Part 3

Uploading and working with WebCT's File Manager and Student Management This section covers:

- Saving Word document files
- Uploading Files
- Adding a Dummy Student
- Modifying WebCT's gradebook and releasing results to individual students
- Saving PowerPoint file (if time allows)

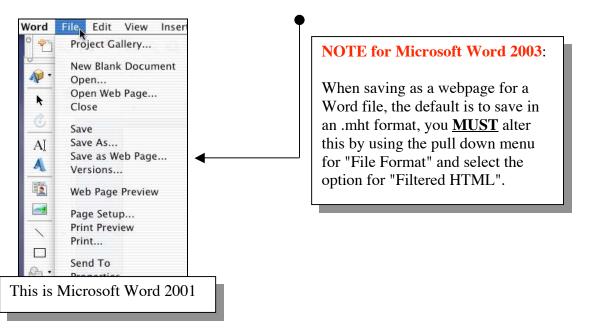
Saving Word & PowerPoint Files

WebCT will accept various file formats including image, zip, document, rich text, powerpoint, plain text (*text format is used mostly for importing*), etc. It is what you plan on doing with these files that depict which format they should be in.

If students are to view a file directly online they need to be in an Internet compatible format such as HTML (*Hypertext Markup Language*). If you want students to download files they could be in their original document format such as .doc, .xls, .ppt, etc. ***Rich Text Formatted files appear to be the most generic for document files*, allowing both Word Perfect and Microsoft Word to open the file.

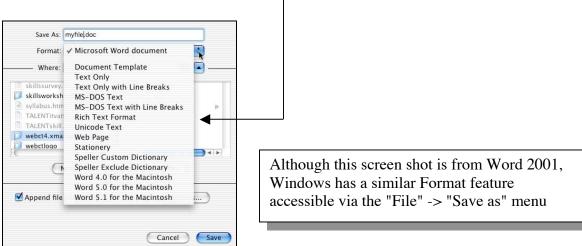
Saving as HTML or Web Page

Most word applications allow for saving in multiple file formats via the File menu. To save a document or powerpoint file in HTML format go to "File" -> "Save as Web page" or "save as HTML" depending on the version.



Saving in another file format for Word Files

To alter a format from the default of .doc or a document file to .txt (Text File) or .rtf (Rich Text File) in Microsoft Word go to "File" -> " Save as" and use the "Format" pull down menu to make a selection.



Uploading Files

Files can be uploaded in a variety of ways:

- in the "Add page or tool" process using "Browse" -> "Upload" (shown in Manual Part 1)
- directly from the Manage Files area
- using Web DAV (shown in Manual Part 5)

To upload a file directly to the Manage Files (*where course files are stored and managed*) of a WebCT course select "Control Panel" from any location inside WebCT.



Select the button for "Manage Files".

View Designer Op Homepage > Basic Contr	· · · · · · · · · · · · · · · · · · ·			
Basic Control Panel	Expanded Control	Panel		
Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Add tools to your course to evaluate, communicate with, and	Customize the Homepage and change course content.	and organize the files in your course.		Change the appearance and behavior of your course.
provide course content to students. Develop course content for students with Tools such	Update the student view of the Content Modules in your course.			
as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Update student view			

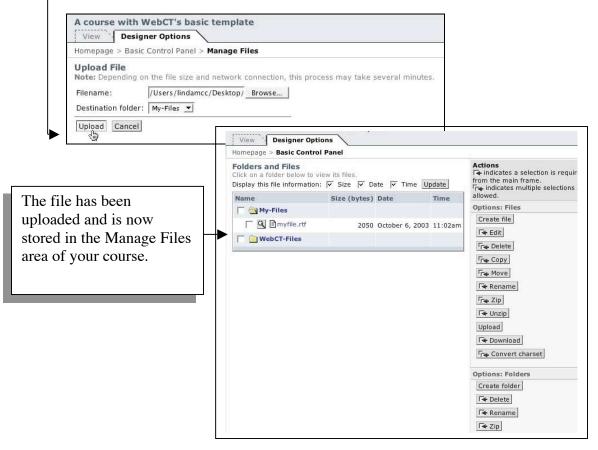
Manage Files overview Folders and Files:

<u>My-Files:</u> contains all uploaded course files which can be deleted and modified <u>WebCT-Files:</u> contains shared files such as banners and images and cannot be deleted

Homepage > Basic Control Panel > Manage	Files			
Folders and Files Click on a folder below to view its files. Display this file information: 🔽 Size 🔽 [DOOL IN THE OWNER	and a state of the second	Actions ¬↓ indicates a selection is required from the main frame. ¬↓ indicates multiple selections ar allowed.	
Name	Size (bytes)	Date Time	Options: Files	
WebCT-Files			Create file F Edit Fr Delete Fr Copy Fr Move F Rename Fr Zip F Unzip Upload	
			Image: Property Convert charset Options: Folders Create folder Image: Property Convert charset Image: Property Convert Image: Pr	

A course with WebCT's basi	ic template			
View Designer Options Nonepage > Basic Control Panel >	Manage Files			
Folders and Files Click on a folder below to view its f Display this file information:	iles.	Update	Actions I ← indicates a selection is required from the main frame. I → indicates multiple selections are	
Name	me Size (bytes) Date Time		allowed.	
My-Files			Options: Files	
WebCT-Files			Create file	
			F# Edit	
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			irse with WebCT's basic to	amplate
		View	Designer Options	
		Homep	age > Basic Control Panel > Ma	nage Files > Upload File
		Unlos	ad File	
				etwork connection, this process may take several minut
		Laurent can		
		Filenai	me: /	Browse
		Destin	ation folder: My-Files 💌	
		Uploa	d Cancel	

Locate and select desired file on local computer and click the "Upload" button to finish the process.



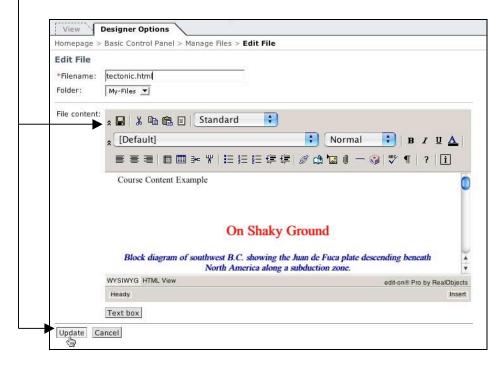
Preview

To preview a file uploaded to Manage Files click on the magnifying glass icon.

Folders and Files Click on a folder below to view its files. Display this file information: 🔽 Size	Actions □ + indicates a selection is required from the main frame. □ - + indicates multiple selections are			
Name	allowed.			
T 🔄 My-Files				Options: Files
🔽 🖳 🗋 classlisttest.txt	49	September 29, 2003	2:57pm	Create file
C Smobydick_question.doc	20480	September 18, 2003	5:16pm	F- Edit
	11850	September 18, 2003	5:16pm	Fri∉ Copy
🔽 🖾 mysteryrock2.jpg	8996	September 18, 2003	5:16pm	Ta Move
🖵 🔍 🖹 mysteryrock3.jpg	15489	September 18, 2003	5:16pm	A Rename
🔽 🖳 🖹 tectonic.html	2277	September 29, 2003	3:02pm	Tit Zip
🔽 🖾 van10m.jpg	33424	September 18, 2003	5:16pm	F Unzip
WebCT-Files				Upload
				T+ Download
				Tre Convert charset
				Options: Folders
				Create folder
				F+ Delete

Edit

To edit a .html, .txt or .rtf formatted file click on the file title. You can choose to use the HTML editor to edit an HTML file remembering to select the "Floppy" icon (Mac only) to save and then "Update".



Creating/Editing html file Tip:

For major editing you can choose to use a pay for HTML editor such as Adobe GoLive, Macromedia DreamWeaver or a free editor such as "Netscape Composer".

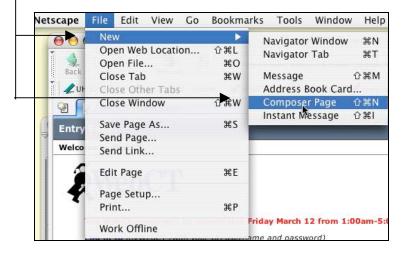
Netscape Composer is part of the Netscape Communicator browser 7.x which can be downloaded from the following archived URL (NOTE: the newest version of Netscape <u>DOES NOT</u> come with composer):

http://browser.netscape.com/ns8/download/archive.jsp

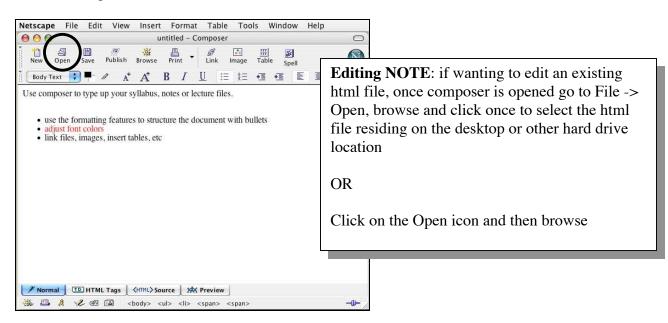
You can either develop an html file directly within Composer or use it to edit an html file produced from a word application.

To create Composer file:

In Netscape (7.x), go to File, select New and choose "Composer Page".

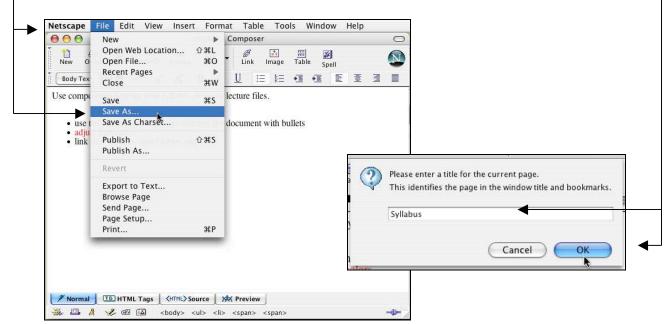


Use the Composers features to create the file such as bullets, italics etc.



To Save Composer file:

Go to File, Save As and type in the name of the file which will show up in the Browser window (this is NOT the file name) and click OK.



Locate an area on you local computer to save the html file which would then need to be uploaded and linked in your course using the Single page or Content Module tool (*refer to Manual Part 1 or Part 4*).

	Save Page As	
Save As:	Syllabus.html	
		•
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Desktop	composer3.jpg composer4.jpg	
 Iindamcc Applications Documents Movies Music Pictures 	Copyright.html Copyright.html DW Workshop ▷ DW2004workshop ▷ hokuchan.html htmltidy.pdf	
Format:	HTML Files	
(New Folder)		(Cancel) Save

Adding a Dummy Student

Placing a "dummy" student in a course makes working with the management area easier, allows one to view the course as a real student and work with tools that do not function in the Designer view.

To add a dummy student go to http://webctsupport.hawaii.edu and log in with your UH username and password.



Once fully logged in select the link for "Manage accounts on facultywebct.hawaii.edu development server".

WebCT Supp	ort	NOTE : the same can be done for any/all courses you have on the
Hello Linda! Click on the "Logout" button to end this session. Logout	Tools & Resources Note: The development server is meant for faculty/staff to develop their cours not an instructional server (<i>no student accounts</i>). A separate request (<i>with sp</i> required each semester for an account on our instructional server that is linke student information system. When a course is enabled for the semester and fa their course content available for the course, faculty may upload content deve development server onto the production server.	Instructional server, just select the link for "Manage accounts on webct.hawaii.edu (wct01) production/instructional server"
	Request a new or additional development space Request a new or additional instructional space Manage accounts on webct.hawaii.edu (wct01) production/instructional se Manage accounts on facultywebct.hawaii.edu development server How to export your final grades to Banner FAQ: End of semester topics New: Info for Fall 2004 8/16/04	rver

Click on the "Update SV" button and wait.

WebCT Supp	port
- Home Click on the "Logout" button to end this session. Logout	Manage accounts on facultywebct.hawaii.edu "Student View" Accounts Faculty/Staff developing their content have often found a test student account to be useful in previewing what a student will see when in their course. You can populate all of the courses that you have designer access to in one step by clicking on the "Update SV" button below. The username and password to use to log into the "student view" account is an underscore before your UH username (the understand) along with your UH password as the password. Update SV

The button should disappear and be replaced with the following text:"No updates required. All "student view" accounts created. If this does not occur please send an email to webctsupport@hawaii.edu.

WebCT Supp	port
- Home Click on the "Logout" button to end this session. Logout	Manage accounts on facultywebct.hawaii.edu "Student View" Accounts Faculty/Staff developing their content have often found a test student account to be useful in previewing what a student will see when in their course. You can populate all of the courses that you have designer access to in one step by clicking on the "Update SV" button below. The username and password to use to log into the "student view" account is an underscore before your UH username (e.guhusername) along with your UH password as the password. No updates required. All "student view" accounts created.

To log in as a dummy student use an "_" (underscore) before your UH username and regular password. Make sure to log out prior to logging back in as a Designer/faculty.

Working with Student Management

Student Management allows the instructor to manage and modify the student database or gradebook, adding columns and inserting grades.

To access the Student Database, enter the designer course and go to "Control Panel" (*located in the upper left hand of the page*) from any location in the course, and select "Manage Course".

View Designer Op Homepage > Basic Contr	``````````````````````````````````````			
Basic Control Panel	Expanded Control I	Panel		
Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such	Customize the Homepage and change course content.	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Change the appearance and behavior of your course.
	Update the student view of the Content Modules in your course.			
as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Update student view			

Overview of Manage Course

Manage Course has the following main areas:

A course with WebCT's advanced template View Designer Options		access Student Database
Homepage > Basic Control Panel > Manage Course		Manage Teaching Assistants:
Manage Course		use to add and manage TA's
Manage Students	Backup Course	Track Students: use to track
You can manage student information and grades. Import students View some students Search records	You can save and restore yo Create backup Upload backup	students access times/dates and
Change settings	Share Designer Access	course areas
Manage columns Show update log	You can give other designers	Track Pages: used to track
		students progressing through
Manage Teaching Assistants	Reset Course	
You can manage teaching assistant information. Add or Import TAs	You can remove all user data course.	content modules
View some teaching assistants Search records		Backup Course: use to backup
Change settings Manage columns	Import Content	download, upload and restore
Show update log	You can import IMS content	course
Track Students	Export Content	•••••••••
You can view how often students are viewing Content Module	You can export IMS content	Share Designer Access: use to
pages and Discussions postings.	roa con export in a content	add a co-designer
View some students Search records		e
Set number of students per page		Import Content: can be used to
Track Pages		import e-packs

In order to access the Student Database or gradebook, click on the header for "Manage Students".

Overview of Manage Students

Manage Students contains the following Actions (some features may not be accessible):

• Options: Records

Use pull down menu to view, search, copy, paste and download student records

• Options: Advanced

Use pull down menu to deny selected student access, edit password and delete record.

• Options: Organize

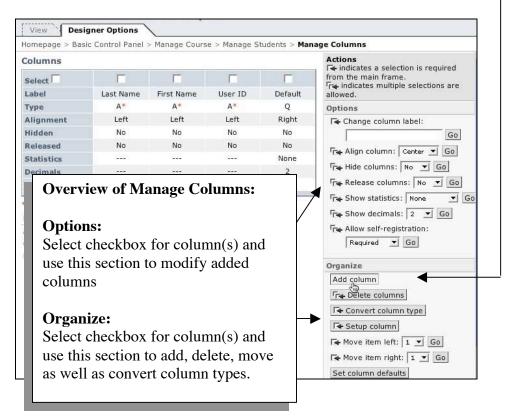
Use pull down menu to access, add and modify student database columns.

Homepage > Basic Contro	Panel > Manage Course > Mar	age Students		
Manage Students				
Actions				
Options: Records	Options: Advanced	Organize		
- Select action - 🔄 🦉	0 - Select action - 🛛 📕 G	0 - Select action - 💌 Go		
	_ ,			
	o - Select action -	1	Default	Student names and
Page: All 🗾 🛛 🔺 🕨	Records 1 - 1 of 1 [Total: 1	1	Default Submissions Graph Out of 40.00	Student names and columns are listed

To add a column

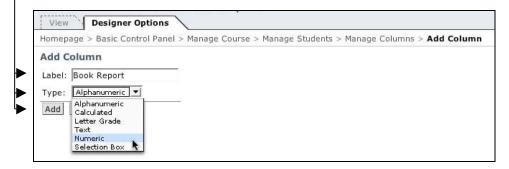
To add a new column to the gradebook use the pull down menu under "Organize" and select "Modify columns", and click the "Go" button.

Homepage > Basic Control	Panel > Manage Course >	Manage S	udents			
Manage Students						actor may choose to add a
Actions					column f	for assignments done
Options: Records	ons: Records Options: Advanced Organize		ganize			of WebCT or for scores
- Select action - 🛛 💌 🖸	- Select action -	and internet internet	Select action - 🔽 Go			ciated with any of the
Page: All 🗾 🔹 🕨	Records 1 - 1 of 1 [Tot	CH Ma	ange settings nage columns ow update log		WebCT	5
Last Name	First	Name	User ID	Default		
Edit	Edit			Submissions Graph Out of 40.00		



Select the "Add column" button located under the header for "Organize".

Enter a title/label for the new column (*in this case it is called "Book Report*"), use pull down menu to choose "Numeric" for column type and click the "Add' button.



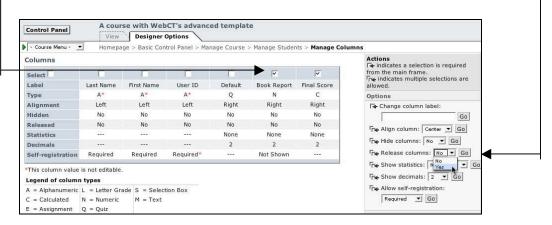
Now lets go through this same procedure again...select "Add column", enter the title "Final Score", choose "Calculated" for column Type and click the "Add" button.

To have a better view of the newly added columns and expand the screen select the green triangle next to "Course Menu".

Control Panel	A course wit	h WebCT's ad	vanced tem	plate			
	View Des	igner Options					
🝸 Course Menu	Homepage > Ba	sic Control Panel	> Manage Cou	rse > Manage	e Students >	Manage Colun	ns
Homepage Course Content	Columns						Actions
Syllabus Calendar	Select						from the main frame.
Content Module	Label	Last Name	First Name	User ID	Default	Book Report	
Glossary Search	Туре	A*	A*	A*	Q	N	Options
Compile	Alignment	Left	Left	Left	Right	Right	F Change column label:
Communication		61.0	615	6147	61-	61-	

Release Columns

When a new column is added it needs to be released for eventual viewing by students. Select the checkboxes on top of each new column you would want students to view, over to the right under "Options" use the pull down menu next to "Release columns:", select "Yes", then click "Go".



Edit Columns

To edit a column to either add a score, letter grade or create a formula select "Manage Students" from the Breadcrumbs, scroll over to the column you wish to edit and depending upon column type click on the link for "Edit" (*for numeric*) or "Formula" (*for calculated*).

or NUMERI	C: •					
View Designer Opti Homepage > Basic Control	· ·	Manag	Chudonto			_
Manage Students	Paner > Manage Course	: > manage	Students			
Actions						
Options: Records	Options: Advanced	i i	Organize			
- Select action - 🗾 🖸		<u>▼</u> Go	- Select action - 💌 😡	↓ ↓	Click the "Ed	lit" link
Page: All 🗾 🛛 🔹 🕨	Records 1 - 1 of 1 [Total: 1] User I	D Default	Book Report	Final Score	
Edit	Edit	<u>User 1</u>	Submissions Graph Out of 40.00	Edit Coph	Formula Graph Out of	

Enter in an "Out of" score as well as individual student grades for the given assignment, click "Update" button when done.

	igner Option sic Control Pa	<u> </u>	lage Cour	se > Manage Students	> Edit Column Values	-
Edit Column \ Update Cance						
Last Name	First Name	User ID		Book Report	Final Score	
Demo Account	Student	student		7d -		
Update Cance	1			- 20 - 20		

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For CALCULATED:

Homepage > Basic Contr	ol Panel > Manage Cours	e > Manage S	Students		
Manage Students					
Actions					
Options: Records	Options: Advanced	d Or	rganize		
	target I	and Report	<i><u>OIL 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1</u></i>		
- Select action - ▼			Click the "F	ormula" link	< \
			Click the "F	ormula" link	K Final Score
Page: All 💌 🔹 🗼	Records 1 - 1 of 1 [Total: 1]			

Use the pull down menu next to "Column:" to choose a single column to add, click "Insert" button to add to calculator.

ера	age > B	Basic Cor	ntrol Par	nel > Manage Course > Manage Students > Calculation Editor
nula		Editor	Final	Score
()	CE	C	Column: Book Report 🔽 Insert
()	CE 9	с /	Column: Book Report V Insert Function: maximum V Start list Next item End list
(7 4) 8 5		C / *	Column: Book Report V Insert Function: maximum V Start list Next item End list
-		9	1	Column: Book Report Insert Function: maximum Start list Next item End list

Use the + sign button on the key pad, choose the next column from the "Column:" pull down menu to ADD, select "Insert", then "Update" when done. For the purpose of this manual we want to add the "Book Report" column and a "Default" quiz to equal our Final Score.

	e an the the second	Options	
			el > Manage Course > Manage Students > Calculation Editor
Calculation Formula:	Editor	: Final S	core
[Book Report	:]+[Defau	ilt]	
()	CE	С	Column: Default <u>Insert</u>
7 8	9	1	Function: maximum 🗾 Start list Next item End list
4 5	6	*	▲
1 2	3	1940 - J	Min and Max Function for Calculated columns
0		+	
Update Car	ncel		Examples of when one could choose to use the minimum and or maximum features:
			1. If an instructor has some sort of grading scheme in their courses where students can attempt different assessments, for example, a written assignment and a test with the mark earned for that part of the course to be the highest of the two.
			2. The instructor assigns 11 quizzes in a course and the lowest result is removed when calculating the overall quiz score.
			3. Use these features to leave out the maximum and/or minimum score of a total by using something like
			sum(a,b,c,d)-min(a,b,c,d)-max(a,b,c,d) - with a, b, c, and d being columns listed in the student database

The Final Grade score adds both columns for a final score of 100.

Homepage > Basic Control Pa	anel > Manage Cours	se > Manago	e Students		
Manage Students					
Actions					
Options: Records	Options: Advance	ed	Organize		
- Select action - V Go	1	1000			
- Select action - 🔄 🖸	- Select action -	.▼ Go	- Select action - 💌 🖸		
Page: All 🗾 🕴 🔺 🗎	- Select action - Records 1 - 1 of 1 <u>First Name</u>			Book Report	Final Score
	Records 1 - 1 of 1	[Total: 1]		-	Final Score Formula Graph Out of 100.00

Students can view any released column (quiz, assignments, newly added columns) via the My Grades Tool which first needs to be added by the instructor.

ew	Designer Options			
nepa	age			
	To add text to this area o	of your page, click Add uppe	er textblock.	Actions C + indicates a selection is required from the main frame.
	-	~		🤻 Use Homepage Wizard
				Options: Links
C	Course Content and Related Materials	Communication Tools	Study To	Add page or tool
	To add text to this area o	of your page, click Add lowe	er textblock.	G Reveal
				C Specify selective release
				C+ Move backward
				C Move forward
				C+ Move to organizer page
				C Move to Course Menu
				C+ Copy to Course Menu

To Add My Grades (from the Homepage) select "Add page or tool" button.

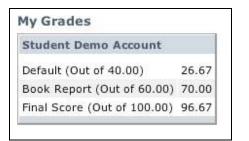
Choose the link for "My Grades".

View Designer	Options			
Homepage > Add Pag	je or Tool			
Add Page or Tool Select a page or tool t	o add to your course.			
Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page 🛛 🕀	Syllabus 🥀	Discussions 🥀	Quizzes/Surveys	My Progress
Single Page	Content Module 🛛 🤻	Mail 🤤	Self Test	My Grades
URL	Glossary	Chat 🥀	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar 🥀	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

Enter a title, choose a location for link (*course menu and/or organizer page for Homepage*) and click "Add" when done.

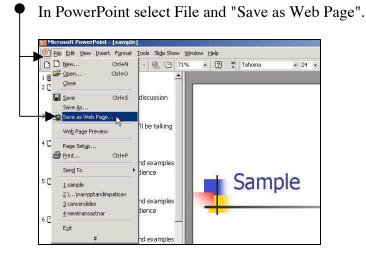
View Designer Options	\
omepage > Add Page or Tool > .	Add My Grades
Add My Grades	
1. Enter a title for this item:	My Grades
2. Decide where to show the li	erdicz own ex
	visible on all pages. Link will appear as
 On an Organizer Page: 	Provide the second s
	Course Content and Related Materials
🔽 Link shows icon (s	Study Tools el Homepage
 Use default ic 	.on
 Use default ic Use custom ic 	
	con
C Use custom ic	Browse

When students select "My Grades" they have access to their grades only.



Saving PowerPoint Files:

The most compatible PowerPoint version for working with WebCT is 97/98 with the newest versions (2001, 2000, 2003) needing setting adjustments to become more user friendly.



Click on the "Publish" button (you may also want to verify that your "File name:" has no spaces it in).

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History My Documents	narrppt-imp	er Places ver Workshop						
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	Page title:	Save a copy and co		atents	Publish	<u>}</u>		
				atents	[<u> </u>	2ovc	_

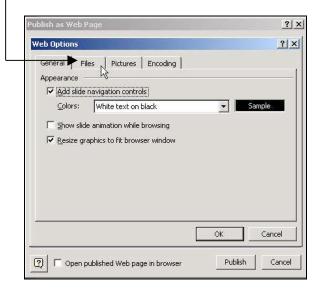
Select the radio button for "Microsoft Internet Explorer or Netscape Navigator 3.0 or later".

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Micros	oft Internet Ex	plorer or Netscape Na	vigator 3.0 or la	ter
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Select the button for "Web Options...".

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Display speaker notes	5	Web O	ptions
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Microsoft Internet Ex	plorer or Netscape Navigati	or 3.0 or later	
C All browsers listed ab	ove (creates larger files)		
Publish a copy as			
Page title: PowerPoint P	resentation	c	hange
		esktop\sample. Bi	rowse

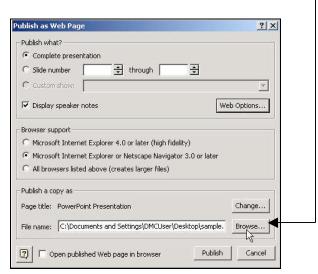
Go to the "Files" tab.



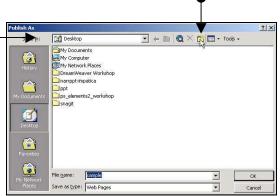
DESELECT the option for "Organize supporting files in a folder" and click the "OK" button.

b Options			<u>? ×</u>
Seneral Files	Pictures Encoding		
ile names and loca	tions		
	orting files in a folder		
1.2	ames whenever possible 🖌		
Update links o			
efault editor			
Check if Office	e is the default editor for We	b pages created in Offic	e
		OK C	ancel
		ОК	ancel

Select the "Browse" button.



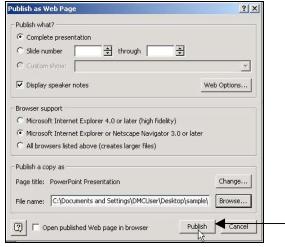
Locate an area on the computer to save the folder (my Documents or Desktop) and select to the "Create new Folder".



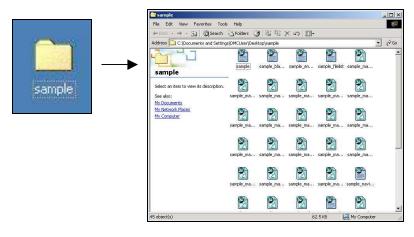
Give the new folder the same name as the presentation (no spaces) and click "OK".

Save in:	📝 Desktop 💌 🖛 🛍 🔕 🗙 🚰 🖽 • Tools •
istory	My Documents My Computer My Network Races DreamWeaver Workshop marppi-inpakica
ocuments	New Folder
24	Current Folder:
(1) Jesktop	C:\Documents and Settings\DMCUser\Desktop Cancel
ieskoop	Name: sample
*	
avonites	
@	The name: Sample V OK
Network Places	Save as type: Web Pages

Click "OK". blish As Sample 💌 🖛 🗈 🔍 🗙 🗂 🖬 = Tools = Save in: **3** ٩ File name: sample OK Cancel * Save as type: Web Pages • Click the "Publish" button.



What will be produced is a SINGLE folder containing multiple files.

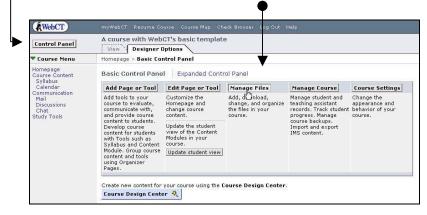


Zipping - other uploading methods are described in Manual Part 6

At this point all the files contained in the folder must be zipped or compressed into a single file for uploading. On Windows, right-click once on the folder and then choose "send to archive". This will produce a single zipped file.

Uploading Files to Manage Files

Log into a Designer course on the Development server (http://facultywebct.hawaii.edu), select "Control Panel" and choose "Manage Files".



Select the "Upload" button.

Control Panel	A course with WebCT's basic te	emplate					
Course Menu	Homepage > Basic Control Panel > Manage Files						
Homepage Course Content Syllabus Calendar		Folders and Files Click on a folder below to view its files. Display this file information: 🔽 Size 🔽 Date 🔽 Time Update					
Communication Mail	Name	Size (bytes)	Date	Time	allowed. Options: Files		
Discussions Chat Study Tools	🗖 🔄 My-Files				Create file		
	🗖 💁 🖹 lecturenotes_nov11.html	488	October 16, 2003	12:24pm	Create Ine		
	🗖 💁 🖻 syllabus_sample.htm	37841	October 16, 2003	12:20pm	Tra Delete		
	🗖 🔄 chat				Fre Copy		
	🗖 🔍 🖻 Room 1.txt	880	October 23, 2003	12:49pm	Tre Move		
	🗖 🦳 test				F# Rename		
	🗖 🦳 testing				Fr¥ Zip		
	🗂 🔛 WebCT-Files				Г Unzip		

Click the "Browse" button.

RWebCT	myWebCT Resume Course Course Map Check Browser Log Out Help
Control Panel	A course with WebCT's basic template View Designer Options
🛡 Course Menu	Homepage > Basic Control Panel > Manage Files > Upload File
Homepage Course Content Syllabus Calendar Communication Mail Discussions Chat Study Tools	Upload File Note: Depending on the file size and network connection, this process may take several minutes Filename: Browse Destination folder: My-Files J Upload Cancel

Locate the location for the your file (in this case we will upload the PowerPoint zip file), click once to select and click the "Open" button.



Click the "Upload" button.

Control Panel	A course with WebCT's basic template View Designer Options
🛡 Course Menu	Homepage > Basic Control Panel > Manage Files > Upload File
Homepage Course Content Syllabus Calendar Communication Mail Discussions Chat	Upload File Note: Depending on the file size and network connection, this process may take several minute: Filename: C:\Documents and Set Browse Destination folder: My-Files -

Unzipping

Select the checkbox next to the sample.zip file and select the button for "Unzip".

Control Panel	A course with WebCT's basic te View Designer Options	mplate				
Course Menu	Homepage > Basic Control Panel > Manage Files					
Homepage Course Content Syllabus Calendar	Folders and Files Click on a folder below to view its files. Display this file information: V Size	🔽 Date 🔽 T	Actions			
Communication Mail	Name	Size (bytes)	Date	Tim	allowed.	
Discussions Chat	My-Files				Options: Files	
Study Tools	Carl Blecturenotes_nov11.html	488	October 16, 2003	12:	Create file	
Preséntations Sample Module	Sample.zip	32388	October 31, 2003	9:	F* Edit	
	Syllabus_sample.htm	37841	October 16, 2003	12:	Fre Delete	
	广 🧰 chat				Fr Copy Fr Move	
	🦵 🧰 sample				I ← Rename	
	T 🔁 test				Tra Zip	
	T 🔁 testing				T+ Unzip	
	WebCT-Files				Upload	

At next screen select button for "Unzip" again.

The file has been unzipped.

At the point the zipped file can be deleted, it is of no use and takes up space. To delete select the checkbox next to the zip file, over to the right select the button for "Delete".

🗖 🔄 sample		
🗖 💁 🖹 sample.htm	6739	October 31, 20
🗖 💁 🖹 sample_blank_notes.htm	378	October 31, 20
🗖 💁 🖹 sample_endshow.htm	373	October 31, 20
🗖 💁 🖹 sample_filelist.xml	2082	October 31, 20
🗖 💁 🖹 sample_master05_background.gif	3882	October 31, 20
🔽 💁 🖹 sample_master05_image003.gif	227	October 31, 20
🗖 💁 🖹 sample_master05_image004.gif	170	October 31, 20
🔽 💁 🖹 sample_master05_image005.gif	227	October 31, 20
🗖 🔍 🖹 sample_master05_image006.gif	169	October 31, 20
🗖 🖳 🖹 sample_master05_image007.gif	227	October 31, 20
🗖 💁 🖹 sample_master05_image008.gif	171	October 31, 20
🔽 💁 🖹 sample_master05_image009.gif	227	October 31, 20
🗖 🔍 🖹 sample_master05_image010.gif	169	October 31, 20
🔽 💁 🖹 sample_master05_image011.gif	227	October 31, 20

Linking to the PowerPoint to a Presentation Section

Return to the "Homepage" and select the button for "Add page or tool".

Control Panel	myWebCT Resume Course Course Map Check Browser Log Out Help A course with WebCT's basic template View Designer Options	
🔻 Course Menu	Homepage	
Homepage Course Content Syllabus Calendar Communication Multi Discussions Chat Study Tools	To add text to this area of your page, click Add upper textblock.	Actions C& indicates a selection is required from the main frame.
		🤻 Use Homepage Wizard
		Options: Links
	Course Content and Related Materials Communication Tools	Add page or tool
		C Reveal
		Ge Specify selective release
	Study Tools	C Move backward
		C Move forward
	To add text to this area of your page, click Add lower textblock.	C+ Move to organizer page
		C+ Move to Course Menu
		Copy to Course Menu

Select the link for "Organizer" page, add the title "Presentations", check both checkboxes for placing the link on the Course Menu and on the Homepage, and click "Add".

Click on the newly added "Presentations" section.

Control Panel	A course with WebCT's basic template View Designer Options	
Course Menu	Homepage	
Homepage Course Content Syllabus Calendar Communication Mail Discussions Chat Study Tools Presentations	To add text to this area of your page, click Add upper textblock.	Actions (♣ indicates a selection is required from the main frame.
		💐 Use Homepage Wizard
		Options: Links
		Add page or tool
	Course Content and Related Materials Communication Tools	C* Edit
	Course Content and Kelaced Materials	C+ Delete
		C Hide
		C Reveal
		(Specify selective release
	Study Tools Presentations	A Move backward
	To add text to this area of your page, click Add lower textblock.	A Move to organizer page

Select the link for "Add page or tool".

Control Panel	A course with WebCT's basic template View Designer Options	
🔻 Course Menu	Homepage > Presentations	
Homepage Course Content Syllabus	To add text to this area of your page, click Add upper textblock.	Actions (& indicates a selection is require from the main frame.
Calendar Communication		💐 Use Organizer Page Wizard
Mail Discussions		Options: Links
Chat Study Tools		Add page or tool
Presentations	Your page does not contain any links to pages or tools. To add links, click Add page or tool.	C+ Edit
	Prode of Second	C+ Delete
		C+ Hide
		C+ Reveal
		G Specify selective release
	To add text to this area of your page, click Add lower textblock.	A Move backward
		Gt Move forward
		A Move to organizer page
		C Move to Course Menu
		C+ Copy to Course Menu

Choose to add a "Single Page", type in the name of the Presentation (Sample), and select the "Browse" button.

Control Panel	A course with WebCT's basic template View Designer Options		
🔻 Course Menu	Homepage > Presentations > Add Page or Tool > Add Single Page		
Homepage Course Content Syllabus Calendar Communication Mail Discussions Chat Study Tools Presentations	Add Single Page 1. Enter a title for this item: Sample 2. Enter the information for the Single Page. Page filename: Browser window Show navigation buttons 3. Decide where to show the link to this item. On the Course Menu, visible on all pages. Link will appear as text. On an Organizer Page: Presentations Link shows item title Link shows icon (select below) C Use default icon C Use custom icon C hoose icon: Browse 4. Add this item to your course.		

Click once to open the "Sample" folder (*if closed*), select the radio button for to top file in the folder, sample.htm, and click the "Add selected" button.

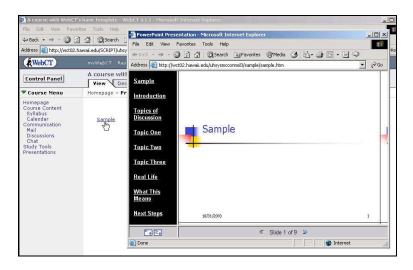
🔄 sample	
🔶 🧿 🖉 🖨 s	ample.htm
C 🔍 🗈s	ample_blank_notes.htm
C 🔍 🗈 s	ample_endshow.htm
C Q 🗈s	ample_filelist.xml
C 💁 🖹 s	ample_master05_background.gif
C 🔍 🗈s	ample_master05_image003.gif
C 🔍 🗈 s	ample_master05_image004.gif
C 🔍 🖹 s	ample_master05_image005.gif
C 🔍 🗈s	ample_master05_image006.gif
then click Uploa	To add a file from your computer, Brow d. Select it in the list above and click Add process may take several minutes.
Filename:	Browse
	15 19 15 15 No.

Y

Select the radio button for "New browser window" and since a course may have many presentations (don't want to find a unique icon for each) just select the checkbox for "Link shows item title", and click the "Add button".

WebCT	myWebCT Resume Course Course Map Check Browser Log Out Help							
Control Panel	A course with WebCT's basic template View Designer Options							
🛡 Course Menu	Homepage > Presentations > Add Page or Tool > Add Single Page							
Homepage Course Content Syllabus Calendar Mail Discussions Chat Study Tools Presentations	Add Single Page 1. Enter a title for this item: Sample 2. Enter the information for the Single Page. Page filename: sample/sample.htm Open in: • New browser window							

Students would click on the "Sample" link and a pop up window would have the presentation.



Adding a PowerPoint to a Content Module

Add a Content Module Tool (*follow directions at the beginning of this manual*), enter the module and click on the "Add file" button.

Control Panel	A course with WebCT's basic template View Designer Options				
🛡 Course Menu	Homepage > Sample Module				
Homepage Course Content Syllabus Colendar Communication Discussions Chat Discussions Chat Study Tools Presentations Sample Module	Table of Contents To edit a page of content, click the page's title. Tip: Select an item in the Table of Contents before you add a heading, file, or quiz, and it will be added directly.	Actions G* indicates a selection is required from the main frame.			
	below the item that you selected.	🕂 Use Content Module Wizard			
		Options: Content Module			
		Update student view			
		Edit Content Module settings			
		Options: Table of Contents			
		Add heading			
		Add_files			
		Create and edit HTML file			
		Add quiz			
		Edit titles			
		C ← Delete			

If needed scroll down the list and click and select the sample.htm file and click the add button.

Control Panel	A course with WebCT's basic template View Designer Options				
🔻 Course Menu	Homepage > Sample Module > Add Files				
Homepage Course Content Syllabus Calendar Communication Mail Discussions Chat Study Tools Presentations Sample Module	Add Files Files located in the My-Files folders in Manage Files are displayed only or all files. To add files that are displayed in the select box, box or to upload new files, click Browse. Show only HTML files in the My-Files folders in Manage Files C Show all files in the My-Files folders in Manage Files Filenames:				
	lecturenotes nov11.htm sample/sample_htm sample/sample_ndshow.htm sample/sample_outline_collapsed.htm sample/sample_outline_collapsed.htm sample/sample_outline_expanded.htm sample/sample_side0001.htm sample/sample_side0002.htm sample/sample_side0003.htm sample/sample_side0005.htm sample/sample_side0005.htm sample/sample_side0005.htm sample/sample_side0007.htm				

Once done remember to "Update Student View" (review Page 13).

Students would click on the presentation title to view.

WebCT	myWebCT Resume Co	urse Course M		Help		
Control Panel	A course with Web		mplate			
🛡 Course Menu	Homepage: > Sample Module					
Homepage Course Content Syllabus Calendar Communication Mail Discussions	Table of Contents 1. <u>PowerPoint Prese</u>	ntation	myWebCT Resume Course Course Map	Chark Browser Lon Out Hal		
Chat Study Tools		Control Panel	A course with WebCT's basic temp			_
Presentations		Course Menu	View Designer Options			
Sample Module		Homepage	Homepage > Sample Module > PowerPoir	tPresentation		
	Course C Syllabus Calenda Communi Mail Chat Study Tor Present	Syllabus Calendar Communication Mail Discussions	Sample Introduction Topics of Discussion Topic One Topic Two Topic Two Topic Three Real Life What This Means Next Steps	Sample		*
					 Slide 1 of 9 	

NEW: for Macintosh users you can now use a freeware utility that will make your PowerPoint Presentation viewable in WebCT.

Saving as a Webpage:

In PowerPoint, select File -> Save as web page that will produce a folder and a single presentation.html file (*it is best to choose a very generic background template for your presentation*).

Download and use the Utility:

Download the WebCT PPT Repair Utility from http://www.hawaii.edu/talent/WebCT_PPT_Repair_Utility.sit and extract the file.

Open the Folder "WebCT PowerPoint Repair Utility", double click on the icon, simply drag and drop the folder which was created during the save as web page process (not the single file) into the utility window.

Once the chime rings then proceed to zip and upload (*follow zipping and uploading instructions described for Windows on page 24* - you MUST zip both the single file AND its associated files folder). To link to the file select to "add a page or tool", choose "single page", browse for the presentation.html file and click the Add selected button.