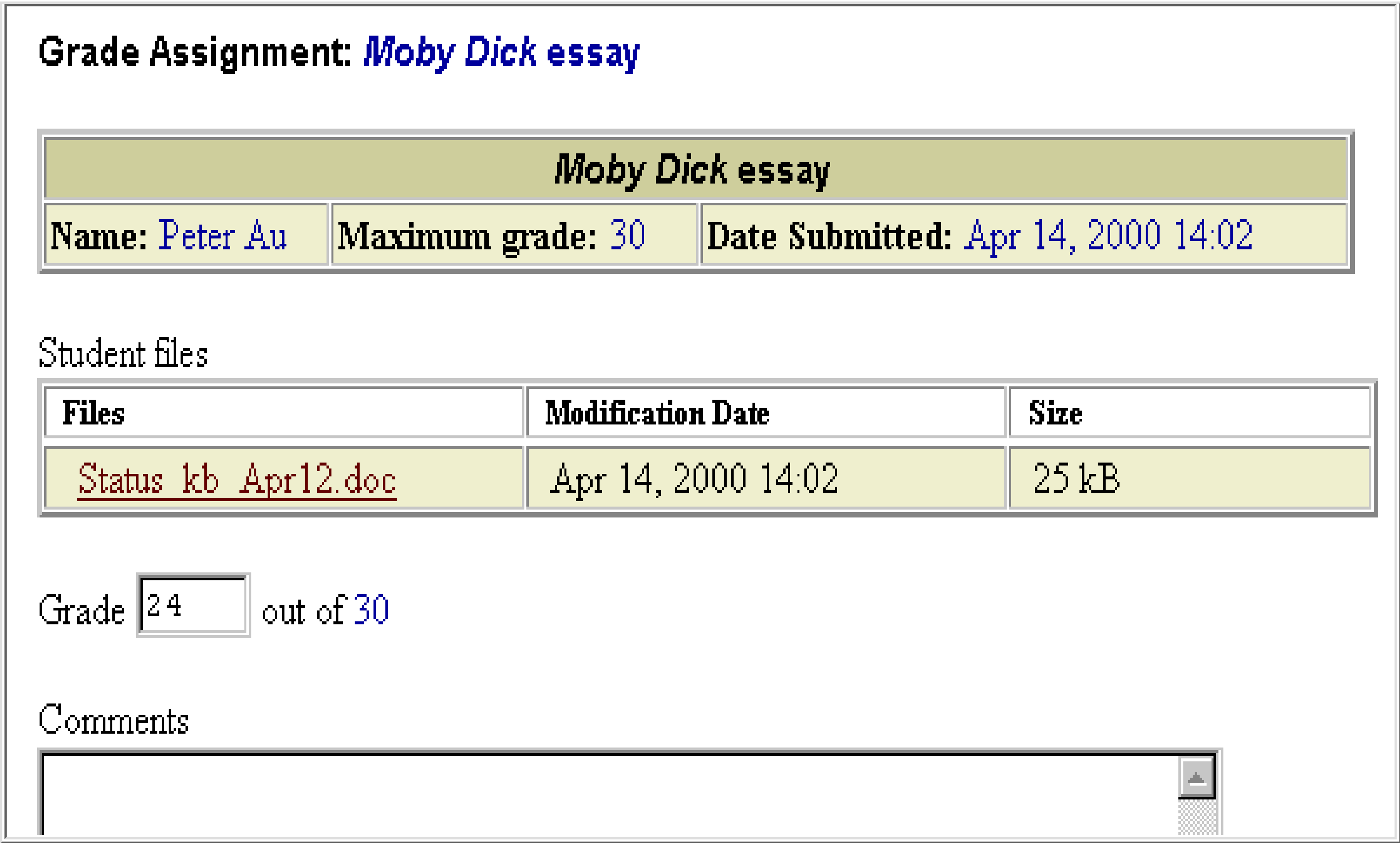
Downloading an assignment

1. Click Assignments. The Assignments screen appears. Select Designer Options.
2. To view the submitted assignments, click Submissions to the right of the assignment you wish to grade. The Submissions screen appears, containing a table with hyperlinks to the ungraded assignments.



The Student Submissions screen

3. To see a list of the student's submitted assignments, click the hyperlink in the Status column for that student. The Grade Assignment screen appears. This screen contains links to files the student has submitted, a text box in which to type the grade for the assignment, as well as another text box in which you can type your comments on the assignment itself (see below). Note: you need to have the software with which the assignment was created in order to view it. If you do not, you need a program that can convert the file to a format you can use.



The Grade Assignment screen

4. To download the file for grading, click the hyperlink to the assignment you wish to grade in the Student files table. A dialog box appears. Follow the instructions in the dialog box to save the file on your computer.
5. If necessary, close the WebCT Browser by clicking Close. You can now open the file on your desktop, print it out, or read and review it onscreen.

Assigning a grade

After reviewing the assignment, you must enter a grade in WebCT.

1. Click Assignments. The Assignments screen appears. Select Designer Options.
2. Click the Submissions hyperlink beside the assignment for which you wish to enter a grade. The Submissions screen appears, with a table listing all students who have submitted assignments. A hyperlink stating Not Graded appears in the status column.
3. To assign a grade to an assignment, click its *Not Graded* hyperlink. The Grade Assignment screen appears.
4. Type a grade in the Grade text box, and type your comments about the assignment in the Comments text box.
5. Click Grade at the bottom of the screen to complete this task and return to the Submissions page.

Notes:

- the student's grade is now available for the student to view. On the Submissions screen, the Not Graded hyperlink changes to Graded. The student can see the grade and comments by clicking the Graded hyperlink.
- the student's grade is also added to the Student Management files.

Helping your students get started | Top

Your student's view of Assignments varies from the teaching assistant view in a number of ways. For example, to upload completed assignment files, students must navigate through a series of screens that the teaching assistant does not see. The following set of instructions is written with the student in mind.

1. To upload completed assignments, click Assignments. The Assignments screen appears.
2. Click the hyperlinked name of the assignment you want to submit. The Assignment Instruction screen appears.
3. To choose which file to upload, click **Student Files.** The View/Upload Files For Assignments screen appears.
4. Click Upload. The Upload File For Assignment screen appears.
5. To locate the file, click Browse to open your computer's browser.
6. Select the file by clicking on it. The Upload File For Assignments screen reappears, with the name of the file in the Filename text box.
7. To upload the file, click Upload. The View/Upload Files For Assignments screen reappears.
8. Click the Return to Assignment hyperlink. The Assignment Instruction screen reappears.
9. To submit the assignment, click Submit Assignment. The Submit Assignment screen appears. If the instructor has enabled WebCT's email notification feature, you can receive email notification that your assignment was submitted successfully. Type your email address into the text box. If your instructor has not enabled the email notification feature, this text box will not appear.
10. Click Submit Assignment. A confirmation box appears asking you to confirm the procedure.
11. Click OK. The Assignments screen reappears, with the message Not Graded appearing in the Status column. When the assignment has been graded, this message changes to a hyperlink that says *Graded* and your grade appears in the *Grade* column. Click the hyperlink to view your instructor's comments about your work.

Note: Students use their own software applications to complete assignments. When naming an assignment file which they intend to upload, they must use single-word filenames or insert an underscore between words. WebCT will not recognize filenames with spaces, or characters that are not numbers or letters.

Bookmarks

What do you want to do?

Bookmarks allow you to bookmark pages of content. You can

- add a bookmark
- link to a bookmarked page
- delete a bookmark

Adding bookmarks | Top

1. Go to the page of course content that you would like to bookmark.
2. From the Action Menu, click Bookmarks. The Bookmarks window appears.
3. Click Add Current Page. Click Close.

Linking to a bookmarked page | Top

1. From the Action Menu, click Bookmarks. The Bookmarks window appears.
2. Click the hyperlink for the page of content. The bookmarked page appears.

Deleting bookmarks | Top

1. From the Action Menu, click Bookmarks. The Bookmarks window appears.
2. Click Delete Bookmarks. The Select Bookmarks to Delete window appears.
3. Select the bookmarks to delete, and then click Delete. A confirmation message appears.
4. Click OK. Click Close.

Calendar - About

- About Calendar
- Adding, Editing, and Deleting Calendar Entries
- Compiling, and Saving Public Entries
- Resetting the Calendar

Calendar allows students, teaching assistants, and instructors to exchange information about class entries quickly and effectively.

Calendar settings are set by the course designer/instructor. Depending on the levels of accessibility assigned, both instructors and students can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author). Entries can be simple text or HTML. Sample calendar entries include links to course content or to relevant external websites, assignment due dates, changes to instructor office hours, and any other scheduling information you might wish to record.

With the Calendar tool, you can:

- add, edit, and delete individual entries
- delete multiple entries for a given day and reset the calendar
- search your public entries and compile a list
- save the list to your hard drive and print it

[Top] [Help Index] [Ask Dr. C]

Calendar - Adding, Editing, and Deleting

- About Calendar
- Adding, Editing, and Deleting Calendar Entries
- Compiling, and Saving Public Entries
- Resetting the Calendar

What do you want to do?

- add calendar entries
- edit calendar entries
- delete entries

Adding calendar entries | Top

This option allows you to add individual public or private calendar entries depending on the access level your instructor has set.

1. From the main *Calendar* screen, click on the hyperlinked number that corresponds to the day of the month to which you wish to add an entry. The *View Day* screen appears.
2. Click Add. The Add a Calendar Entry screen appears.
3. Select or type the appropriate information to describe your entry. Available choices include:
   - Date: pre-selected but you can change it
   - Summary: brief description of the entry
   - URL: the address for a web page or site
   - Detail: detail about the calendar entry.
   - Start Time and End Time: duration of the entry
   - Access Level: public or private as defined by your instructor

   Note: only the date and summary fields are required to post an entry.
4. Click Add.
5. The *View Day* screen appears and the entry you added is displayed.

Editing calendar entries | Top

This option allows you to edit public or private calendar entries depending on the access level your instructor has set.

1. From the *Calendar* screen, click on the hyperlinked number that corresponds to the day of the month with the entry you wish to edit. The View Day screen appears.
2. Select the entry you wish to edit.
3. Click Edit. The *Edit a Calendar Entry* screen appears.

4. Revise your entry as appropriate.
5. Click Update
6. The *View Day* screen appears, and the edited entry is displayed.

Deleting calendar entries | Top

This option allows you to delete any calendar entries you wrote and posted to the calendar, public or private (depending on the access level set by your instructor). To delete individual calendar entries perform the following procedure:

1. From the *Calendar* screen, click on the hyperlinked number that corresponds to the day of the month from which you wish to delete an entry.
2. Select the entry you wish to delete.
3. Click Delete.
4. A warning entry is displayed.
5. Click OK.
6. Click Continue to complete the action.

See Resetting the Calendar for more information on clearing multiple calendar entries at once.

Calendar - Searching, Compiling, and Saving Entries

- About Calendar
- Adding, Editing, and Deleting Calendar Entries
- Compiling and Saving Public Entries
- Resetting the Calendar

What do you want to do?

- search and compile a list of entries
- save and print your list

Searching and compiling a list of entries | Top

This option allows you (if you are assigned the privilege by your instructor) to search all public calendar entries using specific criteria and view the results as a list.
Note: You cannot compile private entries.

1. From the *Calendar* screen, click **Compile**. The *Compile Calendar Entries* screen appears.
2. From the *Compile Calendar Entries* drop-down list, specify the date range for your search.
3. From the *Filter* drop-down list, select an appropriate filter or criteria for your search. Available filters include:
   - Date: pre-selected but you can change it.
   - Summary: brief description of the entry
   - URL: the address for a web page or site
   - Detail. detail about the calendar entry.
     <
   - Start Time and End Time:duration of the entry
   - Access Level: public or private as defined by your instructor

   Note: only the date and summary fields are required to post an entry. The other fields are optional and may or may not be available depending on the access level assigned.
4. Click Display to display the view the results of your search as a compiled list.
5. Click Continue to complete the action.

Now that your list is compiled, you can save it to your computer and print it as appropriate.

Saving and printing your list | Top

1. Click Save As to save the list file to the appropriate folder on your hard drive
2. Specify the desired location for the list file.
3. Click Save.
4. Click Print.
5. Click OK.

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Calendar - Resetting

What do you want to do?

- reset the calendar

Resetting the calendar | Top

This option allows you to erase any public or private entries you wrote for a given day.

1. From the *Calendar* screen clickthe hyperlink corresponding to the day for which you wish to delete entries.
2. From the View Day screen, click Reset. A warning message is displayed.
3. Click OK.

CD-ROM - Student View

CD-ROM allows you to access specific files from a CD-ROM at your own computer instead of downloading them from the WebCT server. To use CD-ROM, you'll need to get a copy of the required CD-ROM from your instructor. Note: if you are unable to obtain a copy of the CD-ROM, you can still access the files, if your instructor has uploaded them to the WebCT server.

Before you can use a CD-ROM, you have to tell WebCT where to find it.

1. Insert the disc into your CD-ROM drive
2. Click CD-ROM in WebCT. The CD-ROM Selection Screen opens.
3. To view the CD-ROMs available for your course, click the arrow in the drop-down list on the left. Select the CD-ROM that you want to access by clicking on its name in the list.
4. Specify the location of the CD-ROM drive on your computer. For example, if your CD-ROM drive is mapped to "D:", then enter D: in the Path/Drive to the CD-ROM text box. Macintosh users should specify the volume label for the CD-ROM.
5. To save your CD-ROM settings, Click Update.
6. When you encounter a reference to a multimedia element in a course file, click on the reference's hyperlink to view the element.

Using the CD-ROM Tool without a CD-ROM

If you do not have a copy of the CD-ROM, you can still view the files.

1. Click CD-ROM in WebCT. The CD-ROM Selection Screen opens.
2. Click the arrow in the drop-down menu on the left to view the CD-ROM files for your course.
3. Select the CD-ROM file that you want to access by clicking on its name in the list.
4. Click Reset. This clears the Path/Drive to the CD-ROM text box. Your computer will now read the files from the server.
5. When you encounter a reference to a multimedia element in a course file, click on the reference's hyperlink to view the element.

Note: multimedia elements take a long time to open.

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Chat

Overview

Chat allows students, teaching assistants, and instructors to have real-time conversations with others in the course. There are four general purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room shared by everybody from all courses on the same server. Conversations in the four general purpose rooms are recorded. Only your instructor can see the records.

What do you want to do?

- enter a chat room
- send a message to everyone in the room
- send a private message to someone in the room
- activate the entry chime

Entering a chat room | Top

1. From the *Chat* screen, click the room that you would like to enter. The *Chat* window appears. The *Conversation Text Box* displays all messages sent and received. The window on the right shows the users presently in the room.
2. You may either
   - send a message to everyone in the room
   - send a private message to someone in the room
   - activate the entry chime
   - close Chat. Click **Quit**.

Sending a message to everyone in the room | Top

1. From the *Chat* screen, click the room that you would like to enter. The *Chat* window appears.
2. Type your message in the text box underneath *Type your message below*.
3. To send the message, press ENTER. Your message appears in the *Conversation Text Box*.

Sending a private message to someone in the room | Top

1. From the *Chat* screen, click the room that you would like to enter. The *Chat* window appears.

2. From the right hand window, select the recipient of the message. To select more than one recipient, hold the SHIFT key while selecting the names.
3. Type your message in the text box underneath *Type your message below*.
4. To send the message, press ENTER. Your message appears in the *Conversation Text Box* of the selected recipient(s).

Activating the entry chime | Top

1. From the *Chat* screen, click any chat room. The *Chat* window appears.
2. Select *Entry Chime*. The chime sounds whenever a new person enters any chat room. You will hear the chime both in *Chat* and when you are working elsewhere in your course.

Content Compiler

Content Compiler allows you to create a custom collection of course notes from the topics in a Content Module. After compiling the notes, you can view them on screen, save them to a file on your computer, or print them from your browser.

To compile notes

1. From the *Content Compiler* screen, select the pages of notes that you would like to compile. If you would like to compile all pages, click **Mark All**.
2. Click **Compile**. A new browser window that contains the compiled notes appears.
3. You may either
   - save the compiled notes. Use the save file option in your browser.
   - view the compiled notes in your browser.
   - print the compiled notes. Use the print option in your browser.
4. To return to the *Content Compiler* screen, close the browser.

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Content Module

About Content Module

A WebCT content module can consist of a number of pages of content such as lecture notes, assignments, charts, tables and quizzes. Your course instructor will have created your content modules for you.

When you first look at a content module, you see a Table of Contents, representing the content pages. These are usually organized into the sequence in which you are expected to complete them.

To view a content page, click on its hyperlink. Each page has an Action Menu which provides you with the ability to navigate the content page, and to access any of the other tools which your instructor has made available to you. For example, you may be provided with a glossary and an index. For more information on content pages, see About Content Pages.

Course Map

How do I use Course Map?

Course Map allows you to view and navigate through your entire course on one page. The *Course Map* link appears on the top Menu Bar throughout WebCT. Course Map automatically updates whenever your instructor makes a change to the course.

1. Click *Course Map* on the Menu Bar. The Course Map screen appears.
2. To go to an area of your course, click its hyperlink.

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Index for Discussions

Discussions - About

Discussions allows students, instructors, and teaching assistants to send, read, and search for messages.

Discussions is divided into different topics which allow your instructor to create discussion groups around particular subjects. Topics can be public or private. Everyone in your course can access public topics, while private topics are available only to the set of students and teaching assistants that the instructor chooses.

By default, *Discussions* contain three public topics:

- **All**: contains all messages from all public topics
- **Main**: the main discussion area
- **Notes:** messages related to a page of content in a Content Module.

With Discussions, you can

- send and read messages
- search messages
- compile messages into a single file for downloading

See the Index for Discussions for a list of help topics.

Discussions - Reading & Sending Messages

[Index for Discussions]

- [About Discussions]
- Reading and Sending Messages

What do you want to do?

- read a message
- mark all messages as read
- mark selected messages as read
- mark selected messages as unread
- send a message with or without attachments
- download messages
- compile and download messages
- search messages

Reading a message | Top

1. From the Discussions table, click the topic that contains the messages that you want to read. The *Messages* screen appears.
2. To display any messages that were just sent, click **Update Listing**.
3. Click the hyperlink to the message that you want like to read.
   Notes: only unread messages are listed; to view all messages, click **Show All**.
   Messages are presented by threads; to view in chronological order, click **Unthreaded**.
4. If the message includes a file attachment you'll see a paper clip icon. To download the file attachment, click the paper clip icon, and then follow the instructions for downloading from your browser. When the download is complete, click Done.
5. When you have finished reading the message, you can either
   - close the message. Click **Close**. The *Messages* screen appears.
   - reply
   - download

Marking all messages as read | Top

1. From the Discussions table, click the topic that contains the messages that you want to mark. The *Messages* screen appears.
2. Display the messages that you want to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Click **Mark all as read**.

Marking selected messages as read | Top

1. From the *Discussions* table, click the topic that contains the messages that you want to mark. The *Mail* screen appears.
2. Display the messages that you want to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Select the messages that you want to mark as read.
4. From the *Apply to selected message(s) below* drop-down list, select ***Mark as read***. Click **Go**.

Marking selected mail as unread | Top

1. From the Discussions table, click the topic that contains the messages that you want to mark. The *Messages* screen appears.
2. Display the messages that you want to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Select the messages that you want to mark as unread.
4. From the *Apply to selected message(s) below* drop-down list, select **Mark as unread**. Click **Go**.

Sending messages with or without attachments | Top

1. From the Discussions table, click **the topic that you would like to send a message to.** The *Messages* screen appears.
2. Click **Compose Message**. The *Compose Message* window appears.
3. From the Select topic drop-down list, select the topic to send a message to.
4. Complete the subject line, and type your message in the text box. Blank subjects or messages are not allowed.
5. If you want to attach a file
   a) Enter the filename of the attachment.
   b) Click Attach File. The filename appears.
   c) Select the check box next to the filename.
6. Click **Send.**

Replying to a message | [Top]

1. From the Discussion table, click the topic that contains the message that you want to reply to. The *Messages* screen appears.
2. Click the message that you would like to reply to. The message appears.
3. Click **Reply**. The *Compose Message* window appears.
4. Type your message in the text box.
5. Click **Send.**

Downloading messages | [Top]

1. From the Discussions table, click the topic that contains the message that you want to download. The *Messages* screen appears.
2. Click the message that you want to download. The message appears.
3. Click **Download**. Your browser's file download window appears.
4. Select the save to disk option, and choose the saving location.
5. When the download is complete, click **Close**. The message appears.
6. Click **Close**.

Compiling and downloading messages | [Top]

This feature allows you to select messages, compile them into one file, and download the file.

1. From the Discussions table, click the topic that contains the messages that you want to compile and download**.** The *Messages* screen appears.
2. Select the messages to choose from
    - to choose from all messages, click **Show All**.
    - to choose from all unread messages, click **Show Unread**.
3. Select the order in which the messages will be presented
    - for chronological order, click **Unthreaded**.
    - for threaded, click **Threaded**. (Note: threads are created when someone replies to a message. The first message is shown with the subject above; the reply is shown underneath and is indented under the original message.)
4. From the *Apply to selected message(s) below* drop-down list, select **Compile**.
5. From the list of messages, select the messages to be compiled. Click **Go**. The compiled messages appear.
6. Click **Download**. Your browser's file download window appears.
7. Select the save to disk option, and choose the saving location.
8. When the download is complete, click **Close**. The message appears.
9. Click **Close**.

Searching messages | [Top]

You may search messages by

- full name of the message writer
- user name of the message writer
- thread subject
- unique message number
- date that the message was sent
- content of the mail message

After you have searched your messages, you may compile and download them.

To search messages

1. From the *Discussions table,* click any folder. The *Messages* screen appears.
2. Click **Search**. The Search Topics screen appears.
3. Choose your search parameters:
   a) From the *Topic* drop-down list, select the topics to search.
   b) From the *Show* drop-down list, select the messages to search.
   c) From the *Filter* drop-down list, select the filter.
   - None = no filter
   - Name = full name of the message writer
   - User ID = user name of the message writer
   - Subject = the thread subject
   - Message No = the unique message number associated with each message
   - Date = the date that the message was sent
   - Message = any of the words in the text of the mail message
4. From the *Comparison* drop-down list, select how the information entered in the *Value* text box will be compared with the filter.
   - Contains = retrieves messages that match any part of the text or numbers entered in the *Value* text box
   - Equals = retrieves messages that match exactly the text or numbers entered in the *Value* text box
   - Before = in combination with the Date or Number filter, retrieves all messages before the date or number entered in the *Value* text box. In combination with a text filter (Name, Subject, Message) retrieves all messages containing letters that occur alphabetically before the word entered in the *Value* text box.
   - After = in combination with the Date or Number filter, retrieves all messages after the date or number entered in the *Value* text box. In combination with a text filter (Name, Subject, Message), retrieves all messages containing letters that occur alphabetically after the word entered in the *Value* text box.
   - Starts with = in combination with a text filter (Name, Subject, Message) retrieves messages with words that begin with the letter entered in the *Value* text box.
   - Ends with = in combination with a text filter (Name, Subject, Message) retrieves words that end with the letter entered in the *Value* text box.
5. In the *Value* text box, type the words or numbers to be searched. If you have selected the Date filter, type the date in the format dd,mm,yyyy. Include the commas.
6. Click **Search**. The *Messages* screen appears listing all messages that satisfy your search requirements.

About File Manager

[Index for File Manager]

A WebCT course consists of files (including HTML, text, and graphic files) which are kept in a central storage area called the File Manager. You will typically prepare files for your assignments and presentations on your computer. You must then transfer these files from your computer to the File Manager. Once the files are moved to the File Manager, they can be hyperlinked to various areas in your course.

The method of transferring files to WebCT differs from that used by the Windows and Macintosh operating systems. You cannot "drag and drop" files and folders to WebCT. You must move files from your computer to the File Manager by uploading them. See File Options for instructions on uploading.

In addition, files in the File Manager are organized and stored in folders and subfolders which are hyperlinked to their contents so you can view the contents of a folder by clicking on its title.

You will use the File Manager in WebCT when carrying out the following operations:

- Uploading your files to the WebCT server
- Downloading files to your computer
- Zipping and unzipping files on the WebCT server
- Copying, deleting, renaming and moving files, and creating new directories
- Editing files directly on the WebCT server

Zipping Files | Top

To simplify the transfer of multiple files, WebCT includes a file compression, or Zip, tool, which allows you to compress several files into one. The compressed file can later be restored to its original set of files by unzipping it. For more information, see File Options.

File Manager - Folder Options

Index for File Manager

- About File Manager
- Folder Options
- File Options
- WebCT Browser

What do you want to do?

- create a new folder
- delete a folder
- rename a folder
- zip folders

Creating New Folders | Top

Using File Manager, you can create new folders in which to store and organize your files.

1. Click Student Presentations. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. To open the File Manager, click the Edit Files link. The File Manager screen appears.
3. Select the check box beside the destination folder of your choice. Select Create New in the list box under Folder Options.
4. Click Go. The Create Folder screen appears.
5. Enter a name for the new folder. You can also change the destination folder after creating the new one, if you wish. Note: the new name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
6. Click Create. A confirmation screen appears.
7. Click Continue to return to the File Manager screen.

Deleting Folders | Top

The Delete option allows you to delete one or more folders from File Manager.

1. Click Student Presentations. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. To open the File Manager, click the Edit Files link. The File Manager screen appears.
3. Select the check box next to the folder you want to delete.

4. Select Delete in the list box under Folder Options.
5. Click Go. A confirmation screen appears.
6. Click Continue to return to the File Manager screen.

Renaming Folders | Top

1. Click Student Presentations. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. To open the File Manager, click the Edit Files link. The File Manager screen appears.
3. Select the check box next to the folder you want to rename.
4. Select Rename in the list box under Folder Options.
5. Click Go. The Rename Folder screen appears.
6. Click Rename. A confirmation screen appears.
7. Click Continue to return to the File Manager screen

Zipping Folders | Top

The Zip option compresses the contents of a folder into one file. This feature is particularly useful if you want to download an entire folder.

1. Click Student Presentations. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. To open the File Manager, click the Edit Files link. The File Manager screen appears.
3. Select the check box next to the folder you want to zip.
4. Select Zip in the list box under Folder Options.
5. Click Go. The Zip Files in Folder screen appears.
6. Enter a name for the zip file and choose a destination folder from the list box. Note: the new name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
7. Click Zip. A confirmation screen appears.
8. Click Continue to return to the File Manager screen.

Tip: if you want to move or download the contents of a folder, zip the folder and then download the .zip file.

File Manager - File Options

Index - File Manager

- About File Manager
- Folder Options
- File Options
- WebCT Browser

What do you want to do?

- create a new file
- upload a file
- download a file
- edit a file
- copy a file
- move a file
- rename a file
- delete a file
- zip files
- unzip a file
- change file names to upper or lower case
- display file attributes

Creating New Files | Top

Using File Manager, you can create new text and HTML files in the folder of your choice. Folders are listed under the Folders and Files heading in the bottom half of the Manage Files screen.

1. Choose the destination folder by selecting the checkbox next to the folder's name.
2. Select Create New File in the list box next to the File Options header.
3. Click Go. The Create New File screen appears.
4. Type a name for the new file in the small text box. Note: the new name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
5. Create the content for your new file by typing in the large text box. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.
6. Click Save when you have finished entering file content. A confirmation screen appears.
7. Click Continue to return to the Manage Files screen.

Uploading Files | Top

Uploading a file involves transferring it from your personal computer to the remote server hosting your WebCT course. Note: if you want to upload multiple files, zip them first with a file compression program and then upload the .zip file.

1. Choose a destination folder by selecting the checkbox next to the folder's name. Folders are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Upload File in the list box next to the File Options header.
3. Click Browse to locate the file to upload. Note: the file name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
4. Click Upload. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Downloading Files | Top

Downloading a file involves transferring it from the server to your personal computer. Note: if you want to download multiple files at once, zip them first and then download the .zip file.

1. Select the checkbox next to the file you want to download. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Download File in the list box next to the File Options header.
3. Click Go. A browse window appears. Select a destination folder on your computer.
4. Click Download. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Editing Files | Top

Occasionally, you may want to edit files in WebCT. The Edit option enables you to make changes to the text and codes in your .txt and .html files in File Manager.

1. Select the checkbox next to the file you want to edit. Files are listed under Folders and Files in the bottom half of the Manage Files screen.
2. Select Edit in the list box next to the File Options header.
3. Click Go. The Create New File screen appears.
4. Type a name for the new file in the small text box. Note: the new name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
5. Create the content for your new file by typing in the large text box. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.
6. Click Save when you have finished entering file content. A confirmation screen appears.
7. Click Continue to return to the Manage Files screen.

Copying Files | Top

The Copy option allows one or more files to be copied from the current folder to another. Copies of the file will thus exist in two folders.

1. Select the checkbox(es) next to the file(s) you want to copy. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Copy in the list box next to the *Folder Options* header.
3. Click Go. The Copy Files screen appears.
4. The file(s) that you selected to copy appear on the left side of the screen. If you decide not to copy a file, clear its checkbox. Select a destination folder from the list box on the right and then click Copy. A

confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Moving Files | [Top]

The Move option allows one or more files to be moved from the current folder to another folder. When a file is moved, it will no longer exist in the original folder. If you want to leave a copy of the file in its original folder, use the [Copy] feature.

1. Select the checkbox(es) next to the file(s) you want to move. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Move in the list box next to the Folder Options header.
3. Click Go. The Move Files screen appears.
4. The file(s) that you selected appear on the left side of the screen. If you decide not to move a file, clear its checkbox. Select a destination folder from the list box on the right and then click Move. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Renaming a File | [Top]

The Rename option allows you to rename a file in File Manager.

1. Select the checkbox next to the file you want to rename. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Rename in the list box next to the File Options header.
3. Click Go. The Rename File screen appears.
4. Type a name for the new file in the small text box. Note: the new name cannot contain any of the following characters:
    - spaces, tabs, line feeds, carriage returns
    - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
5. Click Rename. A confirmation screen appears.
6. Click Continue to return to the Manage Files screen.

Deleting a File | [Top]

The Delete option allows you to delete one or more files from File Manager.

1. Select the checkbox(es) next to the file(s) you want to delete. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Delete in the list box next to the Folder Options header.
3. Click Go. The Delete Files screen appears.
4. The file(s) that you selected appear on the left side of the screen. If you decide not to delete a file, clear its checkbox. Click Delete. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Zipping Files | [Top]

The Zip feature compresses several files into one file. This feature is particularly useful if you want to [download] more than one file at a time.

1. Select the checkboxes next to the files you want to zip. Files are listed under the Folders and Files heading in

the bottom half of the Manage Files screen.

2. Select Zip in the list box next to the *Folder Options* header.
3. Click Go. The Zip Files screen appears.
4. The files that you selected appear on the left side of the screen. If you decide not to zip a file, clear its checkbox. Select a destination folder from the list box on the right, and type a name for the new file in the File Name text box. Note: the new name cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "

   Click Zip. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.
6. Once you download the zip file to your local computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Unzipping Files | Top

This operation allows you to unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

1. Select the checkbox next to the file you want to unzip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Unzip in the list box next to the *Folder Options* header.
3. Click Go. The Unzip File screen appears.
4. Select a destination folder for the unzipped files from the list box and then click Unzip. A confirmation screen appears.
5. Click Continue to return to the Manage Files screen.

Changing Case | Top

WebCT enables you to change the case of many file names at once with the Upper Case and Lower Case features.

1. Select the checkboxes next to the files you want to change. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
2. Select Upper Case or Lower Case in the list box next to Folder Options and then click Go.
3. The files that you selected appear on the left side of the screen. If you decide not to change a file name, clear its checkbox. Click Go. A confirmation screen appears.
4. Click Continue to return to the Manage Files screen.

Displaying File Attributes | Top

Size, date, and time attributes are displayed by default in the Folders and Files listing. You can hide an attribute by clearing its checkbox. To refresh the screen, click Update.

File Manager - WebCT Browser

Index for File Manager

- About File Manager
- Folder Options
- File Options
- WebCT Browser

What do you want to do?

- use the WebCT Browser
- upload a file with the WebCT Browser

Using the WebCT Browser

As you progress through your WebCT course, you will occasionally encounter a Browse button. Clicking this button will open the WebCT Browser screen. The WebCT Browser lets you upload files and select files from your WebCT folders for use in WebCT tools such as Student Presentations and Student Assignments.

The folders and files related to your course are listed in the lower portion of the Manage Files screen.

- To view the contents of a folder, click the blue arrow next to it.
- To preview a file, click on the filename.
- To choose a file, select its option button and click **Pick**. You can only select one file at a time.
- To choose a file from your personal computer, click Upload.

Uploading a file with the WebCT Browser

1. Under the Import from File heading, click Browse. The WebCT Browser screen appears.
2. Click Upload.
3. Click Browse to locate and select the file on your computer. Once you select the file, the Upload File screen reappears.
4. Select a destination for the file in the Upload to drop-down list.
5. Click Upload. The WebCT Browser reappears.
6. Locate the file under the Files heading in the bottom half of the Browser screen, select the option button next to the file, and then click Pick.

Glossary

About Glossary

In the glossary, you can view images and definitions of terms found in your course. You can view the entire glossary or you can view entries by the starting letter. You can also search the glossary by keyword or partial word.

What do you want to do?

- view all Glossary entries
- view Glossary entries by starting letter
- search the Glossary

Viewing all glossary entries | Top

From the Glossary page, click View All. An alphabetized listing of all glossary terms appears.

Viewing a glossary listing by starting letter | Top

The hyperlinked letters indicate that there are glossary terms associated with those letters.

From the Glossary page, click the starting letter for the term. An alphabetized listing of all glossary terms that start with the letter appears.

Searching the glossary | Top

1. From the Glossary page, click Search. A search criteria area appears.
2. In Enter a search term, type a word or partial word and then click Search. A Search Results table displays all entries that match the word.

Goals

Goals allows you to view the learning objectives that your instructor has identified. To assist you in learning, your instructor may provide a summary of content or pose questions about a content module using Goals.

To access Goals, from the Action menu, click the Goals link. The Goals screen appears.

[Help Index] [Ask Dr. C]

Image Database

What would you like to do?

- view images
- search images

Viewing images | Top

1. From the Image Database screen, click the hyperlink for the image database that you want to view. The Image screen appears.
2. Click Show All.

Searching images | Top

Depending on how the instructor has set up the image database, you may be able to search by

- keywords
- creator
- filename
- title
- description
- thumbnail

If your instructor has created additional columns in the database, you may be able to search these as well.

To search an Image Database

1. From the Image Database screen, click the hyperlink for the image database that you want to search. The Manage Images screen appears.
2. From the Select action drop-down list, select Search, and then click Go. The Search screen appears.
3. Choose your search parameters
   a) From the *images* drop-down list, select the images to search.
   - to search all images in the Image Database, select All Images.
   - if you have already performed a search and want to search only the subset of images retrieved, select Listed Images.

   b) From the *column name* drop-down list, select the column to search.
   c) From the *search criteria* drop-down list, select the search criteria. The information that you enter in the text box will be compared with the search criteria.
   - Equals = content of the specified column must match exactly with the text or numbers entered in the text box.
   - Before = searches columns containing alphabetical information. Words in the specified column must start with words/letters that occur alphabetically before the word/letter entered in the text box.
   - Less than = searches columns with numerical information. Numbers in the specified column must be

smaller than the number entered in the text box.

- Greater than = searches columns with numerical information. Numbers in the specified column are greater than the number entered in the text box.
- Ends with = text in the specifed column must end with the letter entered in the text box.
- Blank = the specified column is empty.
- Not blank = the specified column has information in it.
- Starts with = text in the specified column must start with the letter entered in the text box.
- After = searches columns with alphabetical information. Text in the specified column must start with words/letters that occur alphabetically after the words/letters entered in the text box.
- Contains = text or numbers in the specified column must match any part of the text or numbers entered in the text box.

4. In the text box, type the words or numbers to be searched. Click **Search**. A table appears containing the images that satisfy your search requirements.

Index - Student View

How do I use Index?

Index allows the instructor to provide you with a course index. The index entries appear as hyperlinks, which you click to go the page the on which the reference is located. Entries are automatically listed alphabetically, and each entry may have one or more additional subentries associated with it, in the same fashion as you would find at the back of a textbook.

1. View the Index page by clicking on any page of the Course Content.
2. Click on the Index hyperlink in the Action Menu. The Course Index appears.

Index for Mail

Mail - About

Index for Mail

- About Mail
- Reading & Sending Mail Messages
- Managing Mail Messages
- Managing Folders

Mail allows you to send private mail messages to your instructor and to other students in your course. There are four default folders.

- **All:** contains all messages
- Draft: contains all unsent messages
- Inbox: contains all received messages
- Outbox: contains all sent messages

With Mail, you can

- create, delete, or rename folders
- move messages to different folders
- compile messages into a single file for downloading
- forward messages to others within the course
- forward messages to external email
  Note: administrators enable this feature for designers. Designers enable this feature for students.
- search for messages

See the Index for Mail for a list of help topics.

Mail - Reading & Sending Mail

Index for Mail

- About Mail
- Reading & Sending Mail Messages
- Managing Mail Messages
- Managing Folders

What do you want to do?

- read mail
- mark all mail as read
- mark selected mail as read
- mark selected mail as unread
- send mail with or without attachments
- save mail as a draft
- send mail that was stored as a draft
- reply to mail
- forward mail to another user within the course
- forward mail to an external email account
- download mail
- compile and download mail
- search mail

Reading Mail | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to read. The *Mail Messages* screen appears.
2. To display any mail that was just sent, click **Update Listing**.
3. Click the hyperlink to the message that you would like to read.
   Notes: only unread messages are listed; to view all messages, click **Show All**.
   Messages are presented by threads; to view in chronological order, click **Unthreaded**.
4. If the mail includes a file attachment you'll see a paper clip icon. To download the file attachment, click the paper clip icon, and then follow the instructions for downloading from your browser. When the download is complete, click Done.
5. When you have finished reading the mail, you can either
   - close the message. Click **Close**. The *Mail Messages* screen appears.

- forward the mail
- reply
- download

Marking all mail as read | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to mark. The *Mail Messages* screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Click **Mark all as read**. The message `There are no unread messages in this folder` appears.

Marking selected mail as read | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to mark. The *Mail Messages* screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Select the messages that you would like to mark as read.
4. From the *Apply to selected message(s) below* drop-down list, select ***Mark as read***. Click **Go**.

Marking selected mail as unread | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to mark. The *Mail Messages* screen appears.
2. Display the messages that you would like to mark. By default, only unread messages are listed; to view all messages, click **Show All**.
3. Select the messages that you would like to mark as unread.
4. From the *Apply to selected message(s) below* drop-down list, select **Mark as unread**. Click **Go**.

Sending mail with or without attachments | Top

1. From the *Mail Folders* table, click **Inbox**. The *Mail Messages*: *Inbox* screen appears.
2. Click **Compose Message**. The *Compose Message* window appears.
3. Complete the *Send to* text box by either
   - typing the name of the recipient(s).
   - viewing the list of possible recipients. Click **Browse**. To select a recipient, click their name. To select more than one recipient, hold the SHIFT key while selecting the names. Click **Done**.
4. Complete the subject line, and type your message in the text box. Blank subjects or messages are not

allowed.

5. If you would like to attach a file
   a) Enter the filename of the attachment.
   b) Click Attach File. The filename appears.
   c) Select the check box next to the filename.
6. Click **Send.** The mail is sent and a copy is placed in the Outbox folder.

Saving mail as a draft | Top

1. From the *Mail Folders* table, click **Inbox**. The *Mail Messages* screen appears. Click **Compose a new Message**. The *Compose Message* window appears.
2. Complete the *Send to* text box by either
   - typing the name of the recipient(s).
   - viewing the list of possible recipients. Click **Browse**.To select a recipient, click their name. To select more than one recipient, hold the SHIFT key while selecting the names. Click **Done**.
3. Complete the subject line, and type the draft of your message in the text box.
4. Click **Save Draft.** The message is placed in the Draft folder.

Sending mail that was stored as a draft | Top

1. From the *Mail Folders* table, click **Draft**. The *Mail Messages: Draft* screen appears.
2. Click the hyperlink to the message that you want to send**.** The message appears.
3. Click **Edit**. The *Compose Message* window appears.
4. Edit your message. Click **Send**. The mail is sent and a copy is placed in the Outbox folder.

Replying to mail | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to reply to. The *Mail Messages* screen appears.
2. Click the message that you would like to reply to. The message appears.
3. Click **Reply**. The *Compose Message* window appears.
4. Type your message in the text box.
5. Click **Send.** The mail is sent and a copy is placed in the Outbox folder.

Forwarding mail to another user within the course | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to forward. The *Mail Messages* screen appears.

2. Click the message that you would like to forward. The message appears.
3. Click **Forward**. The *Compose Message* window appears.
4. Complete the Send to text box by either
   - typing the name of the recipient(s).
   - viewing the list of possible recipients. Click **Browse**.To select a recipient, click their name. To select more than one recipient, hold the SHIFT key while selecting the names. Click **Done**.
5. Type your message in the text box.
6. Click **Send**. The mail is sent and a copy is placed in the Outbox folder.

Downloading mail | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to download. The *Mail Messages* screen appears.
2. Click the message that you would like to download. The message appears.
3. Click **Download**. Your browser's file download window appears.
4. Select the save to disk option, and choose the saving location.
5. When the download is complete, click **Close**. The message appears.
6. Click **Close**.

Compiling and downloading mail | Top

This feature allows you to select mail messages, compile them into one file, and download the file.

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to compile and download**.** The *Mail Messages* screen appears.
2. Select the messages to choose from
   - to choose from all messages, click **Show All**.
   - to choose from all unread messages, click **Show Unread**.
3. Select the order in which the messages will be presented
   - for chronological order, click **Unthreaded**.
   - for threaded, click **Threaded**. (Note: threads are created when someone replies to a message. The first message is shown with the subject above; the reply is shown underneath and is indented under the original message.)
4. From the *Apply to selected message(s) below* drop-down box, select **Compile**.
5. From the list of messages, select the messages to be compiled. Click **Go**. The compiled messages appear.
6. Click **Download**. Your browser's file download window appears.
7. Select the save to disk option, and choose the saving location.
8. When the download is complete, click **Close**. The message appears.
9. Click **Close**.

Searching mail | Top

You may search mail messages by

- full name of the message writer
- user name of the message writer
- thread subject
- unique message number
- date that the message was sent
- content of the mail message

After you have searched your messages, you may compile and download them.

To search mail messages

1. From the *Mail Folders table*, click any folder. The *Mail Messages* screen appears.
2. Click **Search**. The Search screen appears.
3. Choose your search parameters:
   a) From the *Folder* drop-down box, select the folders to search.
   b) From the *Show* drop-down box, select the messages to search.
   c) From the *Filter* drop-down box, select the filter.
   - None = no filter
   - Name = full name of the message writer
   - User ID = user name of the message writer
   - Subject = the thread subject
   - Message No = the unique message number associated with each message
   - Date = the date that the message was sent
   - Message = any of the words in the text of the mail message
4. From the *Comparison* drop-down box, select how the information entered in the *Value* text box will be compared with the filter.
   - Contains = retrieves messages that match any part of the text or numbers entered in the *Value* text box
   - Equals = retrieves messages that match exactly the text or numbers entered in the *Value* text box
   - Before = in combination with the Date or Number filter, retrieves all messages before the date or number entered in the *Value* text box. In combination with a text filter (Name, Subject, Message) retrieves all messages containing letters that occur alphabetically before the word entered in the *Value* text box.
   - After = in combination with the Date or Number filter, retrieves all messages after the date or number entered in the *Value* text box. In combination with a text filter (Name, Subject, Message), retrieves all messages containing letters that occur alphabetically after the word entered in the *Value* text box.
   - Starts with = in combination with a text filter (Name, Subject, Message) retrieves messages with words that begin with the letter entered in the *Value* text box.
   - Ends with = in combination with a text filter (Name, Subject, Message) retrieves words that end with the letter entered in the *Value* text box.
5. In the *Value* text box, type the words or numbers to be searched. If you have selected the Date filter, type the date in the format dd,mm,yyyy. Include the commas.
6. Click **Search**. The *Mail Messages* screen appears listing all messages that satisfy your search requirements.

Mail - Managing Mail Messages

Index for Mail

- About Mail
- Reading & Sending Mail Messages
- Managing Mail Messages
- Managing Folder

What do you want to do?

- move a message to a different folder
- delete a message
- delete all messages
- forward mail to an external email account

Moving a message to a different folder | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to move. The *Mail Messages* screen appears.
2. Select *Move to the following folder* and choose the folder from the drop-down list.
3. Select the messages that you would like to move. Click **Go**.

Deleting a message | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to delete. The *Mail Messages* screen appears.
2. Select **Delete**.
3. Select the messages to delete. Click **Go**.

Deleting all listed messages | Top

1. From the *Mail Folders* table, click the folder that contains the mail that you would like to delete. The *Mail Messages* screen appears.
2. Select *Delete all messages listed below***.**
3. Click **Go**.

Forwarding mail to an external email account | Top

Note: Your course administrator may disallow this option.

1. From the *Mail* screen, click **Manage Messages**. The *Manage Messages* screen appears.
2. Select ***Forward my mail to*** and type your external email address in the text box.
3. Click **Go**. New mail will be sent to both your WebCT mail and your external mail.

[Top] [Help Index] [Ask Dr. C]

Mail - Managing Folders

Index for Mail

- About Mail
- Reading & Sending Mail Messages
- Managing Mail Messages
- Managing Folders

What do you want to do?

- add a folder
- rename a folder
- delete a folder

Adding a folder | Top

1. From the *Mail* screen, click **Manage Folders**. The Manage Folders screen appears.
2. Select *Add folder* and type the folder name in the text box.
3. Click **Go**.

Renaming a folder | Top

1. From the *Mail* screen, click **Manage Folders**. The Manage Folders screen appears.
2. Select the folder that you wish to rename.
3. Select *Rename*, and type the new name in the text box.
4. Click **Go**.

Deleting a folder | Top

1. From the *Mail* screen, click **Manage Folders**. The Manage Folders screen appears.
2. Select the folder that you wish to delete.
3. Select **Delete**.
4. Click **Go**.

About Manage Students

[Index for Manage Students](#)

- *About Manage Students*
- *[Add Students](#)*
- *[Student Records](#)*
- *[Customize Student Table](#)*
- *[Settings](#)*

Manage Students is a powerful tool for maintaining student information and grades in WebCT.

- adding or deleting students
- updating student records
- calculating grades
- complete integration with Quiz and Mail features
- statistical information for numeric columns
- selective display of student records
- selective release of grades to students

Manage Students displays student records in a table. If you have added the Mail tool to your course, a mail icon appears beside each student's name. You can send mail to a student by clicking the mail icon.

Some columns contain an *Edit* link beneath the title. You can edit the information in a whole column at once by clicking on this link. Note that this option is available only for numeric and alphanumeric columns. Text fields and calculated fields are explained in *Column Types*. *Quiz* and *User ID* columns cannot be edited.

Click on the links at the top of this screen to learn how to get the most out of Manage Students.

Manage Students - Add Students

What do you want to do?

- add one student at a time
- import student records from the global database

Add one student at a time | Top

1. In Manage Students, select Add students from the drop-down box below the Manage Students heading, then click Go. The Add Students screen appears.
2. Under the Add Single Student heading, type the first name, last name, user ID, and password for the student.
3. Click Add.

Note: User IDs must be unique and must contain only alphanumeric characters (numbers, letters or underscores). Spaces are not allowed. The initial password must be at least 4 characters in length.

Import from Global Database | Top

To import a student from your institution's global database of users, type the student's WebCT ID in the text box and click Add. If you don't know a student's WebCT ID consult your WebCT system administrator.

Manage Students - Student Records

What do you want to do?

- navigate student records
- edit student records
- enter grades
- edit an entire column
- override Calculated and Letter Grades
- view statistics for a column
- deny/allow student access to a course
- sort records by a particular column
- list a subset of students
- download student records
- search student records
- copy student records and paste them into another tool
- delete students from a course

Navigating Student Records

If you have limited the number of records per page, the entire class does not appear in the student list. You can easily navigate through student records by using the following techniques:

- To navigate between the student list pages, click **Previous Page** or **Next Page** above the class list.
- To go to a specific part of the list, select the range of records you want to view from the *Page* drop-down list above the class list.
- To view all the records on one screen without resetting Records Per Page, select *All* from the *Page* drop-down list above the class list.

Editing Student Records | Top

Once you've added students to your course, you can make changes to their individual records. Note: the User ID field cannot be changed.

1. The first column of the Manage Students table contains a hyperlinked identifier for each student, such as a name or student number. Click on this link. The Edit Record screen appears with the student record you

selected.

2. Different column types call for different editing methods, as outlined below:
   - To change Alphanumeric and Numeric columns, type changes in the text box.
   - To change Selection Box columns, select items from the drop-down box.
   - To change *Letter Grade* or *Calculated* columns, click *Override* (see *Overriding Calculated and Letter Grades*).
   - To edit Text columns, click Create (if no information has been added) or **View** (if text information already exists).
   - To edit Quiz columns, click Submissions.
3. To deny (or allow) course access to the student, click Deny Access (or Allow Access) under the student record. See Student Access for more information on this feature.
4. Click Update to save your changes and return to the student list.

Editing an Entire Column/Entering Grades | Top

You can enter information for all of the students in your course by editing columns. This feature is particularly useful for manually entering grades for the entire class. Note: this option is available only for Alphanumeric, Numeric, and Selection Box columns. See *Calculated*, *Letter Grade*, and *Text* online Help for instructions on editing other types of columns. Quiz and *User ID* columns cannot be edited at all.

1. Click Edit below the column label in the student listing.
2. Enter information for each student.
3. Click **Update** to save your changes and return to the student list.

Overriding Calculated and Letter Grades | Top

You can manually override the grades in Calculated and Letter Grade columns. The grade for that student is then displayed as grey, rather than black, to show that it the calculated grade has been changed.

1. The first column of the Manage Students table contains a hyperlinked identifier for each student, such as a name or student number. Click on this link. The Edit Record screen appears with the student record you selected.
2. At the top of the *Letter Grade* or *Calculated* column, click the **Override** link. The *Calculation Editor* appears.
3. Set a formula for the student's grade or simply enter a number or letter grade. See Calculated online Help for details on this task. The formula or grade that you enter applies only to the student record you are editing. Other student records remain unchanged.
4. Click Update to save your changes and return to the student list.

Viewing Column Statistics | Top

You can view an overview of statistics and histograms for *Numeric, Quiz* and *Calculated* columns from the *Manage Students* screen.

1. Below the column label in the student listing, click **Graph**. The top frame displays the statistics for that particular column.
   - The top of the page displays the number of records used for the statistics, as well as the maximum mark achieved, the minimum mark, the mean and the median marks. The graph only takes into account the listed students, so it is possible to get a graph of a subset of student records by performing a query before clicking on the **Graph** link.
   - The lower part of the frame displays a histogram of the mark distribution. Below the histogram you

can press **Fewer Bars** to narrow the range of the individual columns, or **More Bars** to widen the range. Click **Back to Listing** to return to the *Student Listing*.

Related topic: Modifying Column Attributes

Student Access | Top

You can deny and allow students to access your course at any time. This feature is particularly useful when you are making changes to your course and temporarily do not want students to access it.

Denying Access

The following procedure denies access to all students in your course. If you want to deny access to a group of students, list a subset of students first. You can also deny access to one student at a time by editing the student's record. Note: denying access to students does not delete any student information. To permanently remove students from your course, you must delete their records.

1. In Manage Students, select Deny student access from the drop-down box below the Manage Students heading, then click Go. The Confirm Deny Access screen appears.
2. Click Deny Access under the student records. A confirmation message appears.
3. Click OK. The student records now appear in grey text, indicating that the students have been denied access to the course.
4. Click Update to save your changes.

Allowing Access

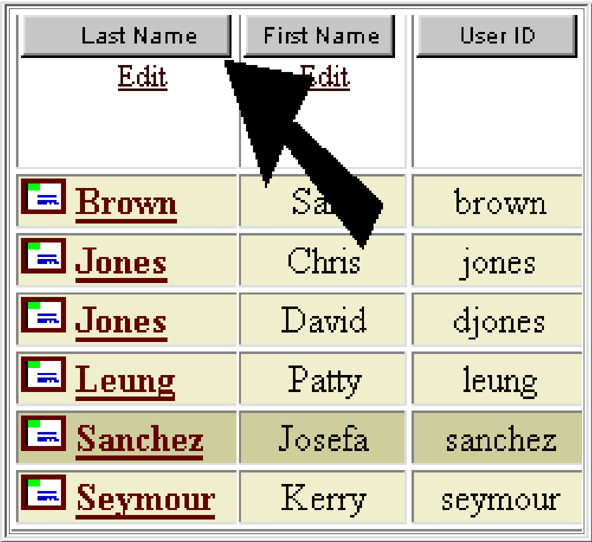
The following procedure allows access for all students in your course. If you want to allow access for a group of students, list a subset of students first. You can also allow access for one student at a time by editing the student's record.

1. In Manage Students, select Allow student access from the drop-down box below the Manage Students heading, then click Go. The Confirm Allow Access screen appears.
2. Click Allow Access under the student records. A confirmation message appears.
3. Click OK.
4. Click Update to save your changes.

Sorting by Column | Top

The student listing may be sorted by a column or combination of columns. For example, you can sort student records so they appear in alphabetical order according to surname.

1. To sort on a particular column, click the button at the top of each column (as illustrated below). The screen refreshes and the column that you sorted appears in bold text. This column is now the primary sort key.
2. If another column heading is clicked, that column now becomes the primary key, and the other column (the one you sorted in step 1) becomes the secondary sort key. For example, if you want a listing sorted by last name, click the **Last Name** button. But if you wanted that listing to be sorted by *User ID* as the secondary key you would first need to click **User ID**, and then **Last Name.**



List a Subset of Students | Top

Use the *Select* tool to select individual records from a list of students. The *Select* tool is useful when the set of students to be selected cannot be easily extracted with a search, or if you want to omit a portion of the records returned by a search.

1. In Manage Students, select Select students to view from the drop-down box below the Manage Students heading, then click Go. The Select Students screen appears.
2. Select the checkboxes beside the students you want to list, then click View. The Manage Students screen reappears, listing only the selected students.

Downloading the student list

Note: in Calculated and Letter Grade columns, the calculated value is downloaded, not the formula.

1. To download the student list, click **Download**. The Download Student Records screen appears.
2. Choose a field separator (space, comma, or tab) from the drop-down box and click **Download**. A standard Web browser dialog box appears, prompting you to save the file on your computer. Note: you will not be prompted for a field separator in this step if you selected a default field separator.

Searching Student Records | Top

For large classes it is sometimes useful to view the records of a particular set of students, based on information contained in the students' records. For example, you may want to see all students with grades below 70 for a particular assignment. Such information may be extracted by searching student records. If you want to manually select student records, see List a subset of students.

1. In Manage Students, select Search records from the drop-down box below the Manage Students heading, then click Go. The Search Student Records screen appears.
2. Select search criteria from the drop-down boxes and type a search term in the text box. Click Search. The Manage Students screen reappears, listing only the selected students.

Related topic: Downloading the student list

Copying and Pasting Student Records | Top

You can copy a list of student records and paste them into *Mail* and *Track Students*. For example, you could list students with failing grades, then copy and paste these records into a Mail message encouraging them to seek tutorial help. You could also paste these records into Student Tracking to see how often the students have accessed the course.

1. List a subset of students or search student records.
2. Under the Advanced Options heading, select Copy records, then click Go. These student records can now be retrieved by clicking **Clipboard** in either *Mail* or *Student Tracking*.

Pressing **Paste From Clipboard** will retrieve the records from the clipboard and update the student listing accordingly.

Deleting Students from a Course | Top

Deleting one student at a time

1. In Manage Students, click on the name of the student you want to delete. The Edit Record screen appears.
2. Click Delete.

Deleting more than one student at a time

1. In Manage Students, select Select students to view from the drop-down box below the Manage Students heading, then click Go. The Select Students screen appears.
2. Select the checkboxes beside the students you want to delete, then click View. The Manage Students screen reappears, listing only the selected students.
3. Select Delete shown records from the drop-down box below the Manage Students heading, then click Go. A confirmation screen appears.
4. Click Delete. A progress screen appears for the delete process.

Warning: the delete operation removes the deleted students' records completely and removes their access privileges to the course.

Index for Manage Students

- About Manage Students
- Add Students
- Student Records
- Customize Student Table
- Settings

What do you want to do?

- add a column
- rename a column
- convert a column type
- learn about column types
- view a grade distribution graph
- create a Calculated column
- modify column attributes
- move a column
- delete a column

Adding a New Column | Top

By default, the new column is positioned to the right of the rightmost existing column. To insert the column *before* a specific column, select that column's check box before performing the steps below.

From the Manage Students screen:

1. Select *Add Column* under the *Modify Columns* head, then click **Go**. The *Add Column* screen appears.
2. Type a label for the column in the text box, then select a column type from the drop-down box.
3. Click **Add**.

Note: Quiz columns are automatically created when a Quiz is added to the course.

Renaming a Column | Top

Column names, or labels, appear at the top of each column. Note: you cannot rename *User ID, First Name,* and *Last Name* columns.

From the Manage Students screen:

1. Under the *Advanced Options* heading, select *Modify Columns* and click **Go**.
2. Click in the Label field of the column you want to rename and type your changes
3. Click Update to save your changes.

Note: Changing the label of a quiz in Manage Students does not change the title displayed on the Quiz page.

Converting Column Type | Top

From the Manage Students screen:

1. Under the *Advanced Options* heading, select *Modify Columns* and click **Go**.
2. Select the check box at the top of the column you want to convert.
3. Under the Modify Columns heading, select Convert column type and click Go. The Column Conversion screen appears.
4. Select the new column type from the drop down list
5. Click Convert. The Convert Confirmation screen appears.
6. Review the conversion table for accuracy, then click Convert to complete the process.

Column types | Top

Different columns store different types of information. For example, quiz grades are stored in a quiz column, names are stored in an alphanumeric column, and a final grade can be stored in a calculated column.You can select the column type when you first create a column, or you can convert an existing column to a different type. In either case, the following column types are available:

- Alphanumeric
- Calculated
- Selection Box
- Letter Grade
- Numeric
- Text*

*Text type can be selected when creating a column, but existing columns cannot be converted to Text.

Alphanumeric (A) | Top

Alphanumeric columns contain any sequence of characters, including letters and numbers. This column type should be used for fields that won't be calculated. Examples of possible Alphanumeric columns include last name, first name, and student number.

Numeric (N) | Top

Numeric columns contain only digits. These columns can be used in conjunction with Calculated columns to calculate totals. Examples of possible Numeric columns include assignment grades and exam grades.

Before a Numeric column can be used to calculate a total, you must designate the total possible points for that column, as outlined in the following steps:

1. Click Edit at the top of a Numeric column. The Edit Column Values screen appears.
2. Type the total possible points in the Out of text box.
3. Click Update to save the changes.

Letter Grade (L) | Top

If you want to display a letter grade (such as A, B, or C) rather than a point value for a particular quiz, assignment, exam, or other calculated grade, you can use a Letter Grade column. Letter grades are based on numeric value ranges that you specify when you add a Letter Grade column. Letter grades can only be applied to Numeric, Calculated, and Quiz columns that have been assigned a total possible points (or "Out Of") value.

Adding a Letter Grade column | Top

1. Add a Letter Grade column to the Manage Students table in the same manner you would add any other column (see Adding a new column). Give the Letter Grade column a label that corresponds to the source

column. For example if you want to display a letter grade for a numerical column titled *Assignment 1*, label the Letter Grade column *Assignment 1 (LG)*, where LG stands for Letter Grade.

2. Click Return to Manage Students at the top of the Modify Columns screen.
3. Locate the new Letter Grade column in the Manage Students table. Under the column's label, click Edit. The *Letter Grade Editor* appears.
4. From the drop-down list labeled *Apply the grading scheme to*, select the column to which you want to apply the grade range. For example if you want to display a letter grade for a numerical column titled *Assignment 1*, select Assignment 1 from the drop-down list.
5. Depending on number of grade ranges you want to set, you might need to add or delete rows in the range table.
   - To add a new row above a particular row, select the check box next to the row and click **Add Row**.
   - To delete a row, select the check box to the left of the row and click **Delete Row**.

   Note: letter grade ranges are based on the percentage of possible points achieved, NOT on the actual points.
6. Type the upper-limit range in the *Upper Limit %* column and the corresponding grade in the Letter Grade column. **Note:** you must start with the lowest grade range and work up to the highest. For example, start with the F grade range, then D, then C, and so on.
7. Once you've entered all of the ranges for your letter grades, click **Refresh Ranges**. The middle column of the *Letter Grade Editor* table displays the range percentage coordinates for each letter grade.
8. To set the current grade ranges as the default for your course, click **Set as Default**. In the future, you can use this grade range whenever you create a Letter Grade column by clicking **Use Default**.
9. Click **Update** to apply the grade ranges to the column.

Note: you can override letter grades for individual students. For more information, see *Overriding Letter Grades and Calculated Fields*.

Graph | Top

To view a bar graph showing the distribution of students who received each grade, click Graph under the label of a Letter Grade column.

Selection Box (S) | Top

Selection Box columns let you to create a drop-down list of choices for a field, which makes column editing easier and more efficient. For example, if you have divided your class into groups, you can create a Selection Box listing the group names. Then when you edit the student or teaching assistant list, you can simply select, rather than type, a group name.

Calculated (C) | Top

You can use Calculated columns to compute a value based on the numeric contents of other columns. For example, you can create a Calculated column called "Final Grade" that adds the grades from all of your Quiz columns and calculates the average score.

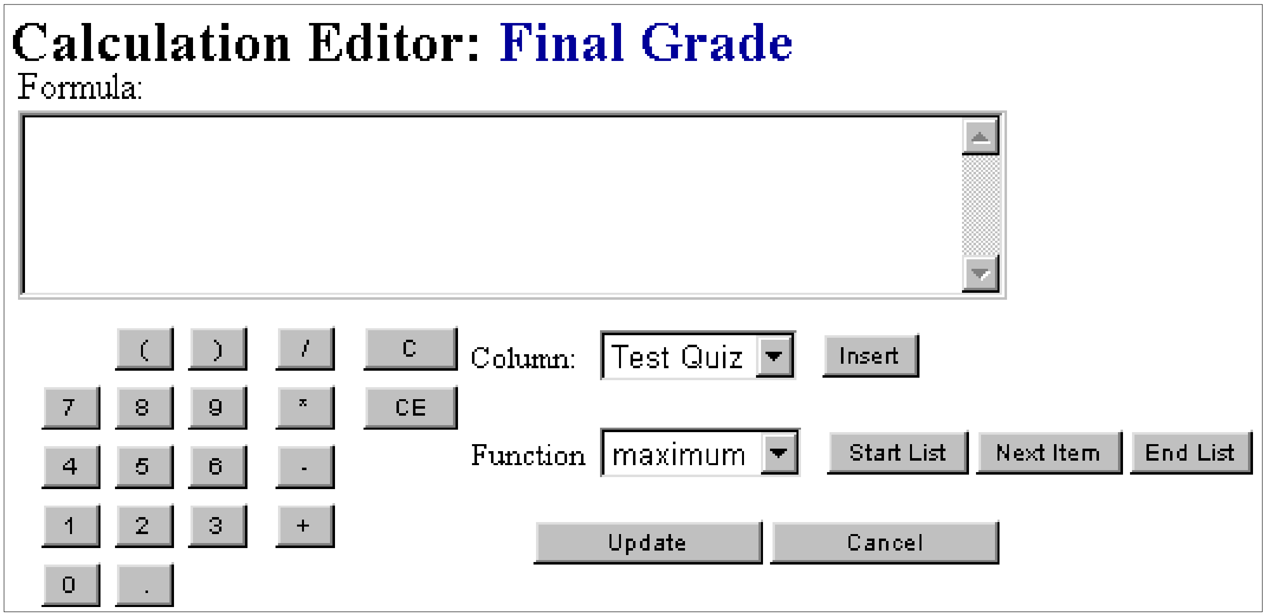
Adding a Calculated Column | Top

1. Add a Calculated column to the Manage Students table in the same manner you would add any other column (see Adding a new column).
2. Click Return to Manage Students at the top of the Modify Columns screen.
3. Locate the new Calculated column in the Manage Students table. Under the column's label, click Formula. The *Calculation Editor* appears.
4. Enter a formula. See Using the Calculation Editor below for help.

5. Once the formula has been correctly entered, click **Update** to update the student database and redisplay the student list with the values calculated by the formula.

Using the Calculation Editor | Top

The Calculation Editor operates in much the same way as a regular calculator. It consists of four sections: the Formula box, the numeric keypad, the Column tool, and the Function tool (see illustration below).



Calculation Editor

The Formula box cannot be edited by selecting, entering, or deleting text with the mouse and keyboard. You must use the numeric keypad in the Calculation Editor screen to perform all actions on the formula.

- To enter numbers and standard arithmetic operators, use the numeric keypad.
- To clear the last value entered in the Formula box, click the CE button on the numeric keypad.
- To clear all values from the Formula box, click the C button on the numeric keypad.
- To insert a column's value into the expression, select the desired column from the Column drop-down list and click **Insert**.

There are three mathematical functions in the Calculation Editor: maximum, minimum and sum. These functions operate on a list of items consisting of numbers or columns. For example, to drop the lowest quiz score from the students' final grades, you could create a list of four quiz columns and use the minimun function to determine the lowest score. You could then subtract this score from the final grade in your formula.

- To start a list, choose the mathematical function from the Function drop-down list and click **Start List**. The first item can now be added to the list from the keypad or by inserting a column name.
- To end the current list and begin another, click **Next Item**.
- To end a list, click **End List**.

Notes

- Once the formula is created it can be changed at any time by clicking the Formula link under the column label.
- You can override Calculated grades for individual students. For more information, see *Overriding Letter Grades and Calculated Fields*.

Text (M) | Top

Text columns are useful for storing information that requires hard returns, such as addresses or general comments. When you have added a Text entry pertaining to a particular TA, WebCT inserts a View button in that field in the column.

Modifying Column Attributes | Top

Columns can be customized in many different ways. For example, you can rename columns, change the way data is aligned in them, and release information from certain columns to your students.

From the Manage Students screen:

1. Under the *Advanced Options* heading, select *Modify Columns* and click **Go**.
2. Each column has eight attributes, which are described in the table below.
3. Click Update to save your changes.

Attribute	Description
Label	Displays the column name. Each column must have a different name.
Type	Displays a letter code signifying the column type
Alignment	Sets column alignment to left, center, or right.
Hidden	Allows you to hide a particular column from view in Manage Students. This feature is particularly useful if you have a lot of columns in your student table. Note: hiding a column only affects the view in Manage Students and has no effect on a student's ability to see the information in that column. If you want to prevent students from viewing a column, set the **Released** attribute to No.
Released	Allows you to selectively release columns to students. Only those columns that have been marked as released will be visible to the student.
Statistics	Allows you to display statistics for a column. This attribute is available only for numeric, quiz, and calculated columns. The three options are • None: no statistics will be shown • All: the minimum, maximum, average, and median marks will be shown, as well as a histogram of mark distribution. • Mean Only: only the average mark for that particular column will be shown.
Decimals	Allows you to specify how many decimal places should be displayed for a particular column. This option is available only for numeric, quiz, and calculated columns. The four options are • All: all decimals will be displayed • 0: only integer values will be displayed • 1: one decimal place will be displayed • 2: two decimal places will be displayed **Note:** in all cases, values are rounded down. For example, a field containing the value 75.8 would show as 75 if the Decimals value for that column was 0.

Account Creation	Allows you to specify which columns can be filled in by students during account creation (if this option has been enabled for the course). Only numeric and alphanumeric column types may be filled in by students. The three options are • Not Shown: this field is not displayed to students • Required: this field must be filled in by students • Optional: this field is shown, but does not need to be filled in by students for successful account creation **Note:** the *First Name, Last Name* and *User ID* fields are always shown when students and are required.

Moving Columns | Top

From the Manage Students screen:

1. Under the *Advanced Options* heading, select *Modify Columns* and click **Go**.
2. Select the check box at the top of the column you want to move.
3. Under the Organize Columns heading, select the direction in which to move the column and indicate the number of positions to move it, then click Go.
4. Click Update to save your changes.

Deleting Columns | Top

A quiz column can only be deleted from the database if the quiz itself has been deleted from the *Quiz Management page*.

1. Under the *Advanced Options* heading, select *Modify Columns* and click **Go**.
2. Select the check box(es) above the column(s) to be deleted.
3. Under the *Modify Columns* heading, select *Delete Columns* and click **Go**. A confirmation screen appears before WebCT deletes the column from the database.

Warning: Once a column has been deleted, all data in that column is lost and cannot be retrieved. The User ID column can never be deleted, since it uniquely identifies each student. If you want to delete student records, see Deleting Students from a Course.

Index for Manage Students

- About Manage Students
- Add Students
- Student Records
- Customize Student Table
- Settings

What do you want to do?

- limit the number of student records you see at a time
- select a default field separator (delimiter) for downloads

Records per Page | Top

The *Records Per Page* setting enables you to manage your class lists by limiting the number of student records displayed at a time. See Navigating Student Records for tips on viewing the student list.

1. Select Change Settings from the drop-down box below the Advanced Options heading, then click Go. The Settings screen appears.
2. In the Records Per Page text box, type the number of records you want to view.
3. Click Update.

Field Separator | Top

The *Field Separator* lets you set a delimiter for downloading class lists and other fielded data to your computer. This option saves you a step during the download process. You can also opt to select a delimiter every time you download a file. In this case, you will be prompted during each download to choose a field separator.

1. Select Change Settings from the drop-down box below the Advanced Options heading, then click Go. The Settings screen appears.
2. Select the preferred option for Field Separator.
3. Click Update

My Grades

- My Progress

About My Grades| Top

My Grades allows you to see your grades in the course. You can see WebCT quiz results, assignment grades, and even non-WebCT components of your grade if your instructor adds these to the WebCT gradebook.

Take Notes - About

Take Notes allows students to make study notes by annotating pages of course content.

What do you want to do?

- add notes
- delete notes
- edit notes
- view all notes
- display a list of all notes

Adding notes | Top

1. From the Action Menu, click *Take Notes*. The *Notes* screen appears.
2. Click Add. A text box appears.
3. Type your notes.
4. When you are finished, click Update.
5. Click Close.

Deleting notes | Top

1. From the Action Menu, click *Take Notes*. The *Notes* screen appears.
2. Click Delete. A confirmation window appears.
3. To confirm, click OK.

Editing notes | Top

1. From the Action Menu, click *Take Notes*. The *Notes* screen appears.
2. Click Edit. A text box appears.
3. Edit your notes.
4. When you are finished, click Update.
5. Click Close.

Viewing notes | Top

1. From the Action Menu, click *Take Notes*. The *Notes* screen appears.
2. Click View All. Your notes are displayed.

Displaying a list of all notes | Top

1. From the Action Menu, click *Take Notes*. The *Notes* screen appears.
2. Click Page List. A list of all your notes is displayed.

My Progress

- My Grades

About My Progress| Top

My Progress allows you to see the parts of the course you have accessed, and the number of content module pages visited.

You can see the history of the content pages visited, including the time you accessed the page.

> Viewing content page history| Top
>
> From the Student Profile screen, click Show History of Content Pages Visited. The Show History screen appears. You can see the pages you have visited in chronological order, starting with the page most recently accessed.

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myWebCT

- *About myWebCT*
- *Access Code*
- *Create myWebCT*
- *Course Listing*
- Log on to myWebCT
- *WebCT ID and Password*
- *User Name and Password*
- *WebCT.com*

About myWebCT | Top

If you are using WebCT 3.0 or a higher version, you must create your *myWebCT* before you can add new courses or enter previously-added courses. To create your myWebCT, go to the WebCT Entry Page. You can obtain the URL for the Entry Page from your school's WebCT administrator.

Your *myWebCT* allows you to

- view announcements posted by your school
- use bookmarks added by your school
- access *WebCT.com* — the e-Learning Hub — which contains teaching and learning resources
- add links to all your courses
- link to course tools your instructor has created

Important: You do not have to create a myWebCT *for every course you teach or add if those courses are hosted on the same server*. However, if you are adding a course that is hosted on a different server, you will have to create a myWebCT on that server.

What do you want to do?

- create myWebCT
- log on to myWebCT

Access Code | Top

An Access Code allows you to register for an e-Learning Resource Pack (e-Pack). You can purchase an Access Code from the course publisher or from WebCT.com — the e-Learning Hub.

Creating a myWebCT | Top

1. From the WebCT Entry Page, click Create myWebCT. The Create myWebCT page appears.
2. Follow the on-screen instructions. You must complete every field.
3. Record your WebCT ID and Password and store it in a safe place.
4. Click Continue. The *Password* window appears.
5. In the User Name box, enter your WebCT ID, and in the Password box, enter your password.
6. Click OK. Your myWebCT appears.

What do you want to do?

Important: Have you created your *myWebCT* yet? If not, click here for Help before continuing.

- add a new course: allows self-registration; does not allow self-registration
- enter a previously-added course
- obtain course information
- remove course

To add a new course that allows self-registration | Top

Important: Have you created your *myWebCT* yet? If not, click here for Help before continuing.

1. From your myWebCT, click Add Course. The *Course Listing page* appears, listing all of the WebCT courses on the server.
2. Click the key icon next to the course name. The *Course Added* page appears.
3. You may either

- go to the course
- add another course
- return to myWebCT

To add a new course that DOES NOT allow self-registration | Top

Important: **Have you created your *myWebCT* yet? If not, click here for Help before continuing.** You must also have a User Name and Password supplied by your school to add a course that does not allow self-registration. If you don't, contact your school.

1. From your myWebCT, click Add Course. The *Course Listing page* appears, listing all of the WebCT courses on the server.
2. Click the link to the course that you want to add. The Add a Course page appears.
3. Enter the User Name and Password supplied by your school. If you do not have these, you cannot register for this course. Contact your school.
4. Click Continue. The Course Added page appears, confirming that you have successfully added the course.
5. You may either

- go to the course
- add another course
- return to *myWebCT*

To enter a previously-added course | Top

From your myWebCT, click the link for the course. The course appears.

To remove a course | Top

Note: Students can remove courses from their myWebCT. However, instructors cannot remove their own courses — only WebCT administrators can remove courses for instructors.

1. From your myWebCT, click Remove Course. The Remove Course page appears, listing all of your courses.
2. Select the course you want to remove, and click Remove.
3. Click Continue.

Announcements | Top

- You cannot add announcements — only your school's WebCT administrator can add announcements.
- You can see announcements only after you have added courses to your myWebCT.
- You can see the announcements for courses that are on the same server.

Bookmarks | Top

Institutional bookmarks: add, hide, rearrange

Personal bookmarks: add, remove

To add institutional bookmarks | Top

- You cannot add institutional bookmarks — only your school's WebCT administrator can add institutional bookmarks.
- You can see the institutional bookmarks for courses that are on the same server.

To hide institutional bookmarks | Top

You cannot add institutional bookmarks — only your school's WebCT administrator can add institutional bookmarks.

1. From your myWebCT, click Manage Bookmarks. The Bookmarks *page* appears.
2. Select the bookmark you want to hide and click hide/reveal. The bookmark is hidden.
3. Click Return to myWebCT Home Area.

To rearrange institutional bookmarks | Top

You cannot add institutional bookmarks — only your school's WebCT administrator can add institutional bookmarks.

1. From your myWebCT, click Manage Bookmarks. The Bookmarks page appears.
2. Select the bookmark you want to move, and click move up or move down. The bookmark is moved.
3. Click Return to myWebCT Home Area.

To add personal bookmarks | Top

Important: Have you created your *myWebCT* yet? If not, click here for Help before continuing.

1. From your myWebCT, click Manage Bookmarks. The Bookmarks page appears.
2. Click Add Bookmark. The Links page appears.
3. Enter a name and the URL for your bookmark.
4. Click Add Bookmark. The Bookmark page appears.
5. Click Return to myWebCT Home Area. The bookmarks appear under Personal Bookmarks.

To remove personal bookmarks | Top

1. From your myWebCT, click Manage Bookmarks. The Bookmarks page appears.
2. Select the bookmark that you want to delete.

3. Click Delete Bookmark. The Bookmarks page appears.
4. Click Return to myWebCT Home Area.

Course Listing | Top

The Course Listing page shows all of the WebCT courses hosted on the same server. Usually, each school has only one server that hosts WebCT courses. However, some schools may have more than one server.

What do you want to do?

- create myWebCT
- add a new course: allows self-registration; does not allow self-registration
- enter a course
- obtain course information

To create myWebCT from the Course Listing page | Top

1. From the Course Listing *page, click* Entry Page on the Menu Bar. The myWebCT Entry Page appears.
2. Click Create myWebCT. The Create myWebCT page appears.
3. Follow the on-screen instructions. You must complete every field.
4. Record your WebCT ID and Password and store it in a safe place.
5. Click Continue. The Password window appears.
6. In the User Name box, enter your WebCT ID, and in the Password box, enter your password.
7. Click OK. Your myWebCT appears.

To add a new course that allows self-registration | Top

I have a *myWebCT* | *Top*

1. From the Course Listing page, click the key icon next to the course name. The *Course Added* page appears.
2. You may either

- go to the course
- add another course
- return to myWebCT

I don't have a *myWebCT* | *Top*

1. From the Course Listing page, click Entry Page on the Menu Bar. The WebCT Entry Page appears.
2. Click Create myWebCT.
3. Follow the on-screen instructions. You must complete every field.
4. Record your WebCT ID and Password and store it in a safe place.
5. Click Continue. The Password window appears.
6. In the User Name box, enter your WebCT ID. In the Password box, enter your password. Your myWebCT appears.
7. Click Add course. The Select a course page appears.
8. Click the link for the course you want to add. The Add a course page appears.
9. Click Register. The Course Added page appears, confirming that you have successfully added the course.

10. You may either

- go to the course
- add another course
- return to *myWebCT*

To add a new course that DOES NOT allow self-registration | Top

Important: You must have a User Name and Password supplied by your school to add a course that does not allow self-registration. If you don't, contact your school.

I have a *myWebCT* | *Top*

1. From the Course Listing page, click the link to the course. The Add a course page appears.
2. Enter the User Name and Password supplied by your school. If you do not have these, you cannot register for this course. Contact your school.
3. Click Continue.
4. The Course Added page appears, confirming that you have successfully added the course.
5. You may either

- go to the course
- add another course
- return to *myWebCT*

I don't have a *myWebCT* | *Top*

Important: You must have a User Name and Password supplied by your school to add a course that does not allow self-registration. If you don't, contact your school.

1. From the Course Listing page, click Entry Page on the Menu Bar. The WebCT Entry Page appears.
2. Click Create myWebCT.
3. Follow the on-screen instructions. You must complete every field.
4. Record your WebCT ID and Password and store it in a safe place.
5. Click Continue. The Password window appears.
6. In the User Name box, enter your WebCT ID. In the Password box, enter your password. Your myWebCT appears.
7. Click Add course. The Select a course page appears.
8. Click the link for the course you want to add. The Add a course page appears.
9. Enter the User Name and Password supplied by your school. If you do not have these, you cannot register for this course. Contact your school to obtain a User Name and Password
10. Click Continue. The Course Added page appears, confirming that you have successfully added the course.
11. You may either

- go to the course
- add another course
- return to *myWebCT*

To enter a previously-added course | Top

I have a *myWebCT* | *Top*

1. From the Course Listing page, click the link for the course. The Password window appears.
2. In the User Name box, enter your WebCT ID. In the Password box, enter your password. The course appears.

I don't have a myWebCT | *Top*

1. From the Course Listing page, click the link for the course. The Password window appears.
2. Enter the User Name and Password supplied by your school. The "Please enter this course through your myWebCT home area" page appears.
3. Click Create myWebCT.
4. Follow the on-screen instructions. You must complete every field.
5. Record your WebCT ID and Password and store it in a safe place.
6. Click Continue. The Password window appears.
7. In the User Name box, enter your WebCT ID. In the Password box, enter your password. Your *myWebCT* appears.
8. Click the link for the course. The course appears.

To obtain course information | Top

I have a myWebCT | ***Top***

1. From the WebCT Entry Page, log on to your *myWebCT*. Your myWebCT appears
2. Click Add Course.
3. Click a Category to view a list of courses.
4. To obtain course information, if available, click the ? icon.
5. To add a course, click here for Help.

I do not have a myWebCT | ***Top***

1. From the WebCT Entry Page, click See courses on this server. The Course Listing page appears.
2. Click a Category to view a list of courses.
3. To obtain course information, if available, click the ? icon.
4. To add a course, click here for Help.

Logging on to myWebCT | Top

Important: Have you created your *myWebCT* yet? If not, click here for Help before continuing.

1. From the WebCT Entry Page, click Log on to myWebCT. The Password window appears.
2. In the User Name box, enter your WebCT ID, and in the Password box, enter your password.
3. Click OK. Your myWebCT appears.

What do you want to do?

- add a new course: allows self-registration; does not allow self-registration
- enter a previously-added course
- obtain course information
- remove course

WebCT ID and Password | Top

When you create your myWebCT, you will also be required to create a WebCT ID and Password. Each time you log on to myWebCT, you will enter your WebCT ID and Password. Your WebCT ID and Password are different from the User Name and Password supplied by your school.

Important: You do not use your WebCT ID and Password when you add courses.

To change your password | Top

You can change your password only; you cannot change your WebCT ID.

1. From your myWebCT, click Change Password. The Change Password page appears.
2. Complete the text boxes and then click Update password. Your password change is confirmed.
3. Click Continue. Your myWebCT appears.

User Name and Password from school | Top

The User Name and Password is supplied by your school. The only occasions you will use the User Name and Password are when

- you are adding a course to your myWebCT
- you want to add or enter a course from the Course Listing page and you have not created a WebCT ID and Password.

If you do not have a User Name and Password, contact your school.

WebCT.com | Top

WebCT.com — the e-Learning Hub — contains teaching and learning resources. It also offers access to a community of peers across WebCT courses and disciplines. Within these communities, students, instructors, and course designers can share information, ideas, goals, and WebCT resources. WebCT.com has discipline-specific communities, as well as areas that focus on general topics, all of which support teaching and learning for instructors, course designers, and students alike.

Here are some examples of what *WebCT.com* offers:

- Discussion Forums where you ask questions of our experts or discuss vital issues with your peers.
- Discipline-specific Web site directories that pinpoint online information relevant to class assignments.
- Discipline-specific web searches (by course topic or discipline) that minimize irrelevant search results.
- Resource Library to help you create a WebCT course or share something you've designed.
- Areas where instructors, course designers, and students learn about WebCT, view WebCT Content Showcase (demos), and product support options.
- Online store where you can buy WebCT course material

Grading Quizzes

What do you want to do?

Once a quiz has been completed, it must be graded. WebCT automatically grades all types of questions except for paragraph questions. While automatic grading can accelerate the grading process, the final decision on all grading remains with the instructor or teaching assistant. The way that students are graded is defined by the grading scheme (see the course instructor for details of the grading scheme). Grading allows you to review and modify the grade assigned to the student for any question in the quiz.

You can:

- grade questions which could not be graded by WebCT automatically (for example, questions which require a paragraph answer)
- override grades assigned by automatic WebCT grading
- grade individual students or an entire quiz
- reset student quiz attempts and grades
- assign bonus or penalty points
- submit a quiz for grading

Grading Paragraph Questions | Top

WebCT is unable to grade paragraph questions; it must be done by the instructor or teaching assistant..

1. To grade a quiz, click on the Submissions hyperlink of the quiz that you want to grade. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, click the hyperlinked attempt number of the student to be graded. The Submissions Detail screen appears.
3. For each paragraph answer, type the grade in the Score text box.
4. Type any comments that you may have about the student's response into the Comments text box.
5. When you have graded all of the paragraph answers, click Update Grade. The Submission Details screen reappears.
6. Click the Submissions breadcrumb to return to the Submissions screen.

Overriding Grades | Top

You can override grades assigned by WebCT, or by a instructor or teaching assistant.

1. To override a grade, click on the Submissions hyperlink of the quiz that you want to grade. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, click the hyperlinked attempt number of the student to be graded. The Submissions Detail screen appears.
3. Click on the hyperlinked attempt number of the student to be graded. The Submissions Detail screen appears.
4. For questions to which you want to assign a new score, in the Override Score text box, type the new score.
5. In the Comments text box, type any comments that you have . For example, you may want to explain the reasons for assigning the particular score.
6. When you have completed your grading, click Update Grade. The Submissions Detail screen appears with an updated Submissions list.

Grading individual students or an entire quiz | Top

You can grade a quiz for an individual student, a group of students, or for all students who have submitted the quiz for grading.

1. To grade a quiz, click on the Submissions hyperlink of the quiz that you want to regrade. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, select the check boxes of the students to be graded. Tip: you can select or clear all students by selecting Select all or Select none under Options, and clicking Update.
3. Under Options, select Grade and click Update. A warning message is displayed. Click OK. The Submissions screen appears with an updated student list.

Resetting quiz attempts and grades | Top

If you need to have a student retake a quiz, you can choose to reset a particular attempt, or you can remove all previous attempts.The attempts will be removed from the Submissions Detail screen and the grades of any reset quizzes will be removed from Student Management.

Reset all attempts

1. To reset all of a student's quiz attempts, click on the Submissions hyperlink of the quiz that you want to reset. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, select the student whose quiz results you want to reset, under Options, select Reset, and click Go. Two warning messages appear. Click OK to both. The Submissions screen appears, with the results reset.

Reset a single attempt

1. To reset a single quiz attempt, click on the Submissions hyperlink of the quiz that you want to reset. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, click the hyperlinked attempt number of the student to be graded. The Submissions Detail screen appears.
3. Under Submissions Detail, click Reset Attempt. Two warning messages appear. Click OK to both. The Submissions screen appears, with the results reset..

Assigning bonus or penalty points | Top

You can award additional, discretionary bonus or penalty points to a student.

1. To assign bonus or penalty points, click on the Submissions hyperlink of the quiz to which you want to assign points. The Submissions screen appears. See About Submissions for more information on the Submissions screen.
2. Under Submissions, click the hyperlinked attempt number of the student to be graded. The Submissions Detail screen appears.
3. For questions to which you want to assign a bonus or penalty score, after the last question, type the new mark in the Quiz Score Adjustment text box.
4. In the Comments text box, type any comments that you have . For example, you may want to explain the reasons for assigning a bonus mark.
5. When you have completed your remarking, click Update Grade. The Submission Details screen reappears with an updated Submissions list.

Submit a quiz for grading

If a student's quiz has not been submitted for grading (the Status is "In Progress"), you can submit it on their behalf.

1. To submit a quiz for grading on behalf of a student, click on the Submissions hyperlink of the quiz that you

want to submit. The Submissions screen appears. See About Submissions for more information on the Submissions screen.

2. Under Submissions, click the hyperlinked attempt number of the quiz to be submitted. The Submissions Detail screen appears.
3. Click Submit Quiz. The Submissions screen appears.

About Submissions | Top

Page: All Previous Page Next Page

	Personal Info		Grade (/50)	Attempts			
	User ID	Name		No.	Score	Time	Status
☐	mcyeoman	Mike Yeoman	50.0	1	50.0	4:20	Graded

Submissions provide information on each of the student attempts at the quiz.

- Grade: the student's grade for the quiz as determined by the grading scheme (see the course instructor for details of the grading scheme).
- No.: the number of the attempt at the quiz
- Score: the student's score for the quiz
- Time: the time the student spent on the quiz
- Status: the quiz is either "Graded", "Ungraded", "Partial", or "In Progress". Note: a status of "In Progress" indicates that the quiz has not been submitted by the student for grading.

You can view a student's quiz responses for a specific attempt by clicking on the hyperlinked No.

You can view further information on the time spent by the student on a quiz attempt by clicking on the hyperlinked Time.

By default, only the first 15 students are shown in the Submissions list, but you can change this number:

1. To change the number of students displayed in the Submissions list, under Options select **Page Size,**.and in the text box, type the number of students to be displayed.
2. Click Update. The Submissions screen appears.

If the course has more students, you can use *the Next Page* and *Previous Page* navigation buttons at the top of the list to view them. You can go directly to a specific page of the Submissions list by selecting the Page number from the drop-down list at the top of Submissions.

References

About References

References provide you with supplementary information resources for your course. A resource can be a textbook, an article, or an Internet address (URL). If your instructor has provided additional reference material for you, the References hyperlink appears on the Action Menu for a page of content.

Viewing the references

1. To view the list of references available to you, click the hyperlink of a content page in the Content Module Table of Contents. The content page appears.
2. On the Action Menu, click the References hyperlink. The References screen appears with the list of references. Note: the list of references is empty if your instructor is not providing you with any supplementary material. If the references include URLs, click on the hyperlink to view the material.

Resume Course - About

Resume Course provides a quick method for you to resume studying content pages where you left off. When you leave your course after studying your content pages, you can return to the last content page read by choosing *Resume Course* from the Menu Bar. When you have finished reading all the course content, *Resume Course* becomes deactivated.

[Top] [Help Index] [Ask Dr. C]

Search

About Search

Search allows you to conduct a search for text within any course. It appears as a hyperlink on every page of your course. Searching is limited to course content and tools that the instructor has added to your course. This means, for example, that if the instructor has not added Index, the Index option will not appear in the Search drop-down list.

Conducting a text search

1. To conduct a text search, click Search on the homepage, or in the Action Menu on any course content page. The Search screen appears.
2. Select the fields you wish to search in the Search drop-down list.
3. Type a search term in the Contains: text box.
4. Click Search. If the search is successful, hyperlinked instances of the word or phrase you entered appear (see below). Click on a hyperlink to go to the page on which the search term appears.

[Top] [Help Index] [Ask Dr. C]

Self Test

Your instructor can create multiple-choice tests that allow you to test your knowledge. When you answer a question you are told immediately whether the answer is correct or incorrect. No grades are assigned or recorded and the instructor cannot see your results.

The instructor can add the self-test to a page of course content, or to a separate page. For example, the instructor might include a self-test on an Assessment page. If the instructor adds a self-test to a page of course content, you'll see a Self Test item on the Action Menu.

Student Homepages

What do you want to do?

- add a banner
- add a textblock above
- add textblock below
- add a background image
- add a hit counter
- change colors
- modify or add a link
- modify the layout
- clear the page
- backup a homepage
- restore a homepage
- view another student's homepage

About Student Homepages | Top

Student Homepages allows you to create a personalized Homepage that contains information about yourself, the projects you are working on, links to your favorite websites, and perhaps biographical information about your favorite pet. You can click the hyperlinked names of other students in your course to view their Homepage. If the name of a student in the class listing is followed by the word "blank", that student has not created a Homepage.

Some of the options you can add to your Student Homepages are:

- links to your favorite websites
- your choice of display colors and layout
- background image
- banner, header, and footer
- hit counter

Adding a banner | Top

Adding a text banner

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Banner.
3. Click Go. The Banner Design screen appears.
4. Select Text.
5. In the text box, type the banner message.
6. Click Continue. The Student Homepages screen appears with the text banner.

Adding an image banner

You can create a banner image or download an image from the web. The banner image must be in .gif or .jpg format.

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Banner.

3. Click Go. The Banner Design screen appears.
4. To locate the file, click Browse. A browser screen appears.
5. Select the file and then click Open. The File Upload screen appears with the filename.
6. Click Continue. The Student Homepages screen appears with the banner image.

Adding a header | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Text above.
3. Click Go. The Header Editor screen appears.
4. In the text box, type the header text. Note: you can hyperlink the header by using HTML. Text formatting such as italics must be written in HTML.
5. To save the header and return to the Student Homepages screen, click Update.

Adding a footer | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Text below.
3. Click Go. The Footer Editor screen appears.
4. In the text box, type the footer text. Note: you can hyperlink the footer by using HTML. Text formatting such as italics must be written in HTML.
5. To save the footer and return to the Student Homepages screen, click Update.

Adding a background image | Top

You can create a background image, or download an image from the web. The image must be in .gif or .jpg format

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Background Image.
3. Click Go. The Background Design screen appears.
4. Select Upload a file.
5. Click Continue. The File Upload screen appears.
6. To locate the file, click Browse. A browser screen appears.
7. Select the file and then click Open. The File Upload screen appears with the filename.
8. Click Continue. The Student Homepages screen appears with the background image.

Adding a hit counter | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Counter.
3. Click Go. The Counter Designer screen appears. There are three counter display options: Top, Bottom, or None.
   - to display the counter below the banner and above the header, select Top.
   - to display the counter below the footer, select Bottom.
   - if you don't want to display the counter, select None.
4. To save your changes, click Update. The Student Homepages screen appears.

Changing colors | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Colors.

3. Click Go. The Color Design screen appears. You can choose from four color sets.
4. To select a color set, click a Set No. option.
5. To display your page in the browser default colors set in your browser preferences, click Browser Default. The text, links, and background will appear the same as in your browser.
6. To apply the changes and return to the Student Homepages screen, click Update.

Adding a link | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. Under Other Actions, select Modify or add links.
3. Click Go. The Reorganize screen appears.
4. Under Add a New Link, click Add.The Add URL screen appears.
5. In the Title text box, type a title for the link.
6. In the URL text box, type the complete web address.
7. As an option, you can replace the icon that displays above the text boxes. To select a different icon image, click Upload Icon. The File Upload screen appears. Select the image and then click Continue.
8. To add the link, click Continue. The Student Homepages screen appears.

Modifying the layout | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. From the Modify or Add drop-down list, select Layout.
3. Click Go. The Layout Editor screen appears.
4. Select the number of columns and then click Update.

Modifying links | Top

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. Under Other Actions, select Modify or add Link(s).
3. Click Go. The Reorganize screen appears.
4. From the Modify Link(s) drop-down list, you can modify a link in a number of ways.
   - Edit allows you to change the title, image, or URL that is associated with an icon.
   - Delete removes the link and icon from the Homepage.
   - Move Forward moves the link forward by one position. In a one-column layout, the link moves down one row. If the link is the last item on the Homepage, there is no change.
   - Move Backward moves the link backward by one position. In a one-column layout, the link moves up one row. If the link is the first item on the Homepages, there is no change.
5. Select the Modify Links(s) option.
6. Click Go. The links appear in the new position.
7. Click Return to Student Homepages. The Student Homepages screen appears.

Clearing the homepage | Top

This feature deletes everything on your Homepage.

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. Under Other Actions, select Clear the page.
3. Click Go. A confirmation window appears.
4. Click OK to continue.

Backing up a homepage | Top

You can create a back up file of your Homepage so that you will always have a copy. To restore a Homepage, see Restoring a Homepage.

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. Under File Options, click Backup. A dialogue box appears that asks you what to do with the file.
3. Select Save it to disk. The Save As screen appears. Select where you want to save the file.
4. Click Save.

Note: once the back up file is downloaded, do not modify it. The file is encoded by WebCT; any change will permanently destroy the file.

Restoring a homepage | Top

To restore your Homepage, you must have first made a back up file. To back up a file, see Backing up a Homepage.

1. From Student Homepages, click your name. The Student Homepages screen appears.
2. Under File Options, click Restore. The *File Upload* screen appears.
3. To locate the file, click Browse. A browser screen appears.
4. Select the file and then click Open. The File Upload screen appears with the filename.
5. Click Continue. The restored Student Homepages screen appears.

Viewing another student's homepage | Top

The Student Homepages screen displays a list of all students registered in the course. If a student has created a Homepage, their name is hyperlinked. If the student does not have a Homepage, the word 'blank' appears beside their name on the screen.

To view a student's Homepage, click their name. Their Student Homepages screen appears.

Student Presentations

What do you want to do?

- upload a presentation
- upload a file
- download a file
- edit a file
- copy a file
- move a file
- rename a file
- delete a file
- zip files
- unzip a file
- change file names to upper or lower case
- send Mail
- have a Discussion

About Student Presentations

Student Presentations enables you or a group of students to create a presentation and upload it to your WebCT course. You and your group members, students within the course who are not members of your group, and the instructor, can then see the work you have done. You can also view other presentations.

A student presentation is prepared in two steps: first, you create the presentation as a set of linked HTML files; then you upload it to the WebCT File Manager. For more information, see WebCT Browser.

Notes:

- name the homepage for your presentation index.html. This page contains the links to the other group documents. These documents should be linked back to the index.html file. For help in creating a presentation in HTML, check out websites that have tutorials, such as Geocities or Yahoo, or books such as HTML for Dummies.
- when naming a file which you intend to upload, use single-word filenames or insert an underscore between words. WebCT will not recognize filenames with spaces or characters that are not numbers or letters.
- you can make changes to your presentation after you have uploaded it, but be aware that each member of your group can edit your presentation pages. Your group should establish a protocol for making changes to your presentation, so that you don't overwrite changes that someone else has made.
- save all files with an .html extension

Uploading a Student Presentation | Top

1. To upload a presentation, click Student Presentations. The Student Presentations screen appears, containing a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. Click Edit Files. The Manage Files screen appears.
3. Under File Options, select Upload File and click Go. The Upload File screen appears.
4. To locate your files, click Browse. A browse window appears.
5. Locate the file, select it by clicking on it, and then click Open. You will have to upload your presentation one

file at a time. Note: if you want to upload multiple files at once, zip them first using WinZip (PC), ZipIt (Mac), or another file compression application and then upload the .zip file.

6. The Upload File screen appears, containing the name of your file in the Filename text box.
7. Click Upload. The Manage Files screen appears, and the uploaded file shows as a hyperlink under your group folder.
8. To view the file, click on its hyperlink.

Downloading Files| Top

You can download a file from the server hosting your WebCT course to your personal computer. Note: if you want to download multiple files at once, zip them first and then download the .zip file.

1. From the Student Presentations screen, click the Edit Files link. The Manage Files screen appears.
2. Select the checkbox next to the file you want to download. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the File Options header, select Download File.
4. Click Go. The Download File screen appears.
5. To download the file, click Download. A dialog box appears. Follow the instructions in the dialog box to save the file on your computer.
6. To return to the Manage Files screen, click the Return to previous file listing link.
7. To open the downloaded file, close the WebCT Browser, if necessary, and open the file on your computer.

Editing Files | Top

Occasionally, you may want to edit files in WebCT. The Edit option enables you to make changes to the text and codes in your .txt and .html files in File Manager.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox next to the file you want to edit. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the File Options header, select Edit.
4. Click Go. The Edit File screen appears.
5. To change the name, type in the Filename text box. Note: the filename cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
6. Edit the content of the file by typing in the large text box. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.
7. When you have finished editing file content, click Save.

Copying Files | Top

The Copy option allows you to copy one or more files from the current folder to another folder. Copies of the file will then exist in two folders.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to copy. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select Copy.

4. Click Go. The Copy Files screen appears.
5. The file(s) that you selected to copy appear on the left side of the screen. If you decide not to copy a file, clear its checkbox. Select a destination folder from the drop-down box on the right and click Copy.
6. The Manage Files screen appears. The file has been copied.

Moving Files | Top

The Move option allows one or more files to be moved from the current folder to another folder. When a file is moved, it will no longer exist in the original folder. If you want to leave a copy of the file in its original folder, use the Copy feature.

1. From the Student Presentations screen, click the Edit Files link. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to move. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. Select Move in the drop-down box next to the Folder Options header.
4. Click Go. The Move Files screen appears.
5. The file(s) that you selected appear on the left side of the screen. If you decide not to move a file, clear its checkbox. From the list box on the right, select a destination folder and click Move.
6. The Manage Files screen appears. The file has been moved.

Renaming a File | Top

The Rename option allows you to rename a file.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox next to the file you want to rename. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the File Options header, select Rename.
4. Click Go. The Rename File screen appears.
5. Type a new name for the file in the New name text box. Note: the filename cannot contain any of the following characters:
   - spaces, tabs, line feeds, carriage returns
   - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
6. Click Rename.
7. The Manage Files screen appears. The file has been renamed.

Deleting a File | Top

The Delete option allows you to delete one or more files.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to delete. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the Folder Options header, select Delete.
4. Click Go. The Delete Files screen appears.
5. The file(s) that you selected appear(s) on the left side of the screen. If you decide not to delete a file, clear its checkbox. To delete the file(s), click Delete.
6. The Manage Files screen appears. The file has been deleted.

Zipping Files | Top

The Zip feature compresses several files into one file. This feature is particularly useful if you want to download more than one file at a time.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkboxes next to the files you want to zip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select Zip.
4. Click Go. The Zip Files screen appears.
5. The files that you selected appear on the left side of the screen. If you decide not to zip a file, clear its checkbox. Select a destination folder from the list box on the right, and type a name for the zip file in the Filename text box. Note: the filename cannot contain any of the following characters:
    - spaces, tabs, line feeds, carriage returns
    - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "
6. Click Zip.
7. The Manage Files screen appears. The files have been zipped.
8. After you download the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Unzipping Files | Top

This operation allows you to unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox next to the file you want to unzip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select Unzip.
4. Click Go. The Unzip File screen appears.
5. From the list box, select a destination folder for the unzipped files and click Unzip.
6. The Manage Files screen appears. The files have been unzipped.

Changing Case | Top

WebCT enables you to change the case of many file names at once with the Upper Case and Lower Case features.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkboxes next to the files you want to change. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. Select Upper Case or Lower Case in the list box next to the Folder Options header.
4. Click Go.
5. The files that you selected appear on the left side of the screen. If you decide not to convert a filename, clear its checkbox. Click Go.
6. The Manage Files screen appears. The case has been changed.

Sending Mail | Top

You can send mail to your group and to other groups. Every member in the group receives your mail. From the main Student Presentations screen, click the Mail icon to the left of the group name.

Related topic: Mail

Discussions | Top

To gain access to the discussion area, click Discussions where it appears in your course. Your discussion group name appears in the Topics column.

Related topic: Discussions

Student Tips - Student View

How do I use Student Tips?

Student Tips allows the instructor to provide you with useful tips on such topics as using WebCT. Whenever you log on to your course, the Student Tip of the Day appears. You can control whether or not to receive Student Tips by enabling/disabling them.

1. Click Student Tips. The Student Tips screen appears.
2. If you wish to receive the Student Tip of the Day, select Enable Tips. If you do not wish to receive it, select Disable Tips.
3. To apply the changes, click Update.
4. To exit the Student Tips screen, click on a link on the Navigation Bar or Menu Bar.

[Top] [Help Index] [Ask Dr. C]

WebCT.com — the e-Learning Hub— contains teaching and learning resources. It also offers access to a community of peers across WebCT courses and disciplines. Within these communities, students and designers can share information, ideas, goals, and WebCT resources. WebCT.com has discipline-specific communities, as well as areas that focus on general topics, all of which support teaching and learning for designers and students alike.

Here are some examples of what WebCT.com offers:

- Discussion Forums where you ask questions of our experts or discuss vital issues with your peers.
- Discipline-specific Web site directories which pinpoint online information relevant to class assignments.
- Discipline-specific Web searches (by course topic or discipline) that minimize irrelevant search results.
- Resource Library to help you create a WebCT course or share something you've designed.
- Areas where designers and students learn about WebCT, view the WebCT Content Showcase (demos), and find WebCT Technical Support Resources.
- Online store where you can buy WebCT course material.

Index for Whiteboard

Whiteboard - About

Index for Whiteboard

Whiteboard is a drawing tool that you may use during an online discussion. This tool allows you to type text, draw objects, insert graphics, and make modifications — especially useful for drawing and viewing diagrams in real-time. Your instructor must add Whiteboard to either your course Homepage or *a*Toolpage before you can use it.

Whiteboard allows you to do the following:

- type and modify text
- draw and modify objects
- move text and objects
- delete text and objects
- change background color of the Drawing Area
- upload images from your computer
- import images from your WebCT My-Files directory
- save your screen content

To get a description of the Whiteboard tools, roll your mouse over the tool icons. The description will be displayed in the Information box on the lower right of the Whiteboard screen.

See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Connecting to the Server

Connecting to the Whiteboard server | Top

In order to use *Whiteboard*, you must connect to the *Whiteboard* server.

1. Click the *Whiteboard* icon.
2. If your connection to the *Whiteboard* server is successful, your User ID will appear in the *Current Users* box. If your connection is unsuccessful, Not Connected will appear in the *Current Users* box. When other users log on to the *Whiteboard*, their User IDs will also appear in the *Current Users* box.

See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Typing and Modifying Text

Index for Whiteboard

- *About Whiteboard*
- Connecting to the Whiteboard Server
- Typing and Modifying Text
- Drawing and Modifying Lines and Objects
- Moving Text, Lines, or Objects
- Deleting Text, Lines, or Objects
- Changing Background Color
- Clearing the Drawing Area
- Uploading Images from Your Computer
- Importing Images from WebCT My-Files
- Saving and Loading Files

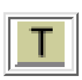
What do you want to do?

- type text
- bold text
- change text color
- change font
- change font size
- italicize text

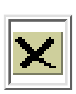
Typing text | Top

This tool allows designers, students, and teaching assistants to type text in the Whiteboard *screen*, and view the results in real-time during an online discussion. Whiteboard allows one user to type text at a time.

1. On the Drawing Palette, click the Text icon.

2. Click anywhere on the Drawing Area and type your text. As you type, your text will be underscored to indicate to other users that you have not finished typing.
3. When you have finished typing your text, press ENTER on your keyboard. The underscore disappears. Other users may now type text.
4. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

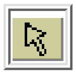
5. To confirm, click OK.

Modifying text style | Top

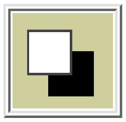
This feature allows designers, students, and teaching assistants to change the font and font size, and to bold or italicize text.

To change text color | [Top]

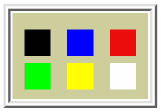
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text.

2. On the Foreground/Background Color Selector at the bottom of the Whiteboard screen, click the square on the upper left. A black border appears around it.

3. On the Color Palette, click one of the six colors.

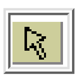
4. To change text color, click any one of its selection handles. The text will appear in the new color. Any new text you type will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

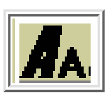
6. To confirm, click OK.

To change font, font size, bold, or italicize | [Top]

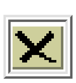
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text.

2. At the bottom of the Whiteboard, click the Font Selector. The Whiteboard Font window appears.

3. From the drop-down list, select one of the Java fonts available in *Whiteboard*.
   Note: WebCT will try to match these standard Java fonts to the fonts that most closely resemble them on your computer. Because one or more of these fonts might not be loaded on your computer, the fonts that appear on your screen may not match the fonts you choose from the *Whiteboard* Font Selector.
4. To change the font size, select it from the Font Size drop-down list.
5. To bold, select the Bold check box.
6. To italicize, select the Italics check box.
7. Click **OK.**
8. Click any one of the selection handles around the text you want to modify. The text you selected will modified. Any new text you type will appear in the new font style or size.
9. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

10. To confirm, click OK.

See the [Index for Whiteboard] for a more detailed list of help topics.

Whiteboard - Drawing and Modifying Lines and Objects

Index for Whiteboard

- *About Whiteboard*
- Connecting to the Whiteboard Server
- Typing and Modifying Text
- Drawing and Modifying Lines and Objects
- Moving Text, Lines, or Objects
- Deleting Text, Lines, or Objects
- Changing Background Color
- Clearing the Drawing Area
- Uploading Images from Your Computer
- Importing Images from WebCT My-Files
- Saving and Loading Files

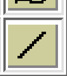
What do you want to do?

- draw lines
- change line thickness
- change line shape
- change line color
- draw objects
- change object thickness
- change object shape
- change object color
- fill object
- unfill object

Drawing lines | Top

This tool allows designers, students, and teaching assistants to draw lines in the Whiteboard screen, and view the results in real-time during an online discussion. Whiteboard allows one user to draw at a time.

Line Drawing icons include:

Freehand line	
Straight line	

1. On the Drawing Palette, click the Line Drawing icon.
2. Click anywhere on the Drawing Area and keep the mouse button depressed.

3. To draw your line, drag the mouse.
4. When you have finished drawing your line, release the mouse button. Other users may now see the line you drew.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

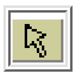
6. To confirm, click OK.

Modifying lines | Top

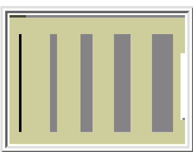
This feature allows designers, students, and teaching assistants to change the following characteristics of a line: thickness, shape, and color.

To change the line thickness | Top

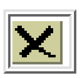
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.

2. On the Line Thickness Modifier icon at the bottom of the Whiteboard screen, click the line thickness you want.

3. To change the thickness of a line, click any one of its selection handles. The line appears in the new thickness. Any new lines you draw will appear in the new thickness.
4. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

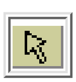
   

5. To confirm, click OK.

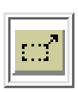
To reshape a straight line | Top

Note: Whiteboard currently allows you to reshape straight lines only.

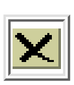
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.

2. Click the Reshape icon.

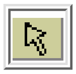
3. Click any one of the selection handles around the line you want to reshape and keep the mouse button depressed. Ensure the cursor's crosshairs are inside the selection handle.
4. To reshape the line, drag the selection handle.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

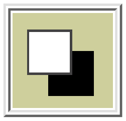
6. To confirm, click OK.

To change the color of a line | Top

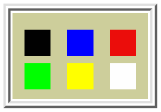
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.



2. On the Foreground/Background Color Selector at the bottom of the Whiteboard screen, click the square on the upper left. A black border appears around it.



3. On the Color Palette, click one of the six colors.



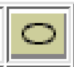
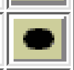
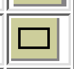
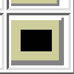
4. To change the color of a line, click any one of its selection handles. The line will appear in the new color. Any new lines you draw will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

6. To confirm, click OK.

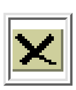
Drawing objects | Top

This tool allows designers, students, and teaching assistants to draw objects in the Whiteboard screen, and view the results in real-time during an online discussion. Whiteboard allows one user to draw at a time.

Drawing Object icons include:

Empty oval	
Filled oval	
Empty rectangle	
Filled rectangle	

1. On the Drawing Palette, click the Selection icon.
2. Click anywhere on the Drawing Area and keep the mouse button depressed.
3. To draw your object, drag the mouse.
4. When you have finished drawing your object, release the mouse button. Other users may now see the object you drew.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.



6. To confirm, click OK.

Modifying objects | Top

This feature allows designers, students, and teaching assistants to change the following characteristics of an object: thickness, color, shape, fill, and unfill.

To unfill an object | Top

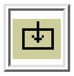
1. On the Drawing Palette, click the Unfill icon. Selection handles will appear around any objects that can be unfilled.

2. To unfill an object, click any one of its selection handles.
3. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

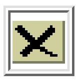
4. To confirm, click OK.

To fill an object | Top

1. On the Drawing Palette, click the Fill icon. Selection handles will appear around any objects that can be filled.



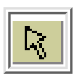
2. To fill an object, click any one of its selection handles.
3. To clear the Drawing Area, click the Clear icon. A confirmation window appears.



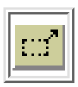
4. To confirm, click OK.

To reshape an object | Top

1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.



2. Click the Reshape icon.

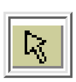


3. Click any one of the selection handles around the object you want to reshape and keep the mouse button depressed. Ensure the cursor's crosshairs are inside the selection handle.
4. To reshape the object, drag its selection handle.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

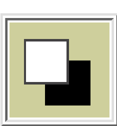
6. To confirm, click OK.

To change the color of an object | Top

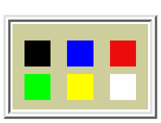
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.



2. On the Foreground/Background Color Selector at the bottom of the Whiteboard screen, click the square on the upper left. A black border appears around it.



3. On the Color Palette, click one of the six colors.



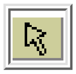
4. To change the color of an object, click any one of its selection handles. The object will appear in the new color. Any new objects you draw will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

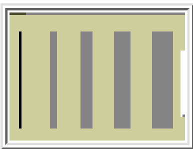
6. To confirm, click OK.

To change the thickness of an object | Top

1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.

2. On the Line Thickness Modifier icon at the bottom of the Whiteboard screen, click the line thickness you want.

3. To change the thickness of an object, click any one of its selection handles. The object appears in the new thickness. Any new objects you draw will appear in the new thickness.
4. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

5. To confirm, click OK.

See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Moving Text, Lines, or Objects

Index for Whiteboard

- *About Whiteboard*
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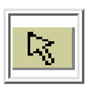
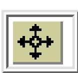
- Saving and Loading Files

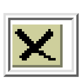
Moving text, lines, or objects | Top

This tool allows designers, students, and teaching assistants to move text, lines, or objects on the Drawing Area and view the results in real-time during an online discussion.

1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text, line, or object.

   
2. Click the Move icon.

   
3. Click any one of the selection handles around the text, line, or object, and keep the mouse button depressed. Ensure the cursor's crosshairs are inside the selection handle.
4. To move the text, line, or object, drag the mouse.
5. When you have finished, release the mouse button.
6. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

   
7. To confirm, click OK.

See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Deleting Text, Lines, or Objects

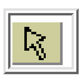
Index for Whiteboard

- *About Whiteboard*
- Connecting to the Whiteboard Server
- Typing and Modifying Text
- Drawing and Modifying Lines and Objects
- Moving Text, Lines, or Objects
- Deleting Text, Lines, or Objects
- Changing Background Color
- Clearing the Drawing Area
- Uploading Images from Your Computer
- Importing Images from WebCT My-Files
- Saving and Loading Files

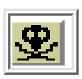
Deleting text, lines, or objects | Top

This tool allows designers, students, and teaching assistants to delete text, lines, or objects on the Drawing Area and view the results in real-time during an online discussion.

1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text, line, or object.

2. Click the Delete icon.

3. To delete text, a line, or an object, click any one of its selection handles.

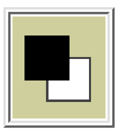
See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Changing the Background Color

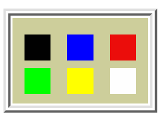
Changing the background color | Top

This tool allows designers, students, and teaching assistants to change the background color of the Drawing Area.

1. On the Foreground/Background Color Selector at the bottom of the Whiteboard screen, click the square on the lower right. A black border appears around it.



2. On the Color Palette, click one of the six colors. The background color changes on the Drawing Area for all users connected to the current online discussion.



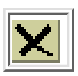
See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Clearing the Drawing Area

Clearing the Drawing Area | Top

This tool allows designers, students, and teaching assistants to clear the entire Drawing Area, that is, delete all the text, lines, and objects currently in view.

1. On the Drawing Palette, click the Clear icon. A confirmation window appears.

2. To confirm, click OK.

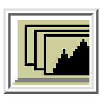
See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Uploading Images from Your Computer

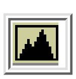
Uploading images from your computer | Top

This tool allows designers, students, and teaching assistants to upload **.gif** or **.jpg** image files from their computer to their WebCT **My-Files** directory.

1. At the bottom of the Whiteboard screen, click the Image Selector icon. The Whiteboard Image window appears.

2. Click any of the six Image Boxes.
3. Click Upload.
4. Type the filename of your image or click Browse to find the filename.
5. Click OK.
6. The image appears in the Image Box you selected.
7. If you want to upload another image, repeat Steps 2 to 7. You must select a different Image Box for each additional image. When you have finished uploading your images, continue with Step 8.
8. Click the image you want to paste to the Drawing Area.
9. Click OK.
10. On the Drawing Palette, click the Paste icon.

11. Click anywhere on the Drawing Area. The image appears.

Note: When you have uploaded your image, you can save it in your WebCT **My-Files** directory and load it anytime.

See the Index for Whiteboard for a more detailed list of help topics.

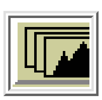
Whiteboard - Importing Images from WebCT My-Files

Index for Whiteboard

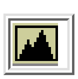
Importing images from WebCT My-Files | Top

This tool allows designers, students, and teaching assistants to import **.gif** or **.jpg** image files from their WebCT **My-Files** directory. In order to import images, you must first upload them from your computer to your WebCT **My-Files** directory.

1. At the bottom of the Whiteboard screen, click the Image Selector icon.

2. If the image you want to import appears in one of the Image Boxes, click it and proceed to Step 4. If not, proceed to Step 3.
3. Click any one of the six Image Boxes.
4. Click Import**. The Load Image File window appears, containing a drop-down list of previously uploaded images.**
5. Double-click the filename of the image you want to import.
6. In the Load Image File window, click OK.
7. In the Whiteboard Image window, click OK.
8. On the Drawing Palette, click the Paste icon.

9. Click anywhere on the Drawing Area. The image appears.

Caution: Image files are saved to and loaded from My-Files/whiteboard/image. When you save a Whiteboard file, it is saved in My-Files/Whiteboard/savefiles.

See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Saving and Loading Files

What do you want to do?

- save screen content
- load a file

Saving screen content | Top

Designers may turn on or off the Save Content feature. If this feature is turned on, it allows designers, students, and teaching assistants to save current *Whiteboard* screen content in their WebCT **My-Files** directory for use at a later time.

1. On the menu bar, click File.
2. Click Save. The Save Whiteboard File window appears.
3. Double-click the old filename or type a new one.
4. Click OK.

Loading a file | Top

Designers may turn on or off the Load File feature. If this feature is turned on, it allows designers, students, and teaching assistants to load a file of *previously saved Whiteboard* screen content.

1. On the menu bar, click File.
2. Click Load. The Load Whiteboard File window appears.
3. Double-click the old filename or type a new one.
4. Click OK. The file appears on the Whiteboard screen.

See the Index for Whiteboard for a more detailed list of help topics.