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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.

Assignments

What Do You Want to Do?

- view an assignment
- submit an assignment
- download a file

Viewing Assignments | Top

1. Click Assignments. The Assignments screen appears.
2. Click the hyperlinked name of the assignment you want to view. The Assignment Instructions screen for that assignment appears. Note: if your instructor has created a hyperlink to an assignment file, a new screen opens displaying the page.
3. If your instructor has included assignment-related files for you to download, a file list appears at the bottom of the Assignment Instruction screen.

Submitting Assignments| Top

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 Instructions 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 Instructions screen reappears.
9. To submit the assignment, click Submit Assignment. The Submit Assignment screen appears. If your 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.

Notes:

- the file name cannot contain any of the following characters:

    - spaces, tabs, line feeds, carriage returns
    - : ~ [ ] ! @ # $ % ^ & * ( ) + ` } } | \ < > , ? / ; ' "

  WebCT will not recognize file names with spaces, or characters that are not numbers or letters.

- you should also add the file extension that corresponds to the software you used. For example, if you completed your assignment in Excel, add .xls to the file name if the software program doesn't automatically add it.

Downloading Files | Top

Downloading a file involves transferring it from the server hosting your WebCT course to your computer.

1. Click the hyperlink of the file you want to download. A dialog box appears. Follow the instructions in the dialog box to save the file on your computer.
2. To return to the Assignments screen, click Close.
3. To open the downloaded file, close the WebCT Browser, if necessary, and open the file on your computer.

Calendar - About

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

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.

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.

Content Pages

About content pages

WebCT content pages can appear in many forms, including lecture notes, multimedia presentations and assignments. Your course instructor decides what they contain.

When you access a content page, by clicking on the hyperlink in the Content Module Table of Contents, the page appears with an Action Menu either above it or down one side.

Tha Action Menu allows you to navigate the content pages, as well as providing you with easy access to other tools which your instructor has set up for you in the course. For example, there may be an Action Menu button to take you to your course notes, or to provide resources and references to assist you in your research.

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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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

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

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.

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File Manager - Folder Options

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

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]

Homepage - About

When you log on to your WebCT course, the first thing you see is the *Homepage*.

From the Homepage you can navigate to any point in your course quickly and easily.

Your homepage at a glance | Top

Homepage includes the following features:

- a Menu Bar gives you constant access to elements such as myWebCT, Resume Course, Course Map, and Help. Click here for a further explanation of the Menu Bar.
- the title of your course
- breadcrumbs that show your location within the course
- a left hand Navigation Bar that provides you with quick and easy navigation around your course. Click here for a further explanation of the Navigation Bar.
- a Content Area in which actual course material is displayed

Explaining the Menu Bar | Top

The Menu Bar includes the following features:

Menu Bar Item	Explanation
myWebCT	Allows you to see a list of courses in which you are registered.
Resume Course	Allows you to resume your place in the *Content Module.*
Course Map	Allows you to view the structure of the entire course on one page. The course elements are hyperlinks, enabling you to go to any place in the course from a single page. This tool simplifies navigation and is especially useful for courses with a large number of elements
Help	Links you to the context-sensitive online Help.

Explaining the Navigation Bar | Top

The left-hand Navigation Bar includes the following features:

Navigation Bar Item	Explanation
Show/Hide Navigation Toggle	Hides the Navigation Bar and expands the Content area
Course tools	Serves as a course menu and provides access to the most important components of your course

[[Top] [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.

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

Index for Mail

About Mail

Reading & Sending Mail

- read mail
- mark all mail as read
- mark selected mail as read
- mark selected mail as unread
- send mail
- 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

Managing Mail Messages

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

Managing Folders

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

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.

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**.

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.

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

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

Quizzes and Surveys

What do you want to do?

You can:

- take a quiz or survey
- view individual quiz results
- view all your quiz results
- view quiz statistics

Taking a quiz or survey | Top

1. To take a quiz or a survey, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
   - **Title**: the title of the quiz or survey. Note: if a quiz is not available, or has already been taken the maximum number of times, the title will not be hyperlinked.
   - **Availability**: the time period in which the quiz may be accessed.
   - **Duration**: you have this amount of time to complete the quiz. If there is no information displayed in this column, then you have unlimited time.
   - **Grade**: the grade you received for the quiz. For example, 90/100 indicates that you received 90 out of 100 points.
   - **Attempts**: This column displays the number of times you have attempted the quiz, and the number of attempts remaining. Once an attempt has been graded and its grade released, the hyperlinked Completed appears.
2. Under Title, click the hyperlinked name of the quiz or survey that you want to take. The Quiz (or Survey) Introduction screen appears.
3. Follow the instructions in the Introduction.
4. Once you complete a quiz or survey, click Finish to submit it.

Viewing individual quiz results | Top

1. To view the results of your quiz attempt, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
2. Under Attempts, click the Completed hyperlink for the quiz that you want to view. The Scores screen appears. Note: to return to the Quizzes and Surveys screen, under Scores, click the Quiz hyperlink.
3. Under Number, click the hyperlink of the quiz attempt for which you want to see the results. The results screen appears. Note: the information that is available to you depends upon how your instructor has set up the quiz results. For example, your instructor may choose to show you the correct answer as well as your own answer.
4. To return to the Scores screen, click the Scores hyperlink.

Viewing all your quiz results | Top

1. To view the results of all of your quiz attempts, click the Quiz tool hyperlink on your Homepage, Organizer

page, or Navigation Bar. The Quizzes and Surveys screen appears.

2. Under Quizzes and Surveys, select View scores for all my quizzes, and click Go. The Scores screen appears. Note: if you want to view an individual quiz attempt, under Number, click the hyperlinked attempt number. The results screen appears.

Viewing quiz statistics | Top

You can:

- view summary statistics for yourself and the class
- view statistics on all questions in a quiz for yourself and the class

View summary quiz statistics for yourself and the class | Top

1. To view summary quiz statistics for yourself and the class, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
2. Under Quizzes and Surveys, select View class statistics for quizzes, and click Go. The Statistics screen appears. Note: to return to the Quizzes and Surveys screen, under Statistics, click the Quiz hyperlink. The Quizzes and Surveys screen appears.
3. Under Title, select the check box of the quiz for which you want to see the summary statistics.
4. Under Statistics, select View individual and class summary statistics for a quiz, and click Go. The Performance Summary screen appears. Note: to return to the Statistics screen, under Performance Summary, click the Statistics hyperlink. The Statistics screen appears.

View statistics on all questions in a quiz for yourself and the class | Top

1. To view question statistics for yourself and the class, click the Quiz tool hyperlink on your Homepage, Organizer page, or Navigation Bar. The Quizzes and Surveys screen appears.
2. Under Quizzes and Surveys, select View class statistics for quizzes, and click Go. The Statistics screen appears. Note: to return to the Quizzes and Surveys screen, under Statistics, click the Quiz hyperlink. The Quizzes and Surveys screen appears.
3. Under Title, select the check box of the quiz for which you want to see the question statistics.
4. Under Statistics, select View individual and class statistics for all questions in a quiz, and click Go. The Item Statistics screen appears. Note: to return to the Statistics screen, under Item Statistics, click the Statistics hyperlink. The Statistics screen appears.

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.

Self Registration

Self registration

If the course has been configured to allow self registration, a link to the Create myWebCT screen displays next to the course title on the Course Listing screen. The link for self registration looks like a key.

1. From the Course Listing screen, click the link (a key), or from the Welcome Page click Create Account. The myWebCT Entry screen appears.
2. Click Create myWebCT. The myWebCT:Setup screen appears.
3. Complete all fields. Note: duplicate or illegal User IDs are rejected.
4. Click Continue. The myWebCT screen appears with the course ID.
5. To access the course Homepage, click the course ID.
6. Type your User ID and password, then click OK.

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.

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

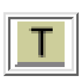
What do you want to do?

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

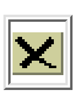
Typing text | Top

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.

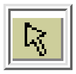
5. To confirm, click OK.

Modifying text style | Top

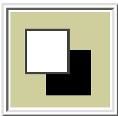
This feature allows designers, students, and teaching assistants to change the font and font size, and to bold or italicize text.

To change text color | Top

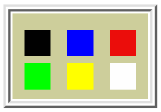
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text.

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.

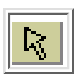
4. To change text color, click any one of its selection handles. The text will appear in the new color. Any new text you type will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

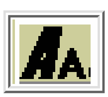
6. To confirm, click OK.

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

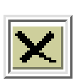
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text.

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.

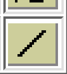
Whiteboard - Drawing and Modifying Lines and Objects

What do you want to do?

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.

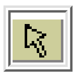
6. To confirm, click OK.

Modifying lines | Top

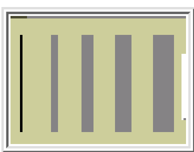
This feature allows designers, students, and teaching assistants to change the following characteristics of a line: thickness, shape, and color.

To change the line thickness | Top

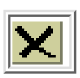
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.

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.

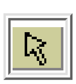
   

5. To confirm, click OK.

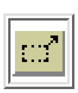
To reshape a straight line | Top

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

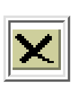
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.

2. Click the Reshape icon.

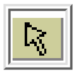
3. Click any one of the selection handles around the line you want to reshape and keep the mouse button depressed. Ensure the cursor's crosshairs are inside the selection handle.
4. To reshape the line, drag the selection handle.
5. To clear the Drawing Area, click the Clear icon. A confirmation window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

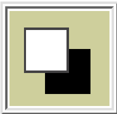
6. To confirm, click OK.

To change the color of a line | Top

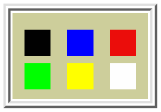
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the line.



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.



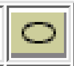
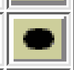
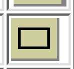
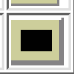
4. To change the color of a line, click any one of its selection handles. The line will appear in the new color. Any new lines you draw will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

6. To confirm, click OK.

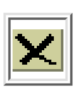
Drawing objects | [Top]

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.

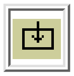
2. To unfill an object, click any one of its selection handles.
3. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

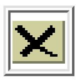
4. To confirm, click OK.

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.

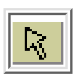
2. To fill an object, click any one of its selection handles.
3. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

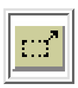
4. To confirm, click OK.

To reshape an object | [Top]

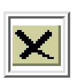
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.

2. Click the Reshape icon.

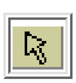
3. Click any one of the selection handles around the object you want to reshape and keep the mouse button depressed. Ensure the cursor's crosshairs are inside the selection handle.
4. To reshape the object, drag its selection handle.
5. To clear the Drawing Area, click the Clear icon. A confirmation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

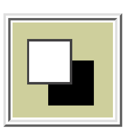
6. To confirm, click OK.

To change the color of an object | [Top]

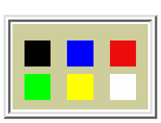
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.

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.

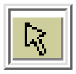
4. To change the color of an object, click any one of its selection handles. The object will appear in the new color. Any new objects you draw will appear in the new color.
5. To clear the Drawing Area, click the Clear icon. A confirmation window appears.

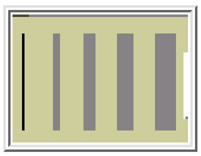
6. To confirm, click OK.

To change the thickness of an object | Top

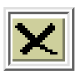
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the object.

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.

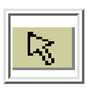
[Top] [Help Index] [Ask Dr. C]

Whiteboard - Moving Text, Lines, or Objects

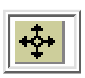
Moving text, lines, or objects | Top

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.

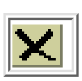
1. On the Drawing Palette, click the Selection icon. Selection handles will appear around the text, line, or object.

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

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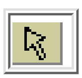
- Clearing the Drawing Area
- Uploading Images from Your Computer
- Importing Images from WebCT My-Files
- Saving and Loading Files

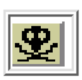
Deleting text, lines, or objects | Top

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

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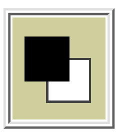
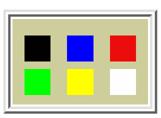
Changing the background color | Top

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.

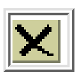
See the Index for Whiteboard for a more detailed list of help topics.

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.

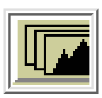
See the Index for Whiteboard for a more detailed list of help topics.

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.

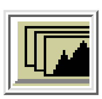
See the Index for Whiteboard for a more detailed list of help topics.

Whiteboard - Importing Images from WebCT My-Files

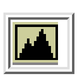
Importing images from WebCT My-Files | Top

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

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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.