
PART 1: WELCOME TO WEBCT

ABOUT THIS DOCUMENT

AUDIENCE

The *Designer and Instructor Reference* contains information and step-by-step instructions on using WebCT Campus Edition 6.0 for users enrolled in the following WebCT roles:

- Section Instructor
- Section Designer

NOTE: Instructions for the Course Instructor role are not included in this document. Course Instructors should refer to the *WebCT Campus Edition 6.0 Administrator's Guide*.

CONVENTIONS

The following conventions are used in WebCT documentation:

<code><angle_brackets></code>	<p>Unless appearing within HTML or XML code, <code><angle_brackets></code> indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them.</p> <p>EXAMPLE: <code><webct_install_dir></code> should be replaced with the actual directory where WebCT is installed.</p> <p>In HTML code, HTML tags are in <code><angle_brackets></code>.</p> <p>In XML code, XML elements are in <code><angle_brackets></code>.</p> <p>In sentences, both XML elements and objects are in <code><angle_brackets></code>.</p> <p>EXAMPLE: The <code><person></code> object contains....</p>
bold	<p>Elements that users click in a graphical user interface, such as buttons, icons, and tabs, are in bold.</p> <p>EXAMPLE: Click OK.</p>
code	<p>Code appears in a shaded box.</p> <pre>long personID = session.getSubject().getPersonID(); CalendarEntryVO[] entries = cal.getEntriesForUser(session, personID);</pre>

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<p>Courier font</p>	<p>E-mail addresses, file names, code within a sentence, and text in the console are in Courier font.</p> <p>EXAMPLE: A confirmation message appears: >Do you want to overwrite (y/n)?</p> <p>EXAMPLE: \$ORACLE_HOME/</p>
<p><i>italic</i></p>	<p>Text in a graphical user interface, such as a screen name or column label, is in <i>italic</i>.</p> <p>EXAMPLE: The <i>Welcome</i> screen appears.</p> <p>References to WebCT documents are in <i>italic</i>.</p> <p>EXAMPLE: For more information, see the appropriate version of the <i>WebCT Administrator's Guide</i>.</p>
<p>KEYSTROKE</p>	<p>Keystrokes are in UPPER CASE.</p> <p>EXAMPLE: Type your name and press ENTER.</p>
<p>slashes</p>	<p>When referring to file paths on a Windows® operating system, backward slashes (\) are used.</p> <p>EXAMPLE: c:\webct\webct\webct\generic\admin</p> <p>When referring to file paths on a UNIX® operating system, forward slashes (/) are used.</p> <p>EXAMPLE: c:/webct/webct/webct/generic/admin</p> <p>When referring to file paths on either a Windows operating system or a UNIX operating system, forward slashes (/) are used.</p> <p>EXAMPLE: c:/webct/webct/webct/generic/admin</p>
<p>[square_brackets]</p>	<p>In commands, optional parameters are in [square_brackets].</p> <p>EXAMPLE: [--glcId=identifier for the institution this command applies to]</p>

FEEDBACK

If you have any questions or comments about this document, please e-mail us at contact@webct.com.

ABOUT WEBCT

WebCT is software that allows educational institutions to create and host courses on the Internet. Courses created with WebCT software can serve as entire online courses or as a supplement to traditional classroom courses.

To use WebCT, you need an Internet connection. You must know how to use an Internet browser, have basic word processing skills, and have basic computer file management skills. You are not required to know HTML or programming. Depending on your role, you will use WebCT in different ways.

If You Are a Designer. . .

If you are a Section Designer, you can use WebCT to design and organize material similar to those used in classroom courses, such as lessons, reading lists, learning objectives, assessments, and assignments. Or you can put existing content, such as Web pages, text documents, graphic files, or media clips, into a WebCT course. You can also add communication tools so Section Instructors, Teaching Assistants, Students who are in the same course can interact with one another. At the end of the term, you can save your courses and modify them for re-use in another term.

If You Are a Section Instructor or Teaching Assistant. . .

You can use WebCT to present and teach course material to your Students. You can evaluate your Students' performance through quizzes and assignments, and keep a record of their marks. You can also schedule events in a calendar for your Students. To communicate with your Students, you can use a variety of online tools, including an electronic mail feature, chat rooms, and online discussions.

If You Are a Student. . .

You can use WebCT to view course material, reading lists, learning objectives, assessments, and assignments presented by your Section Instructor. You can complete assignments and quizzes, and then submit them to your Section Instructor for evaluation. After your Section Instructor has evaluated your assignments and quizzes, you can view your marks. You can also monitor your own progress in a course. To communicate with your Section Instructor, Teaching Assistant, or other Students, you can use an electronic mail feature, chat in real time, or post messages in online discussions.

About WebCT

If You Are a WebCT Administrator. . .

Depending on your institution, you have a variety of tasks when administering WebCT. You may have already installed the WebCT software on a server at your institution. After WebCT is installed, you can organize the WebCT database to mirror the organizational hierarchy at your institution (for example: department, course, section). Before the school term starts, you can create user accounts and enroll Students into their WebCT courses. As the school term progresses, you can generate activity reports, back up courses, and post announcements for the institution.

WEBCT TERMINOLOGY

Term	Definition
<i>ActionLinks</i> icon	The <i>ActionLinks</i> icon appears next to content items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, deleting content items.
Action Menu	The Action Menu is in the <i>Learning Module</i> tool and contains navigation links, content links, and access to the following tools: <i>Bookmarks</i> , <i>Create Printable View</i> , and <i>Notes</i> .
Add Content Link button	The Add Content Link button is in the <i>Course Content</i> and <i>Learning Module</i> tools. This button allows designers to create links to content items from these locations.
<i>Administration</i> area	The <i>Administration</i> area allows administrators to create and manage the WebCT organizational structure and its organizational levels, such as institutions, courses, and sections.
<i>Announcements</i> tool	The <i>Announcements</i> tool allows Section Instructors to create and post important messages in a course. Announcements appear in users' <i>My WebCT</i> or on the <i>Announcements</i> screen.
<i>Assessments</i> tool	The <i>Assessments</i> tool allows designers to create and edit assessments, such as quizzes, self tests, and surveys. Section Instructors use assessments to evaluate Students' progress.
<i>Assessment Manager</i> tool	The <i>Assessment Manager</i> tool allows Section Instructors to view, manage, and grade assessments submitted by Students.

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<i>Assignments</i> tool	The <i>Assignments</i> tool allows designers to create assignments and assign them to Students or groups of Students. Students can submit assignments in two formats: text with attachments or a web site consisting of linked HTML pages.
<i>Assignment Dropbox</i> tool	The <i>Assignment Dropbox</i> tool allows Section Instructors to view and grade assignments submitted by Students.
<i>Bookmarks</i> tool	The <i>Bookmarks</i> tool allows designers to create links to pages in the <i>Learning Module</i> tool.
Build tab	The Build tab is in the designer interface and contains features allowing designers to create, manage, and organize content in a course.
breadcrumbs	Breadcrumbs list the path of screens that a user has visited. A user can click a breadcrumb to return to a screen. Breadcrumbs appear in the top frame of a screen.
<i>Calendar</i> tool	The <i>Calendar</i> tool allows users to view and create entries for campus and personal events. Users can view entries by day, week, or month.
channel	<i>My WebCT</i> contains the following channels: Calendar Day, To Do List, My Grades, Course List, External Courses, Calendar Week, Campus Announcements, Personal Bookmarks, and Campus Bookmarks.
<i>Chat</i> tool	The <i>Chat</i> tool allows users who are in the same course to chat with one another in real time while they are in the course. There is also a <i>Whiteboard</i> feature, which allows users to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
content	Content is the general term for items and activities that are included in a course.
content folder	Designers can create content folders in the <i>Course Content</i> tool. A content folder allows designers to present and organize content, such as assessments, assignments, content files. A content folder is different from a folder in <i>File Manager</i> .
<i>Content Manager</i> tool	The <i>Content Manager</i> tool is in <i>My WebCT</i> . From <i>Content Manager</i> , users can access the <i>My Files</i> area. Institution Administrators can also access the <i>System Files</i> area. See also <i>File Manager</i> .

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Term	Definition
<i>Course Content tool</i>	The <i>Course Content</i> tool allows designers to create files, content folders, and add content links. The <i>Course Content</i> tool is always the first item under <i>Course Tools</i> under <i>Course Tools</i> in the course menu. The first screen of the <i>Course Content</i> tool is called <i>Course Content Home</i> .
<i>Course Content Home</i>	The <i>Course Content Home</i> is the first screen in the <i>Course Content</i> tool. Designers can add files, content folders, and content links on this screen.
<i>Course Content Map</i>	The <i>Course Content Map</i> contains navigation links to items in the <i>Course Content</i> tool. Depending on how the <i>Course Content Map</i> is set, users access it either as a drop-down list or by clicking the icon next to the <i>Course Content</i> tool.
course menu	The course menu contains the navigation links for a course. In the designer interface, the course menu contains <i>Course Tools</i> and <i>Designer Tools</i> . In the instructor interface, the menu contains <i>Course Tools</i> and <i>Instructor Tools</i> . In the student interface, the menu contains <i>Course Tools</i> and <i>My Tools</i> .
<i>Course Preview Page</i>	Users can view the <i>Course Preview Page</i> to find general information about a course. The purpose of this page is to let users find out more about the course before they are enrolled.
course start page	The course start page is the first screen that Section Instructors, Students, and teaching assistants see when they access a course.
<i>Course Tools</i>	The <i>Course Tools</i> heading appears on the course menu. Tools that were added to the course menu are listed here. In the student interface, only tools that are visible are listed here.
<i>Designer Tools</i>	The <i>Designer Tools</i> heading appears on the course menu. Tools that are available, by default, to designers are listed here. Tools include <i>Manage Course</i> , <i>File Manager</i> , and <i>Selective Release</i> .
<i>Discussions tool</i>	The <i>Discussions</i> tool allows users to post discussion messages that other users in the same course can view and reply to.
<i>File Manager tool</i>	<i>File Manager</i> is available in each course. Section Designers use it to manage files used in a course. Section Instructors can select files in <i>File Manager</i> by browsing for them. See also <i>Content Manager</i> .

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Term	Definition
Get Files button	The Get Files button is in <i>File Manager</i> . It allows Section Designers to bring a copy of a file from another location in WebCT or their local computer to their current location in WebCT.
<i>Grade Book</i> tool	The <i>Grade Book</i> tool allow Section Instructors to manage grades for Students.
<i>Group Manager</i> tool	The <i>Group Manager</i> tool allows designers, Section Instructors, and Teaching Assistants to create groups of Students so they can work together.
<i>HTML Creator</i> tool	The <i>HTML Creator</i> is an HTML editing tool that allows designers to create content in HTML without entering HTML tags. The <i>HTML Creator</i> automatically generates the HTML source code.
<i>Import</i> tool	The <i>Import</i> tool allows designers to import content from other WebCT courses and third-party applications, such as Respondus®.
<i>Instructor Tools</i>	The <i>Instructor Tools</i> heading appears on the course menu. Tools that are available to Section Instructors are listed here. Tools can include <i>Manage Course</i> , <i>Assessment Manager</i> , <i>Assignment Dropbox</i> , <i>Grade Book</i> , <i>Group Manager</i> , <i>Tracking</i> , and <i>Selective Release</i> .
learning context	<p>WebCT has organizational levels that mirror the organizational structure of your institution, in hierarchichal order. Below the institution organizational level, there are other organizational levels, such as course and section. Within each of these organizational levels, there are individual learning contexts. For example, within the course organizational level, there may be a course learning context for Biology 101: Introduction to Human Biology. Within the section organizational level, there may be section learning contexts for all sections of Biology 101, such as</p> <ul style="list-style-type: none"> • Biology 101, Morning Section • Biology 101, Afternoon Section • Biology 101, Evening Section
<i>Learning Modules</i> tool	The <i>Learning Modules</i> tool allows designers to organize and deliver content, such as assessments, assignments, quizzes, and content files to Students. A learning module includes a table of contents with links to the content.
<i>Local Content</i> tool	The <i>Local Content</i> tool allows Students to view content from their local computer, usually through a CD-ROM, instead of over the Internet.

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<i>Mail</i>	The <i>Mail</i> tool allows users to send messages to other users in the same course. The messages can be in text or HTML format, and can include file attachments.
<i>Manage Course</i>	The <i>Manage Course</i> area allows designers and Section Instructors to add and remove tools, modify the appearance of the course menu containing <i>Course Tools</i> and role-specific tools, edit tool settings, import content, reset the course, and set up the <i>Course Preview Page</i> .
<i>Media Library</i>	The <i>Media Library</i> tool allows designers to build a database of text, video, and audio items, which can be organized into collections. Users can view and search for entries.
<i>My Files</i> icon	The <i>My Files</i> icon is in <i>Content Manager</i> and allows users to manage their personal files in WebCT.
<i>My Files</i> tool	The <i>My Files</i> tool allows Students to manage personal files in a course. <i>My Files</i> is not a directory on their local computer.
<i>My Grades</i> tool	The <i>My Grades</i> tool allows Students to view their grades in a course.
<i>My Progress</i> tool	The <i>My Progress</i> tool allows Students to track their progress in a course.
<i>My Tools</i>	The <i>My Tools</i> heading appears on the course menu. Tools that are available to Students are listed here. Tools can include <i>My Files</i> , <i>My Grades</i> , <i>My Progress</i> , and <i>Notes</i> .
<i>My WebCT</i>	<i>My WebCT</i> is the screen that appears after a user logs in. <i>My WebCT</i> provides a centralized access point to organizational levels, such as institutions, courses, and sections. It also provides links to <i>Calendar Day</i> , <i>My Grades</i> , <i>Campus Announcements</i> , and <i>Personal Bookmarks</i> .
<i>Notes</i> tool	The <i>Notes</i> tool allows users to create notes about general content in a course or specific content in learning modules.
organizational level	See <i>learning context</i> .
organizational structure	See <i>learning context</i> .
<i>Question Database</i> tool	The <i>Question Database</i> tool allows designers to create and store questions to be used in assessments.

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<i>References tool</i>	The <i>References</i> tool allows designers to create links to course resources, such as books, articles, and web sites. Students access this list of resources from the Action Menu of a learning module.
release criteria	Release criteria are conditions that determine the release of content. Criteria can be based on date, time, member information, grade book information, and group information. For example, if the release criteria for a quiz is a start date of March 9, that means the quiz is released on March 9. Designers can set release criteria by using the <i>Selective Release</i> tool.
<i>SCORM Module</i>	The <i>SCORM Module</i> tool allows designers to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of WebCT. These modules can contain files, images, or Sharable Content Objects, such as a quiz.
<i>Search tool</i>	The <i>Search</i> tool allows users to look for keywords and other data in course content and <i>Online Help</i> .
<i>Selective Release tool</i>	The <i>Selective Release</i> tool allows designers and instructors to control the release of content and folders by setting availability, link visibility, and specifying release criteria, such as name, date, and grade. Only students who meet those criteria can access the content. See also <i>release criteria</i> .
self-enrollment	Self-enrollment allows users who already have a WebCT account to enroll themselves into courses.
self-registration	Self-registration allows users to create their own WebCT account. After users create a WebCT account, they are automatically assigned the role of Institution Member.
Student View tab	The Student View tab is in the designer and instructor interfaces. It contains features allowing Section Designers and Section Instructors to preview the appearance and test the usability of their course.
<i>Syllabus tool</i>	The <i>Syllabus</i> tool allows designers and Section Instructors to create a syllabus for their course. The syllabus can contain information, such as goals, grading policies, and required text books.
Teach tab	The Teach tab is in the instructor interface and contains features allowing Section Instructors to present content and interact with Students.

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Term	Definition
tool	A tool is a function in the WebCT software that allows users to perform specific activities.
<i>Tracking</i> tool	The <i>Tracking</i> tool allows Section Instructors to view statistics on student activity and content usage.
<i>Web Links</i> tool	The <i>Web Links</i> tool allows designers to create a list of Internet addresses or Uniform Resource Locators (URLs). Students can use these URLs to find resource material on the Internet.
WebDAV	Web Distributed Authoring and Versioning or WebDAV is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in <i>File Manager</i> .
<i>Who's Online</i> tool	The <i>Who's Online</i> tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The <i>Who's Online</i> tool is similar to the <i>Chat</i> tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from <i>My WebCT</i> .

USING ONLINE HELP

If you need help while using WebCT, you can use the *Online Help*. You can view help topics and search for keywords in help topics. If you are searching for keywords, you can use the following Boolean operators, either the words or the symbols:

Boolean Operator	Symbol
AND	+
OR	/
NOT	!

- EXAMPLE:**
- To search for *quiz* and *assessment*, enter *quiz AND assessment*.
 - To search for *quiz* or *assessment*, enter *quiz OR assessment*.
 - To search for *quiz* but not *assessment*, enter *quiz NOT assessment*.

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You can combine operators and designate the order of search operations by using parentheses ().

EXAMPLE: To search for *quiz* and *assessment* but not *survey*, enter (quiz OR assessment) AND (NOT survey).

To search for exact phrases, use quotation marks (“ ”).

EXAMPLE: To search for the phrase *create links to content*, enter “create links to content”.

- Viewing Help Topics
 1. From the screen where you need help, click **Help**. The *WebCT: Online Help* pop-up window appears, displaying the following:
 - Under *Topics*, links to the most relevant help topics appear.
 - Under *Help Contents*, folders containing all help topics appear. You can open and close the folders.
 2. Click the help topic that you want to view. The help topic appears.
- Searching for Keywords in Help Topics
 1. Click **Help**. The *WebCT: Online Help* pop-up window appears.
 2. In the *Search* text box, enter the keywords and click the *Submit Search* icon. The search results appear in order of relevance.
 3. Click the help topic that you want to view. The help topic appears.
 4. To return to the search results, click the *Back* icon.

GETTING ADDITIONAL HELP

If you need more information outside of the *Online Help*, you can use other resources, including WebCT Support, WebCT print documentation, and *Ask Dr. C* which provides a question and answer service moderated by an international community of experienced WebCT users. You can access these resources from the *Help* pop-up window.

1. Click **Help**. The *Help* pop-up window appears.
2. Click **Additional Resources**. The *Additional Resources* pop-up window appears.
3. Do one of the following:
 - Click **WebCT Support**. The *WebCT Support* page appears in a new browser window.
 - Click **Documentation Index**. The *WebCT Documentation Index* home page appears in a new browser window.
 - Click **Ask Dr. C**. The *Ask Dr. C* home page appears in a new browser window.

UNSUPPORTED CHARACTERS

If you cannot save an item in a WebCT tool, such as a file in *File Manager*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in WebCT support all possible characters, there are a few exceptions.

For more information about unsupported characters, see the following table:

Tool	Type of Item	Unsupported Characters
<i>Administration</i>	Learning context titles, such as the title of a course or section. NOTE: Only administrators can create learning contexts.	/\
<i>Content Manager</i>	File and folder names	/\ "
<i>File Manager</i>	File and folder names	/\, "
<i>Media Library</i>	Media Library entry	<> ' "
<i>Proxy Tools</i>	Proxy Tool titles NOTE: Proxy tools are non-WebCT applications which users can access through the <i>External Courses</i> channel in <i>My WebCT</i> . Only Server Administrators can create and enable proxy tools.	! # ^ _ + , ? [] & < > " %

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<p><i>SCORM Module</i></p>	<p>SCORM Module title</p> <p>NOTE: The <i>SCORM Module</i> tool allows designer to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of WebCT. These modules can contain files, images, or Sharable Content Objects, such as a quiz.</p>	<p>/ \ "</p>
<p><i>WebDAV</i></p>	<p>Files and folder names</p> <p>NOTE: Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in <i>File Manager</i>.</p>	<p>" / \ ' @ & = + \$ ^</p>