WebCT Overview

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Using a Previous Course

Back up the course (at MyWebCT/Course Functions)
Reset course – but do so with caution

- Deletes students and their records – make sure you have back-up records
- Email, discussions, calendar items, and other items are deleted.

Getting Started

Logging into WebCT

1. Log into WebCT at www.iup.edu/webct
2. Enter your user ID and password and click Login.
3. If WebCT asks you to change passwords, please do so.
    a. If you forgot your password, clink "Forgot your password?" to have it emailed.
    b. If you forgot your user ID, click the appropriate link to have it mailed. It is also in the IUP directory under Web Site after the slash in your web address.
    c. The login page also contains a demo of logging in and accessing a course, as well as a handout similar to Appendix A in this document.
4. If WebCT doesn't ask, but you would like to change your password, log in, and at My WebCT click the button "Password settings" and make the change.
5. ITS can make you a guest account so that you can log in as a student and try out features from the student vantage point.

Navigating WebCT

- View and Designer Tabs – try both. "View" is what your students will see.
- Choose Designer tab

- Help – context sensitive, i.e., specific to your current location in WebCT.
- DO NOT USE BACK OR FORWARD BUTTONS IN YOUR BROWSER WHILE IN WEBCT. Use the "Breadcrumbs" or Back/Forward buttons in WebCT itself.
- Breadcrumbs – trail of pages where you have been. For example, at the top left of your screen, click Control Panel and note the breadcrumbs MyWebCT > Control Panel below the Designer Options tab. Stay in Control Panel.
- Designer Links
    - quick shortcuts to major design functions
    - Go to Control Panel (can expand it or follow links in the Basic panel)
    - Click Course Settings
    - Bottom left of screen – Designer Links – check Show or Hide. Displaying them will save time in designing.

- Click Update button (bottom left)
- Designer links appear the top left, under Course Menu.

Customize Home Page

Add a Banner

- Designer view
- Actions sidebar contains detailed groups of commands (e.g., Add Page-Edit, Delete, etc.)
- Customize - Modify/Add Banner (Bottom right)
- "Use default text" means default Banner and modifiable text
- Keep this Banner but replace the text – fill in "Use text: _____"
- Other options – Use text, Use file (Browse for built-in files, Upload own file), None
  - Some generic possibilities: any webctbanner# files, any files with "blank" in the file name
  - If you choose "Use text: _____," the banner webctbannerf3.gif defaults in.
- If you upload a file, place it in the MyFiles folder.
- Select the banner or file you uploaded by clicking the radio button next to it in the list.
- Click Add Selected
- Click Update

Page Color

- Designer view
- Actions/Customize - Customize page colors
- Many web pages are white for legibility.
- Select a color set, modify a set, create a custom set
- Option to make a color set the default for the whole course
- Update

Background image

- Overrides page color. Use a subtle color so dark print is legible on it. Dark backgrounds with light text are hard on the eyes.
- Customize – Modify/Add Background Image
- Browse, Use course default, or None
- Under Browse – scroll to backgrounds, preview, select
  - Good example is seal_watermark.gif
- Add Selected
- Update

Text

- Options: Textblocks
- Can add multiple upper textblocks - heading, text, or image
- Textblocks consist of 4 parts – text heading, text, image, image caption. Can use all or none.
- There are upper and lower textblocks.
- Add upper textblock

- Add text heading – Welcome to [fill in course number]
- Add text and format
- HTML editor can be used for easy formatting (click "HTML editor" button below text entry box and use tools to format)
- Click Add (or click Update if you are modifying the textbox)

Modifying Text

- Select textblock you want to change (click radio button next to it)
- Choose an action - Delete, Edit, Move
- A textbox could also be used in place of a banner and may be more flexible than a banner. For example, try inserting a picture (e.g., the IUP logo at 60 point size) and the title of your course in large print.

Tools

Tools are shortcuts to other pages or functions – content pages, quizzes, discussion board, etc. – that are usually placed on the home page of a course or the first page of a module.

- Go to Actions (top right panel)
    - Or go to Designer Links on the left if you chose to display them.
- Add page or tool
- Select the tools listed below, entering the tool name as the title for each item. (Some may be already be in your practice course.)
- Have each item display on both the Course Menu and the Homepage.
    - Calendar (under Communication Tools)
    - Chat (under Communication Tools)
    - Discussions (under Communication Tools)
    - Quizzes (under Evaluation or Activity Tools)
    - Syllabus
- Now go to Actions/Options: Links/Add page or tool
    - Hide - why hide a tool icon?
        - Instructor sees hidden icons; students do not. Note that, although the View tab is supposedly the student view, hidden icons do display there.
        - Under construction
        - Selective Release
        - Select one icon (click the round button next to it) and click Hide.
    - Move - select your first icon and click Move Forward.
- Customize: Modify layout
    - Change an icon.
        - Select an icon; choose Edit under Actions – Options:Links.
        - Review the characteristics of the icon that you can change.
        - Change the title of the icon. Update.
    - Spread out icons across the page
        - Actions – Customize: Modify Layout
        - Review what can be changed
        - Under Number of Columns, choose 6. Update.

Syllabus

There are two ways to add a syllabus to a course. You can build it within the WebCT course itself by using the Syllabus Tool and filling out a brief form for each section of the syllabus. Using the Syllabus Tool ensures that the page design is accessible by users that use automated readers to compensate for low vision or other disabilities. There is limited ability to customize the format, and it is not exportable or portable to other courses.

If you have already composed the syllabus, you can convert the file to a web page (HTML) or plain text (.txt) and upload it to the course. Accessibility is not guaranteed with this method, but you control the format.

Upload an Existing Syllabus

- Create your syllabus in Word or FrontPage.
    - If it is a web page, simply upload the .htm file.
    - If the syllabus is in Word, convert it to .htm - make a second copy using the Save As command. The best choice in the Save as Type menu is filtered web page, which removes features that make the file size large.
    - If you need to change the syllabus later, make the changes in the Word document and then re-save it as a filtered web page.
- Add a Syllabus tool to the home page of your course or module if you have not already done so.
    - In your WebCT course, go to Add Page or Tool (right panel)
    - Go to Course Content; choose Syllabus
    - Enter a title, such as Syllabus
    - Add it to the Course Menu and Homepage
    - Click Add
- Click the new Syllabus icon on your homepage
- Under Actions, Syllabus Source, choose Syllabus file.
- Click Browse
- Under Upload File, choose Browse again to select the file from your computer or network drive.
- At Upload to, choose the folder in WebCT where you are placing files related to this course. (You should create a specific course folder by going to Manage Files, but for training purposes, you can use My Files.)
- Click Upload
- When the uploaded file is visible in MyFiles, click the checkbox next to it to select it.
- Click Add Selected (bottom of screen) to return to the syllabus screen.
- You should see the filename now in Current File. Make sure the Filename that is now listed is correct and click Update.
- Go to the View tab to see the syllabus displayed as students will see it. (If you did not convert it to .htm, students will need to Open or Save it before seeing it.

Use the Syllabus Tool to Create a Syllabus

The Syllabus Tool lets you create a syllabus in the WebCT course itself. The format is accessible to reader devices that convert visual symbols to sound.

- If you have not yet added a Syllabus tool icon on the home page of your WebCT course, then
    - Go to Add Page or Tool (right panel)
    - Choose Syllabus; enter title, add to Menu and Homepage, click Add.
- Click the new Syllabus icon; at right, under Syllabus Source, choose Syllabus Tool.
- The area called Options:Syllabus Tool appears. In the drop-down menu there, choose a section you wish to include, such as Course Information, and click Add.

- Fill out the form that will create the given section.
    - Note that you can rename the section itself in the first field, which makes it possible to use it for other purposes.
    - Enter the information in the form fields. Fields marked with a red asterisk are required. Other fields do not display if left empty.
    - At the end of the form, click Add.
- "Active" is the default setting. Any syllabus section can be made inactive if it is not needed for a particular section or offering of the course. Inactive sections do not display. Click Update if you change this status.
- Choose another section and repeat.
- If you need a section that is not listed, choose Custom from the list.
    - There is no standard place to enter the number of credits of the course. You could use the Custom section or enter it under Course Information after the course number.
    - You can add multiple Custom sections – just change re-add and change the title.
- Sections display in the order created. To change the order, click Move item up or Move item down in the panel on the right.
- To edit a section,
    - Click the name of the section – e.g., Course Information.
    - Edit the fields. Click Update.

Course Content

There are several ways to add content to a WebCT course.

1. Single Pages

Long or short readings or presentations can easily be added using the single page tool. Be aware, however, that long readings on a single page require constant scrolling and may lose the reader's attention.

- The document can be in the original format (Word, Excel, PowerPoint, .pdf) or converted to a web page (see Syllabus Tool above). A Word document may be easier for students to save to their own computer or print than an HTML document. An HTML document may be easier to read on the web.
- Upload the file to My Files or a course subfolder. As you accumulate materials for different courses, subfolders help you organize.
    - Click Manage Files (in Designer Links or Control Panel)
    - In right panel, choose Options: Folders/Create Folder
    - Enter the name and location of the folder, and click Create.
    - Use the commands at right to upload, copy, move, etc.
- Choose Add Page or Tool.
- Choose Pages/Single Page.
- Under Enter the information, click Browse to find the uploaded file.
- Complete the remaining steps.
    - The option Open in: New browser window helps users know where they are in the course, differentiating between a file and the course itself.
    - In this option, it is also helpful to check Show navigation buttons so students are less likely to use browser buttons.
- Use the View tab to preview.

2. URL Tool

Tools can also be created for URL's that you want students to read or explore.

- Go to Add Page or Tool
- Under Pages, choose URL
- Enter a title and URL
    - It is advisable to choose "Open in: New browser window." The student will be more aware that the web site is not part of the course but rather is external reference material. This can also reduce the likelihood of failing to log out.
    - It is also possible to omit the icon; see Organizer Pages below for uses.
- Complete the rest of the steps and click Add.
- Preview using the View tab.
- To modify, click the URL icon, make changes, and click Update.

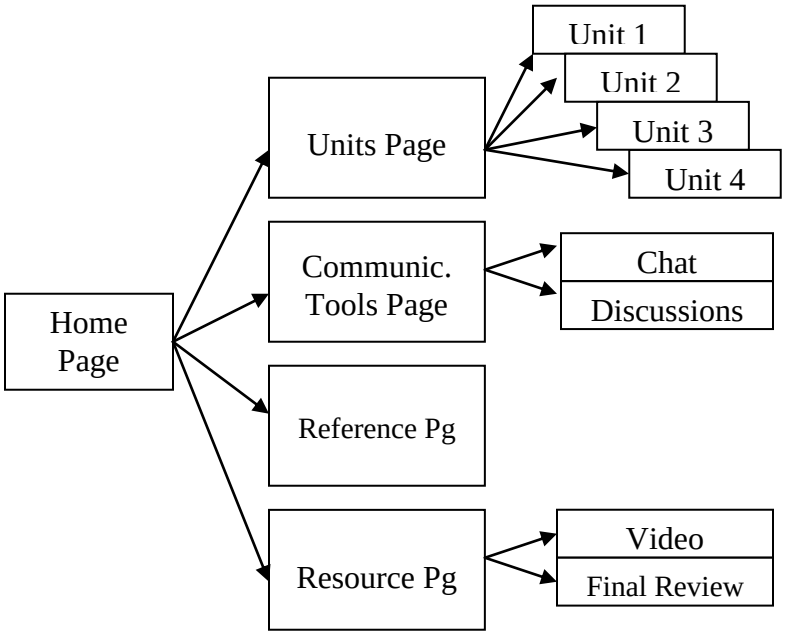
3. Organizer Pages Reduce Clutter

By now your homepage and course menu are becoming cluttered with many tools and links. The more content links you add, the more confusing it will be for students to find what they need.

Organizer pages act like an outlining tool, making it possible to create sections within your course. Here are examples of possible organizer pages:

- Communication tools
- Course units
- References (including lists of URL's). In this way, fewer links are displayed on the homepage.
- Learning resources (streaming video, etc.)

Thus, each link on the homepage leads to a set of related links on an organizer page.



To create organizer pages and arrange your course contents and tools

- Choose Add Page or Tool.

- Under Pages, choose Organizer page.
- Enter a title, such as References.
- Show the link on both the Course Menu and on the Home Page.
- Click Add.

When you click the new References icon, you see an essentially blank page. As you did with the home page, you can now add text blocks and tools, customize the page appearance, etc.:

- For now, add 3 URL tools to your References page (any 3 URL's)
    - Add them with icons
    - List them on the Organizer page called References and the Course Menu
    - Choose Open in New browser window
    - Test them in View tab
- Now click on each URL icon and change the settings - under Link appearance, remove the check beside Link shows icons
- On the References page, choose Modify layout (right panel)
    - Change the text alignment to Left
    - Change the number of columns to 1
    - Update

If you have tools on the Homepage that you want to move to an organizer page, create the organizer page as above, select the tool on the Homepage, choose Move to, select the page, and click Move.

Course Menu

Your course menu still shows the listing for both the Organizer page References and each URL. To simplify it, you have two options:

- Indent the URL's under the Organizer page
    - Go to Course Settings (in Designer Links or Control Panel)
    - Choose Edit Course Menu
    - Under Course Menu Links, check the 3 URL's
    - Under Actions/Organize, click Indent, leaving it on More
- Remove the URL's from the menu, leaving only References
    - Repeat the first 3 steps above
    - Under Actions/Options, select Delete Link

Discussions

Participate in a discussion

- Open your instructor's course LH 101 in My WebCT.
- Click Discussions icon (or Tools/Discussions)
- Click topic (thread) Online Learning.
- To see all messages in this "thread," click the green arrow next to the subject "Effectiveness of Online Learning."
- To read the original message, click the magnifying glass button next to the subject
- Read and reply (click Reply) to this message
- Click Update Listing to see recent responses
- Reply to another participant's response
- Create your own message about online learning effectiveness - click Compose, choose Online Learning topic, create a related subject, enter a message, and update listing.

Common problems

- When the goal is to respond to a particular message in a discussion thread, be careful to reply to that message, not to a different message. Explain this to students, too. Students may respond to each other instead of to the instructor, or vice versa, or create a new subject instead of replying.
- Netiquette – need to address civility on the web. The less threatening atmosphere of the web can reduce inhibitions.

Advantages of Threaded Discussion

- Less threatening for some students than classroom discussion
- The asynchronous nature of online discussions accommodates different schedules
- Asynchronous discussion allows time for greater thought and preparation of answers
- Answers can be longer than in class
- Provides record of discussion
- Discussion participation can be graded more exactly than in classroom since the instructor has a record and can consider number, length and quality of responses.

Create a Discussion Thread in Your Own Course

- Open your own practice WebCT course
- Click Discussions
- Create a topic (under Actions in right panel)
- Click the topic and then click Compose. (In the message, be sure you chose the right topic and enter a subject line – these organize the threads)
- Preview and post

Chat

Differences from Discussions

- Always synchronous, which makes them useful for
    - Office hours
    - group projects where students need to plan together and collaborate
- Only instructor can read the chat log.
- Only Rooms 1-4 chats are recorded in the log. (If a room name has been changed, chat evidently is not recorded.)

Example

- Go to MyWebCT. Click course LH 101, where you have been added as a student.
- Click Chat icon and Room 1.
- Anyone can start by typing in the Enter Your Message box
- Press the Enter key
- Participants can be viewed in the right panel

Manage Students

If your course starts before the semester (as is CUSP), remind the IDC at least a week before the course starts to create the student list for loading. (The normal practice is to prepare the student lists for loading 1 week before the semester, but that doesn't work for a few courses.)

In Manage Students, the primary function instructors need is to add students to courses. This can be done one by one or by sections.

Adding Students by Section

- Go to Manage Course (from Designer Links or Control Panel)
- Choose Manage Students/Add or Import Students
- Under Add Multiple Students, enter the CRN number of the course section.
- Click Select. The students are added.
- Unless you wish to communicate with students before the course starts, it is best to wait till the start of the semester so that the list you add is as correct as possible.

Updating Students by Section

- Avoid the Synchronize button in the Manage Students area. Once you add your students, and the drop-add period has passed, it is tempting to use the Synchronize button to update your existing list, but it overwrites the current list and can cause problems. Check with the Helpdesk before doing so.

Adding Individual Students

- If you do not have the student WebCT ID, go to the IUP Directory (link from IUP home page or http://search.people.iup.edu/).
- The WebCT ID is the same as the network username and is listed at the end of the person's Web Site address in lower case letters. Example: http://www.people.iup.edu/lbowser would use lbowser as the username
- Go to Manage Course/Manage Students/Add or Import Students
- Go to Add one student at a time
- Enter the student WebCT ID (network username)
- Click Add.
- For purposes of the workshop, you can add another instructor as a student to your course.

Quizzes

A quiz or questions on the quiz cannot be modified if there are student records for the given quiz. (Need to delete them or reset the course. See Using a Previous Course.)

There are several ways to create a quiz. You can start either from the Question Database or from the quiz.

1. create new questions for the Question Database and add them to a quiz.
2. create a quiz, which automatically adds the questions to the question database
3. use an old quiz as a template and modify its questions or delete and add questions

Create New Category in the Question Database

- Quizzes/ Question database/ Actions/ Options: Category/Create Category
  (If you have created no quizzes yet, create a Quizzes tool by going to Actions, Control Panel, or Designer Links – Add Page or Tool)
- Create Category "Intro to IUP " (Our purpose is to introduce students to important or interesting facts about IUP. If they are students on campus, you could ask questions about buildings, offices, or IUP symbols. If they are students in an online program, you could to base your quiz on program information, IUP symbols, or course policies.)

Create Questions

- Actions/Options: Question – choose type of question – select Multiple choice
- Go
- Make sure the question is in the correct category (here – Intro to IUP)
- Enter Title of Question – e.g., "Sutton Hall" (will not display on quiz but identifies question in question database)
- Enter the question
- Accept all the defaults
- Enter each possible response
- For the correct response, check Correct answer, and enter 100% for the Value
- Optional: Enter feedback on each response
- Save
- Repeat

Create a Quiz from Scratch

- Quizzes/Actions/Options: Create Quiz
  (If you are creating a survey, <u>be sure</u> to pick Create Survey instead – quizzes and surveys use the same tool but have different options and are not interchangeable.)
- Choose "Do not use another quiz as a template"
- Create
- Click Quiz title
- Choose Actions/Options/Add question
- Open the folder of the appropriate category
- Check the questions you wish to select
- Add Selected
- Enter point values under "Points"
- Click Update total.
- Actions/Options/Preview quiz (cannot save or grade)
- Actions/Options/Edit quiz settings
  - Choose among the options for the time, place and manner of delivering the quiz and its results, and Update.
- Edit/add upper textblock – to preface the quiz with an introduction or tips.
- Update

Create a Quiz from a Template

Using this method, you can base a quiz on a previous quiz that you have modified.

- Quizzes/Actions/Options: Create Quiz
- Enter quiz Title
- Choose "Base this quiz on a template."
- Choose the quiz that will serve as the template
- Create
- Modify

Modify a Quiz

- Click title of existing quiz
- Add questions – repeat steps in Create a Quiz or Create Questions above
- Delete questions
    - Click in the check box next to the question
    - Choose Remove question
- Add question set – select several similar questions that are equivalent in value and content. When placed in a set, one of the questions will be randomly chosen by WebCT from each set each time a student takes the quiz. A security measure.
- Add question alternates – by adding alternates, you are identifying the original question plus the alternate questions as a question set.

Delete a Quiz

- Click the radio button next to the quiz title to be deleted
- Choose Delete under Actions: Options
- There will still be a column in the Manage Students database which would have been used for grades. Go to the Control Panel or Designer Links, Manage Course, Manage Columns. Check the column and choose Delete (on the right).

Resources

WebCT Help is context sensitive.

- Wherever you are in WebCT, clicking on Help will evoke help on that tool or section.

Links from the MyWebCT page.

Getting Started - I can provide a copy of this file. Also available at http://www.iup.edu/irt/WebCT-CE4.1-GettingStartedGuide.pdf

The Ultimate WebCT Handbook. $69 but worthwhile. Department might consider buying one that instructors can check out.

Campus

- ITS Helpdesk: 357-4000
- Help on the web: http://www.iup.edu/itsupportcenter/helpform.shtm Sun – Thursday, 6 p.m.-11 p.m. (both faculty and students)
- HHS Helpdesk - http://www.hhs.iup.edu/helpdesk/
- Brian Carothers at 7-7844, Brian.Carothers@iup.edu can help with fully online programs or complex problems.

Appendix A - Logging in to WebCT Courses

Note: You need your IUP Network username to log into WebCT. If you do not know it, this is what you need to do:

1. Go to www.iup.edu/webct
2. At this page, click on the link "IUP Directory" (4th line down)
3. Enter your first and last name in the appropriate boxes
4. Click "Search" (near the bottom of the page)
5. Your IUP Network username is displayed under heading "Web Site:"
   Example: http://www.people.iup.edu/**username**

The first time you login to WebCT, you may see an alert window informing you to "Change Password" and "Create Login Hint". Once you return to your WebCT account, you can click on the button "Password Settings" at the top of the screen, change your Password and update your Login Hint anytime. Your username will always remain the same.

Step by Step

1. You must have access to a computer with an Internet connection
2. Use **either** Internet Explorer or Netscape Navigator
3. Type in the web address www.iup.edu/webct
4. At the IUP WebCT homepage, scroll toward the bottom and click the link "Log in to myWebCT"
5. A page appears asking you for your "WebCT ID" and "Password".

6. On the field that asks for your "WebCT ID", enter your IUP Network username. Your IUP Network username is the letters (in lowercase) used at the end of your IUP website address. Type them in lowercase and leave out "http://www.people.iup.edu/".
7. Tab to "Password" and enter the same letters
8. Press the Enter key or click "Log in"
9. Your personal "myWebCT" homepage should now appear
10. Click on the course title "LRNC 150" located on the left

Please note that you will not have access to a course until the course starting date.

For problems with logging on to URSA or WebCT, contact the Helpdesk at 724-357-2198 or student-helpdesk@iup.edu. The Student Technology Service website address is: www.iup.edu/ats/sts.