

Designer and Instructor Reference

WebCT™ Campus Edition 6.0

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 23: LOCAL CONTENT

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CHAPTER 23: LOCAL CONTENT

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT LOCAL CONTENT

For Designers

Local Content allows you to reference media files that would be inefficient to download from the server. Because the files are loaded from the Student's computer rather than over the Internet, Students with slower connections can view large files. This means that you can create links to multimedia files in your course files without slowing down online activities.

The following steps must be completed to successfully enable *Local Content*:

1. In a file within your course, add links to local files.
2. Create a local content entry.
3. Distribute the local files to your class (i.e. via portable media).
4. Get Students to enable and configure local content for their computers.

1. Add Links in Files

In an existing or newly created course file, add links to the files that you want Students to load from their computers. You must reference the file by entering the full path as it is structured on the local storage medium that you are using. Each link within the file must be hand coded in HTML.

EXAMPLE: You are using a Compact Disc (CD) as your storage medium, and the file that you want to reference is located in the root folder named *movies*. You create a link in your file by entering the following, `Movie`, where "movies/movie.mpg" is the full path to the movie file, and *Movie* is the linked text in the file.

2. Create Local Content Entry

Using the *Local Content* tool, create a local content entry. When creating local content entries, you must create a folder in *File Manager* with a folder name that exactly matches the name of the root folder for your local content media, including spaces and capitalization. Once the root folder is created and then selected for your local content entry, any folders under the root folder can be referenced without creating new entries.

EXAMPLE: If you are using a CD as your storage medium, and the file that you want to reference is located in a subfolder named *musical scores* in the root folder *movies*, you would create a

folder in *File Manager* called `movies` and select it for your local content entry. In this example, you could create a link in your file similar to the following: `Musical Score`

3. Distribute Local Content Medium

You must distribute the files that you want Students to access locally. You can do this by distributing the content on a portable storage medium, such as a Compact Disc (CD).

4. Configure Local Content Tool

To access content locally, Students must enable the *Local Content* tool on their local computers. They must also associate a drive path with the local content entry that you created in step 2 by specifying the following:

- drive letter of the device on their computer that will run the distributed portable storage medium
- root folder that you selected while creating your local content entry

EXAMPLE: You are using a CD as your storage medium with a root folder named *movies*, and the Student's CD-ROM drive is mapped to the letter D. The Student enters `D:\movies` in the *Drive Path* text box.

Once Students have placed the storage medium in the specified drive, and they have configured *Local Content* for their computers, clicking a link in a file automatically loads the media file from the Student's local storage device.

You can test your local content entries by configuring them for your own computer. You can do this from the *Student View* tab. If you need help configuring *Local Content* as a Student, from the *Student View* tab, click **Help**.

With *Local Content* you can:

- create entries
- edit entries
- delete entries

Creating Entries

1. Create a folder in *File Manager* with the same name as the root folder on your local content media.

EXAMPLE: You have a CD-ROM that contains multimedia files in a folder called *movies*, so you create a folder in *File Manager* called `movies`.

2. From the *Local Content* screen, click **Create Local Content Entry**. The *Create Local Content Entry* screen appears.
3. In the *Title* text box, enter a title for the entry.

TIP: Use a title that students will be able to recognize and associate with the local content media that you distribute. For example, if you distribute your local content on a

CD-ROM labelled *Songs*, use the label as the entry title.

4. Next to the *Location* text box, click **Browse**. The *Content Browser* pop-up window appears.
5. Navigate to the folder that you created in step 1 and click **OK**. The *Create Local Content Entry* screen appears with the selected folder's path in the *Location* text box.
6. If you want to save the entry and create another:
 - a. Click **Save and Add Another**. The entry is saved and the *Create Local Content Entry* screen is cleared.
 - b. Repeat steps 2 to 5.
7. Click **Save**. The *Local Content* screen appears.

Editing Entries

1. From the *Local Content* screen, locate the entry that you want to edit and, under *Title*, click it's title. The *Edit Local Content Entry* screen appears.
2. Edit the entry as desired:
 - a. In the *Title* text box, edit the title for the entry.

TIP: Use a title that Students will be able to recognize and associate with the local content media you distribute. For example, if you distribute your local content on a CD-ROM labelled *Songs*, use the label as the entry title.
 - b. Next to the *Location* text box, click **Browse**. The *Content Browser* pop-up window appears.
 - c. Navigate to the folder that you want to use as the local content folder.

NOTE: The folder name must exactly match the name of the root folder for your local content media, including spaces and capitalization.
 - d. Click **OK**. The *Edit Local Content Entry* screen appears with the selected folder's path in the *Location* text box.
3. Click **Save**. The *Local Content* screen appears and the entry is edited.

Deleting Entries

1. From the *Local Content* screen, do one of the following:
 - To delete one entry:
 - a. Locate the entry and click its *ActionLinks* icon.

- b. From the menu that appears, click **Delete**. A confirmation message appears.
 - To delete multiple entries:
 - Next to each entry that you want to delete, select the check box.
 - Click **Delete**. A confirmation message appears.
 - To delete all entries:
 - In the table heading row, select the check box. All entries are selected.
 - Click **Delete**. A confirmation message appears.
2. Click **OK**. The *Local Content* screen appears and each selected entry is deleted.

ABOUT LOCAL CONTENT

For Section Instructors

Local Content allows links in content files to load files stored on your local computer rather than from the server. This makes it possible to access large files, such as multimedia files, that might be too slow to download from the server.

The *Local Content* tool must have been made available in your course, and media containing the content, such as a Compact Disc (CD), distributed to you. In addition, you must complete the following steps to successfully enable *Local Content*:

1. Make your local content media available on your computer.
2. Enable the *Local Content* tool.
3. Map local content folders to your computer's local storage devices.

1. Making Media Available:

Before you enable *Local Content* and map folders to your computer, you must make the local content medium available on your computer.

EXAMPLE: If you are using a CD as your local storage medium, you must insert the CD into your CD-ROM drive.

2. Enabling Local Content:

You must enable the *Local Content* tool before you can access content locally.

3. Mapping Folders:

You must map local content folders created for your course to the device that you are using to load your local content. To do this, you enter the drive letter of the device on your computer that will run the local content medium, as well as the root folder of the local content medium.

EXAMPLE: You are using a CD as your local storage medium with a root folder named *movies*, and your CD-ROM drive is mapped to the letter D on your computer. You enter `D:\movies` in the *Drive Path* text box next to the appropriate local content folder.

Once you have placed the storage medium in the specified drive and configured *Local Content* for your computer, clicking a link in the content file automatically loads the file from the local storage device.

Configuring Local Content

IMPORTANT: Due to browser security enhancements, the *Local Content* tool cannot be properly configured if your browser does not allow access to your local computer. For best results, we recommend that you use Microsoft® Internet Explorer 6 Service Pack 1 as your web browser. To allow you to access content locally with this web browser, you must add your WebCT server as a Trusted Site. For more information, see the online help in Microsoft Internet Explorer.

To access course content locally, your Students must configure the *Local Content* tool to work with their computer's local device (e.g. CD-ROM drive). This is done by establishing the drive letter of the local device that will run the local content medium, as well as the root folder of the local content medium.

If desired, you can also configure the *Local Content* tool. This allows you to access local content when viewing files from the Teach tab.

1. Ensure that the local medium is available on your computer.

EXAMPLE: The local content, which is stored on a Compact Disc (CD), is in your CD-ROM drive.

2. From the *Teach* tab, under *Course Tools*, click **Local Content**. The *Local Content* screen appears.
3. Under *Status*, select *On* to enable *Local Content* or *Off* to disable *Local Content*.
4. To map the drive path to the local content folder, under *Local Content Folder*, locate the title of the local content folder you want to map and, in its *Drive Path* text box, enter the letter of the drive and the root folder where the files are stored.

EXAMPLE: The local content is stored on a CD, the letter for your CD-ROM drive is *D*, and the root folder on the CD is *Root Folder*. In the *Drive Path* text box, enter `D:\Root Folder`.

5. Click **Save**. *Local Content* is configured. When you click a file link that has been configured for local content, the local content file will now automatically load from your computer.