

Designer and Instructor Reference WebCT™ Campus Edition 6.0

PART 3: DESIGNING AND TEACHING IN WEBCT

CHAPTER 5: TEACHING A WEBCT COURSE

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CHAPTER 5: TEACHING A WEBCT COURSE

IMPORTANT: Topics in this chapter apply to Section Instructors.

MIGRATING COURSES OR CONTENT FROM WEBCT CAMPUS EDITION 4.1 WITH THE MIGRATION PACK

You can migrate courses or content from WebCT Campus Edition 4.1 with the Migration Pack (MP) to be used in this WebCT version. Depending on whether you or a WebCT administrator is performing the migration, you have a variety of tasks. This topic can help you get started and refer you to additional resources.

If a WebCT administrator is migrating your course or content. . .

If a WebCT administrator migrated your course or content, you can log in to this WebCT version and access the course. You must perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

If there is no content in the course, contact the WebCT administrator.

If you are migrating your own course or content. . .

The overall process for migrating your own course or content includes the following tasks:

1. Ensure that the WebCT administrator has created a course for you in this WebCT version. You should have a user name and password that allows you to log in and access your course.
2. In WebCT Campus Edition 4.1 (MP):
 - a. Prepare the course or content for migration. This includes removing Student data and date-sensitive information, such as due dates for assignments.
 - b. Export the course or content using the *Export Content* tool.
3. In this WebCT version, import the course or content by doing one of the following:
 - When you access the course and if the *Assign Content* screen appears, select the option *Import content from file*.
 - When you access the course and if the *Assign Content* screen does not appear, go to the *Manage Course* area and use the *Import* tool.
4. Perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (<http://tutorials.webct.com/exploring>).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

BECOMING FAMILIAR WITH THE INSTRUCTOR INTERFACE

In WebCT, the instructor interface is on the **Teach** tab. The **Teach** tab contains tools and features that you use to present content, interact with Students, and evaluate their work. On the left, there may be tools listed on the course menu, under the following headings:

- *Course Tools*. Course tools are all of the content, organizational, communication, and evaluation tools that a designer has added. A designer uses these tools to create content and learning activities. As the Section Instructor, you use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities. If new content become available in course tools, a *New items available* icon appears next to each tool. If a tool is hidden from Students, the link is marked with (*H*) and does not appear for Students.
- *Instructor Tools*. Instructor tools can include the following:

- *Manage Course*. You use the *Manage Course* area to add, hide, show, or remove tools. You can also manage the course menu, edit tool settings, and customize course appearance.
- *Assessment Manager*. If available, you use *Assessment Manager* to deliver assessments, including quizzes, surveys, and self tests, to Students. You can also view and mark quizzes completed by Students.
- *Assignment Dropbox*. If available, you use *Assignment Dropbox* to view and mark assignments submitted by Students. You can also return assignments to Students if you want them to revise their original submission.
- *Grade Book*. You use *Grade Book* to view, enter, and manage grades for Students.
- *Group Manager*. You can use *Group Manager* to place Students into groups if you want them to work collaboratively.
- *Tracking*. You use *Tracking* to create reports on various Student activities in the course.
- *Selective Release*. You can use *Selective Release* to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

The course menu is the primary navigation feature in a WebCT course. You can use the course menu to access all tools and content in a course. When you access a tool or content, it appears in the content display area in the center of the screen. You view and work with tools and content in this area.

Your current location in a course appears in the breadcrumbs at the top of the screen. Breadcrumbs also list the path of screens that you have visited. You can click a breadcrumb to return to a previous screen.

The **Student View** tab contains features that you use to preview and test a course. For more information, see *Previewing and Testing a Course*.

NOTE: You may also see a **Build** tab. For more information, see *Becoming Familiar with the Designer Interface*.

TEACHING A COURSE

Teaching a WebCT course can be similar to teaching a classroom course. As a Section Instructor or Teaching Assistant, you present course content, interact with Students, and evaluate their work.

Depending on how the course was designed, content includes all material that is used in a course, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication channels, such as discussion topics or chat rooms. The content can be organized in logical units that are meaningful to Students. For example, content can be organized chronologically, by topic, or by level of complexity. This allows you to deliver the appropriate content at the appropriate time, which helps Students focus on specific learning objectives.

In addition to presenting content, you can evaluate Students' performance and give feedback, just as you would in a classroom course. You can also grade assignments and assessments, and keep a record of grades for each Student.

When teaching a fully online course, it is important that you use online communication channels to allow

you and Students to interact with one another. Unlike being in a classroom course, you cannot rely on face-to-face interaction. Depending on how the course was designed, you can use communication channels to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To teach a course in WebCT, you use various tools in the WebCT software. A tool is a function in the WebCT software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools.* You and Students use these tools to view the course syllabus, search for content, and keep track of important events and deadlines in a course calendar.
- *Communication Tools.* You and Students use these tools to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities.* You use these tools to distribute quizzes, self tests, surveys, and assignments to Students. Students use these tools to complete and submit assessments and assignments.
- *Content Tools.* You use these tools to present content. Students use these tools to view content.

You can also use instructor tools to access additional options for customizing the course, managing files, keeping a record of grades, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for teaching a course is:

1. presenting content
2. evaluating students
3. communicating with others

Presenting Content

In WebCT, the Section Designer designs a course by adding and organizing content. Content includes all material that was added to a course, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication channels, such as discussion topics or chat rooms. As the Section Instructor or Teaching Assistant, you have some control over the presentation of content, allowing you to deliver the appropriate content at the appropriate time. This can help Students focus on specific learning objectives.

Depending on how content is organized in a WebCT course, you can present it in the following ways:

- Present content in individual course tools. This is the basic way of presenting content and requires Students to access content from different course tools.
- Present content in the *Course Content* tool. This is an advanced way of presenting content in a central location.

Presenting Content in Individual Course Tools

Depending on how a course was designed, Students may be able to access some or all tools listed under *Course Tools* on the course menu, which is visible throughout the course. Within each tool, Students can see a list of content items for a particular tool. For example, when Students click the link to the *Assignments* tool, they see an inventory of assignments. Or if they click the link to the *Assessments* tool, they see an inventory of quizzes, surveys, or self tests.

If you are using WebCT as a supplement to a classroom course, you can present content in the classroom but you can use WebCT to present specific learning activities or communication channels outside the classroom. For example, you can use the *Discussions* tool to present different topics that Students use in online discussions. Or you can use the *Chat* tool to present chat rooms where Students can interact, view files, or give feedback in real time.

Depending on administrator settings, you can control the presentation of content in course tools in the following ways:

- Enable or disable a tool. If you disable a tool, you are removing it and all links to its content. For example, if you disable the *Assignments* tool, no users can access the tool or links to individual assignments throughout the course. The content is saved, so when you want to use the tool or access content in it, you can enable the tool again.
- Show or hide a tool. If you hide a tool, it is temporarily hidden under *Course Tools* on the course menu, so Students cannot access it there. However, if there are links to individual assignments throughout the course, Students can still use the links. In the designer and instructor interface, a hidden tool is marked with (*H*).
- Show or hide a content item. An example of a content item is an assignment in the *Assignments* tool. If you hide a content item, that item is not visible to Students.
- Set release criteria for content items. If you want to display certain items based on specific conditions, you can set release criteria for those items. Those items will be released when the criteria are met.

For more information on using these features, see the appropriate topics for each tool.

Presenting Content in the Course Content Tool

Depending on how a course was designed, you may be able to control the presentation of content from the *Course Content* tool. The Section Designer can organize content in the *Course Content* tool by adding the following:

- files
- links to content in other course tools, such as lessons, quizzes, or assignments
- folders for organizing content further

This is an advanced way of organizing content and allows you to present content in logical units that are meaningful to Students. This also allows Students to access content from a central location.

Presenting content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, if content is organized chronologically, you can show a different folder for each week. Students open the folder for the current week and access the content for that week. Or if content is organized by topic, you can show a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

You can control the presentation of content in the *Course Content* tool by showing or hiding files, content links, and content folders. This allows you to deliver the appropriate content at the appropriate time.

IMPORTANT: Links to tools may be listed under *Course Tools* on the menu, which is visible throughout the course. Depending on administrator settings, you may be allowed to hide course tools. If you want Students to access content from the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can still access those tools and content in them. However, if the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools are used in your course, links to those tools must remain on the course menu. Content in these tools cannot be organized in the *Course Content* tool.

The *Course Content* tool is available in each WebCT course. It is the first tool listed under *Course Tools* on the course menu.

Evaluating Students

In WebCT, you can evaluate Students' performance just as you would in a classroom course. This includes grading assessments and assignments submitted by Students and their participation in discussions. To do this, you can use the following evaluation tools in WebCT:

- *Assessments*. You can use the *Assessments* tool to view an inventory of online quizzes, self tests, and surveys that are in the course.
- *Assignments*. You can use the *Assignments* tool to view an inventory of homework and projects that are in the course. Students can work on projects individually or in a group. You can also provide comments and suggestions on how they can improve their work.

- *Discussions*. You can use the *Discussions* tool to view messages posted by Student on a particular topic. You can evaluate Students' activity in a particular discussion topic. You can compare the level of participation among Students and evaluate the quality of messages posted.

After Students submit their assessments and assignments, you can view and grade them. You can also keep a record of grades for each Student. To do this, you use the following instructor tools:

- *Assessment Manager*. You can use the *Assessment Manager* to view, grade, and manage quizzes, self tests, surveys submitted by Students. You can also generate statistics and reports about assessments.
- *Assignment Dropbox*. You can use the *Assignment Dropbox* to view, grade, and manage assignments submitted by Students.
- *Grade Book*. You can use *Grade Book* to enter, manage, and view all grades for Students.

Communicating with Others

When you teach or take a fully online course in WebCT, it is important that you use communication channels that are available in the course. Unlike being in a classroom course, you cannot rely on face-to-face interaction with Section Instructors, Teaching Assistants, and Students. Therefore, you can use communication tools, such as an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. WebCT has the following communication tools:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. Announcements can also appear as pop-up messages.
- *Chat*. The *Chat* tool allows you and others who are in the same course to chat with one another in real time while they are in the course. You can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows you and others who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can evaluate the quality of messages, just as they would evaluate classroom participation.
- *Mail*. The *Mail* tool is an electronic mail feature that allows you and others who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My WebCT*.

PREVIEWING AND TESTING A COURSE

As you design or teach a course, you can preview it anytime to see how it will appear to Students. You

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can also test the workflow and usability of the course. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where XXXXX is a randomly generated number. You can use this account for testing purposes. For example, you can go to the *Assessments* tool where you can complete and submit a quiz. Or you can go to the *Assignments* tool where you can complete and submit an assignment.

To return to the designer interface, click the **Build** tab.

To return to the instructor interface, click the **Teach** tab.

IMPORTANT: If you test a course after it has started, your activities are tracked in the following ways:

- Other users will see messages that you send or post using communication tools.
- Your test activities are included in the *Reports* tool but are not included in summary reports.