

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)

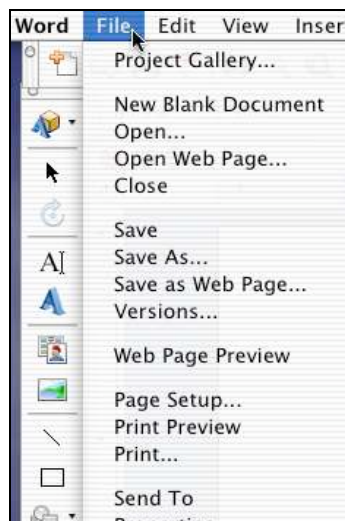
Saving Word & PowerPoint Files

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.



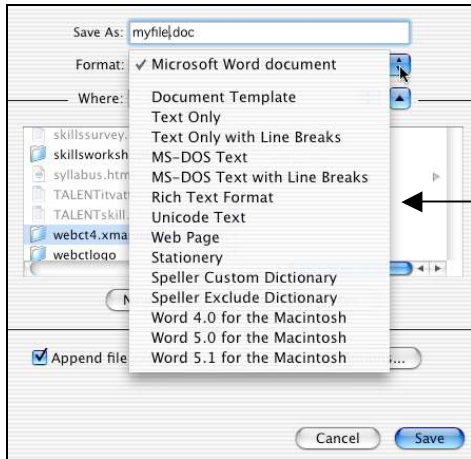
This is Microsoft Word 2001

NOTE for Microsoft Word 2003:

When saving as a webpage for a Word file, the default is to save in an .mht format, you **MUST** alter this by using the pull down menu for "File Format" and select the option for "Filtered HTML".

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.



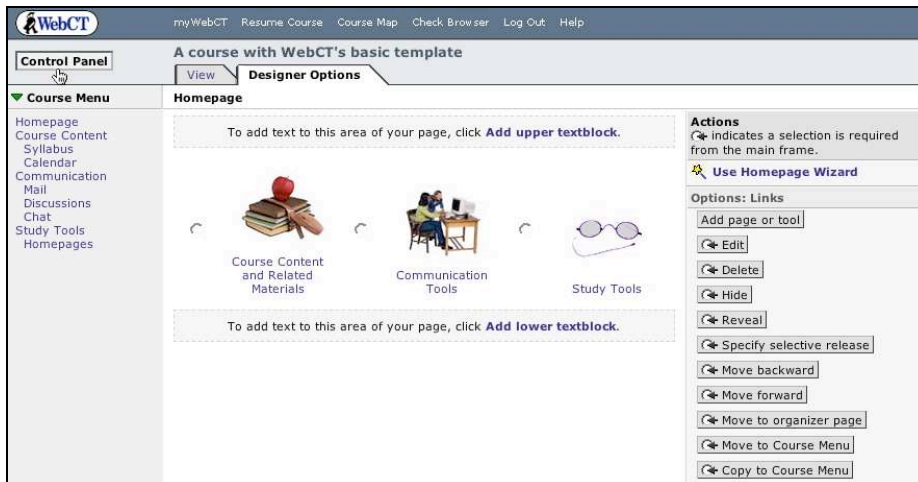
Although this screen shot is from Word 2001, Windows has a similar Format feature accessible via the "File" -> "Save as" menu

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.



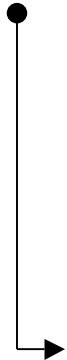
Select the button for "Manage Files".

Manage Files overview

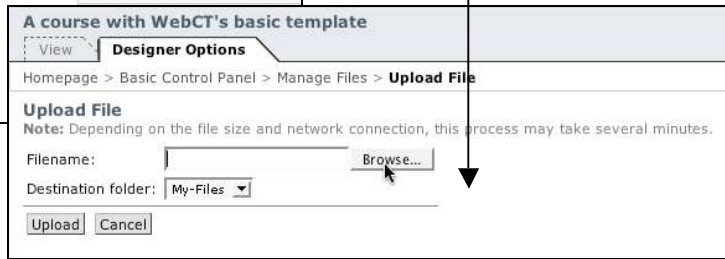
Folders and Files:

My-Files: contains all uploaded course files which can be deleted and modified

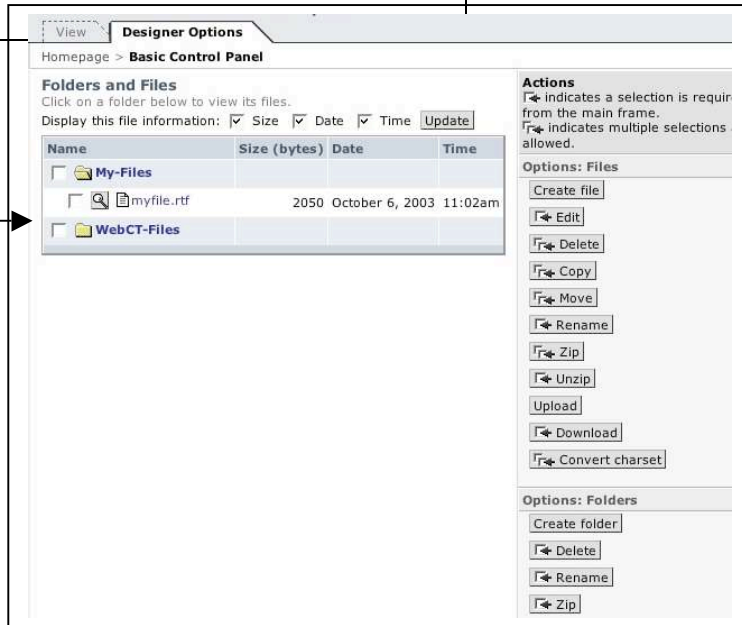
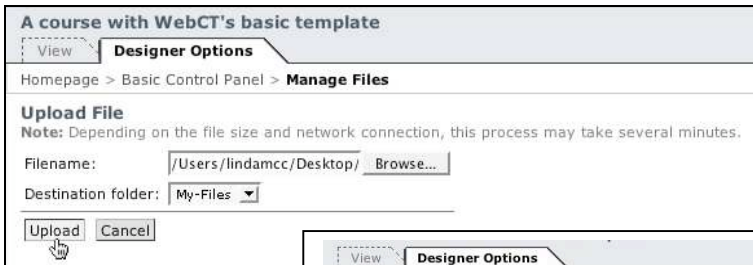
WebCT-Files: contains shared files such as banners and images and cannot be deleted



Select the "Upload" button, click the "Browse" button.



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



The file has been uploaded and is now stored in the Manage Files area of your course.

Preview

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

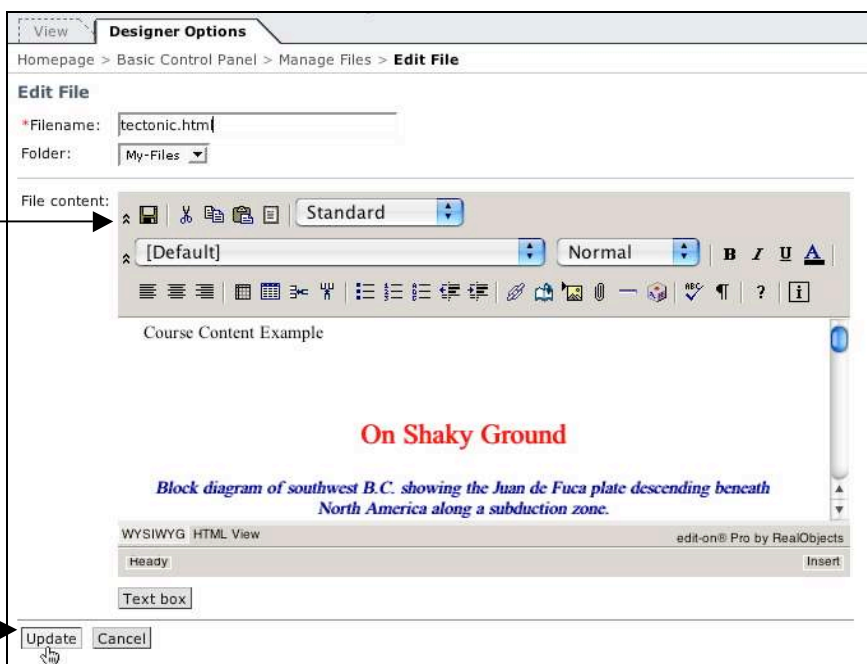


The screenshot shows a web interface titled "A course with WebCT's advanced template". The breadcrumb trail is "Homepage > Basic Control Panel > Manage Files > Edit File". The "Folders and Files" section contains a table with columns for Name, Size (bytes), Date, and Time. A magnifying glass icon is positioned over the file "mysteryrock1.jpg". To the right, the "Actions" panel lists various operations: Create file, Edit, Delete, Copy, Move, Rename, Zip, Unzip, Upload, Download, and Convert charset. Below these are "Options: Folders" including Create folder, Delete, Rename, and Zip.

Name	Size (bytes)	Date	Time
My-Files			
classlisttest.txt	49	September 29, 2003	2:57pm
mobydick_question.doc	20480	September 18, 2003	5:16pm
mysteryrock1.jpg	11850	September 18, 2003	5:16pm
mysteryrock2.jpg	8996	September 18, 2003	5:16pm
mysteryrock3.jpg	15489	September 18, 2003	5:16pm
tectonic.html	2277	September 29, 2003	3:02pm
van10m.jpg	33424	September 18, 2003	5:16pm
WebCT-Files			

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".



The screenshot shows the "Edit File" interface for the file "tectonic.html" in the "My-Files" folder. The "File content:" section features a WYSIWYG HTML editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and other formatting options. The editor displays the text "Course Content Example" and "On Shaky Ground" in red. Below the text is a block diagram description: "Block diagram of southwest B.C. showing the Juan de Fuca plate descending beneath North America along a subduction zone." At the bottom of the editor, there are "Update" and "Cancel" buttons. A mouse cursor is hovering over the "Update" button.

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".

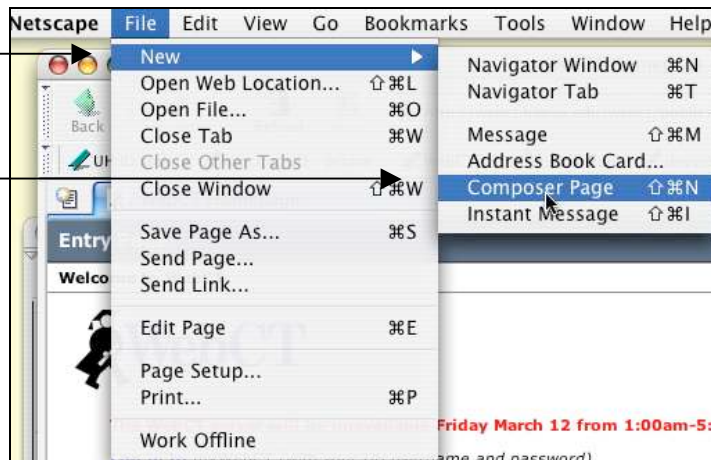
Netscape Composer is part of the Netscape Communicator browser 7.x which can be downloaded from the following archived URL (NOTE: the newest version of Netscape DOES NOT come with composer):

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

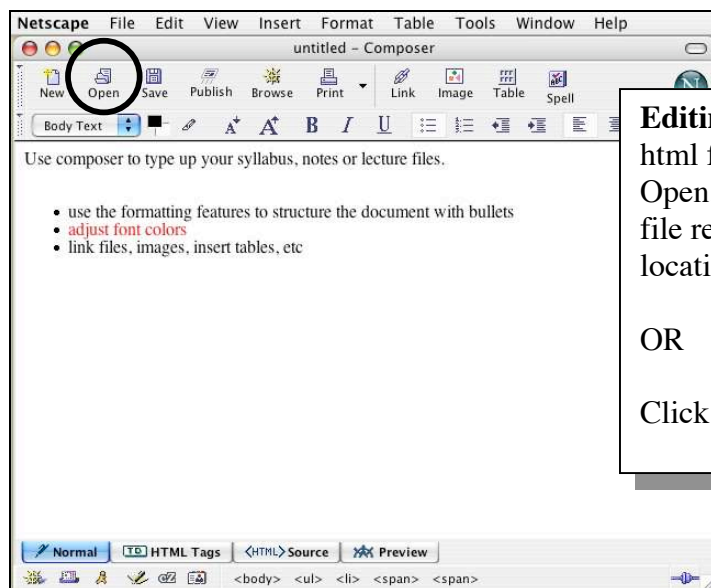
You can either develop an html file directly within Composer or use it to edit an html file produced from a word application.

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.



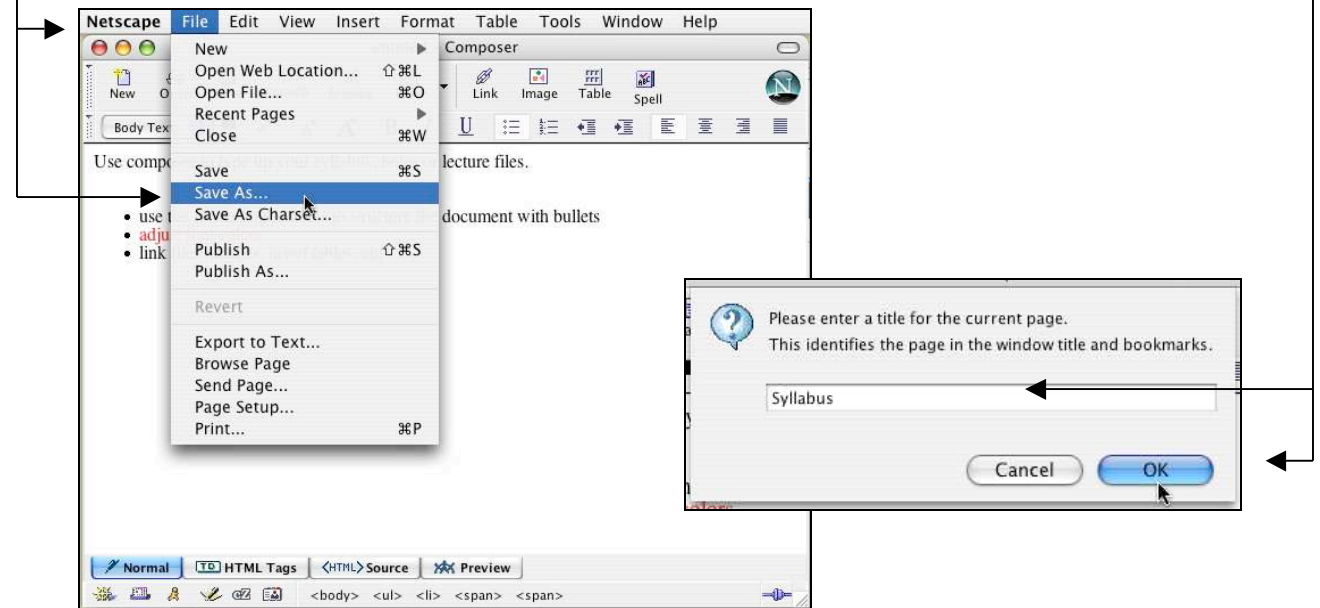
Editing NOTE: if wanting to edit an existing html file, once composer is opened go to File -> Open, browse and click once to select the html file residing on the desktop or other hard drive location

OR

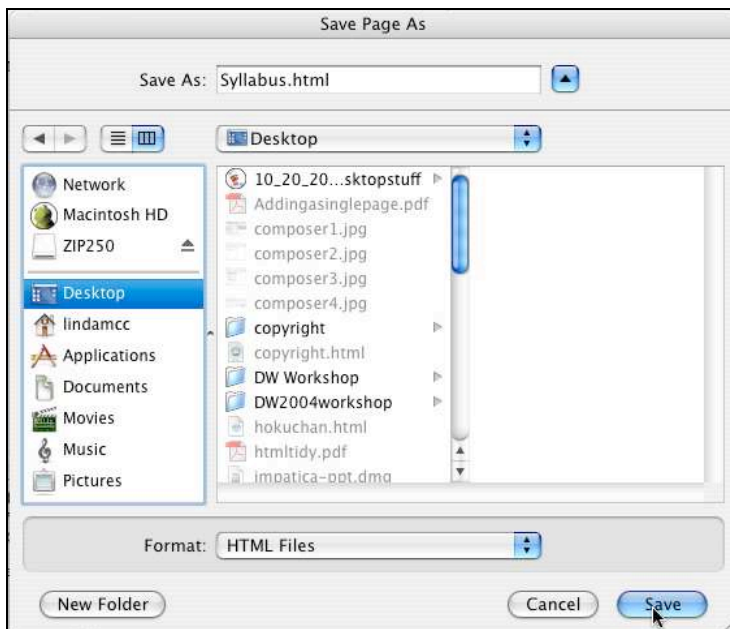
Click on the Open icon and then browse

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.



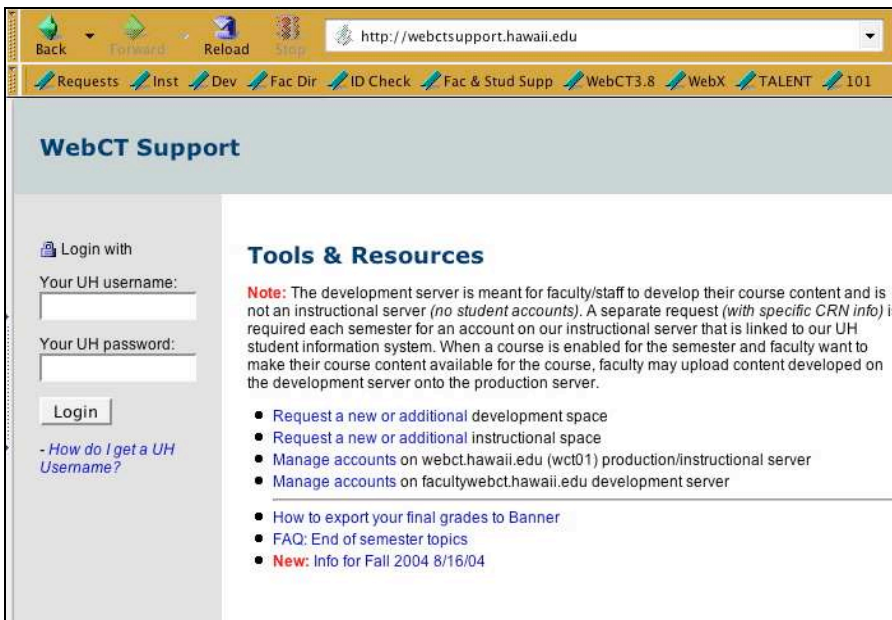
Locate an area on your local computer to save the html file which would then need to be uploaded and linked in your course using the Single page or Content Module tool (refer to Manual Part 1 or Part 4).



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.

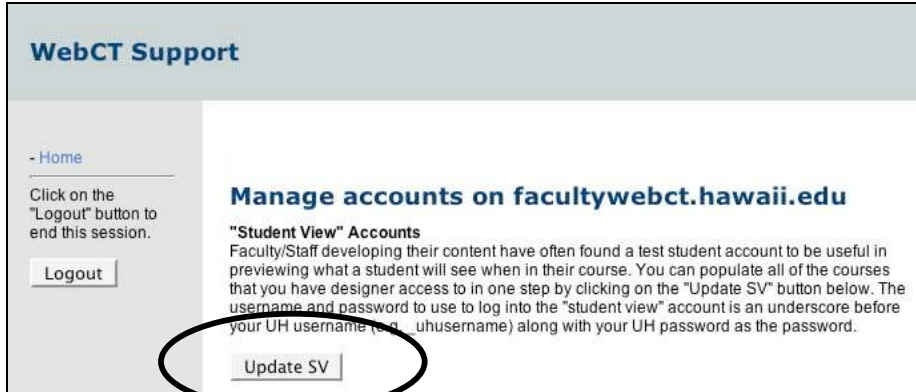
To add a dummy student go to <http://webctsupport.hawaii.edu> and log in with your UH username and password.



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

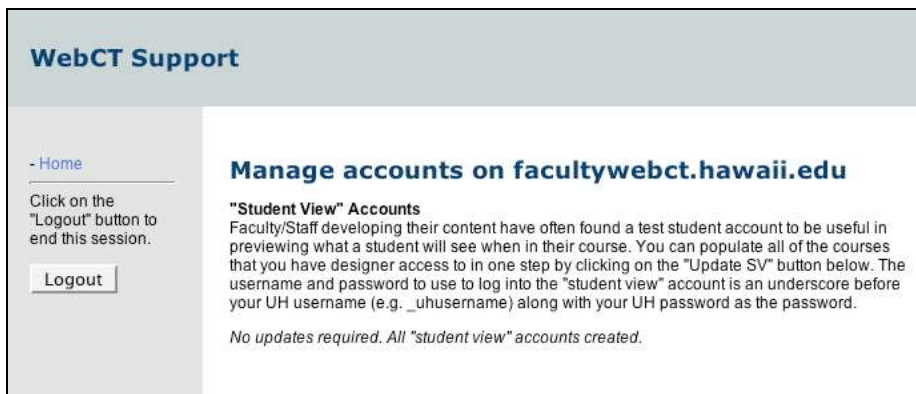


Click on the "Update SV" button and wait.



The screenshot shows the 'WebCT Support' page. On the left, there is a sidebar with a '- Home' link and a 'Logout' button. The main content area is titled 'Manage accounts on facultywebct.hawaii.edu'. Under the heading '"Student View" Accounts', there is a paragraph of text explaining the purpose of these accounts and how to create them. At the bottom of this text, there is a button labeled 'Update SV', which is circled in red.

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.



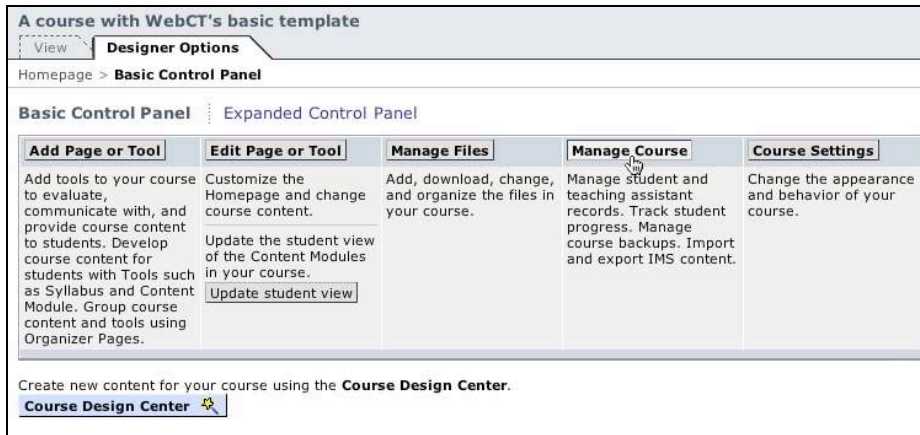
The screenshot shows the same 'WebCT Support' page as above. The 'Update SV' button has been replaced by the text: "No updates required. All "student view" accounts created." The rest of the page content remains the same.

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

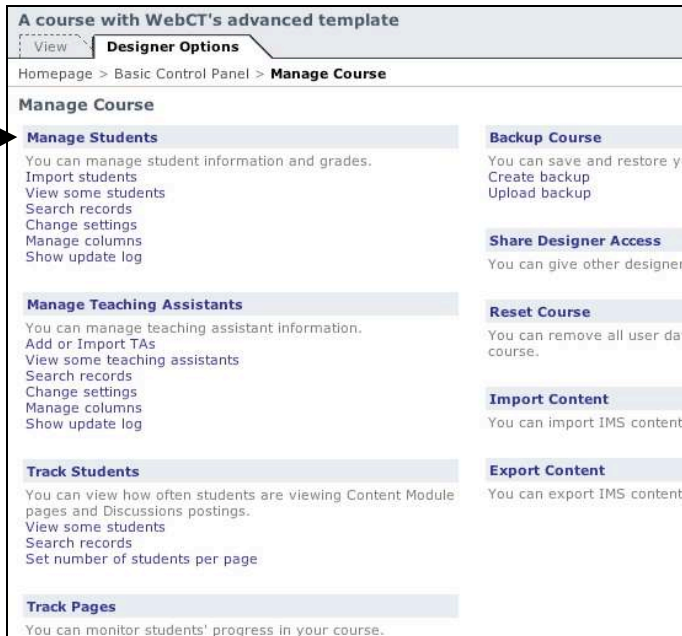
Student Management allows the instructor to manage and modify the student database or gradebook, adding columns and inserting grades.

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".



Overview of Manage Course

Manage Course has the following main areas:



Manage Students: use to access Student Database
Manage Teaching Assistants: use to add and manage TA's
Track Students: use to track students access times/dates and course areas
Track Pages: used to track students progressing through content modules
Backup Course: use to backup, download, upload and restore course
Share Designer Access: use to add a co-designer
Import Content: can be used to 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.

The screenshot shows the 'Manage Students' interface. At the top, there's a breadcrumb trail: 'Homepage > Basic Control Panel > Manage Course > Manage Students'. Below this, the 'Manage Students' title is followed by an 'Actions' section with three tabs: 'Options: Records', 'Options: Advanced', and 'Organize'. Each tab has a dropdown menu and a 'Go' button. The 'Organize' dropdown is currently open. Below the actions is a pagination area: 'Page: All', navigation arrows, and 'Records 1 - 1 of 1 [Total: 1]'. The main table has columns: 'Last Name', 'First Name', 'User ID', and 'Default'. The first row shows 'Edit' for each column. The second row shows 'Demo Account', 'Student', 'student', and 'Submissions Graph Out of 40.00'. A callout box on the right points to the table headers with the text: 'Student names and columns are listed here.'

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.

This screenshot is similar to the previous one, but the 'Organize' dropdown menu is open, showing options: '- Select action -', 'Change settings', 'Manage columns', and 'Show update log'. The 'Manage columns' option is highlighted. A callout box on the right points to this menu with the text: 'An instructor may choose to add a column for assignments done outside of WebCT or for scores not associated with any of the WebCT tools.'

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

Overview of Manage Columns:

Options:
Select checkbox for column(s) and use this section to modify added columns

Organize:
Select checkbox for column(s) and use this section to add, delete, move as well as convert column types.

The screenshot shows the 'Manage Columns' page with a table of columns and an 'Organize' section containing buttons like 'Add column', 'Delete columns', 'Convert column type', 'Setup column', 'Move item left', and 'Move item right'. A callout box points to the 'Add column' button.

Select	Last Name	First Name	User ID	Default
<input type="checkbox"/>	A*	A*	A*	Q
Type	Left	Left	Left	Right
Alignment	No	No	No	No
Hidden	No	No	No	No
Released	---	---	---	None
Statistics	---	---	---	2
Decimals				

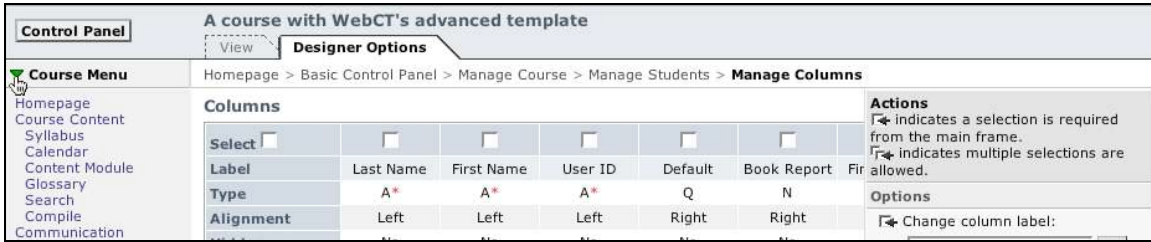
Enter a title/label for the new column (*in this case it is called "Book Report"*), use pull down menu to choose "Numeric" for column type and click the "Add" button.

The screenshot shows the 'Add Column' form with the following fields:

- Label: Book Report
- Type: Alphanumeric (dropdown menu open showing options: Alphanumeric, Calculated, Letter Grade, Text, **Numeric**, Selection Box)
- Add button

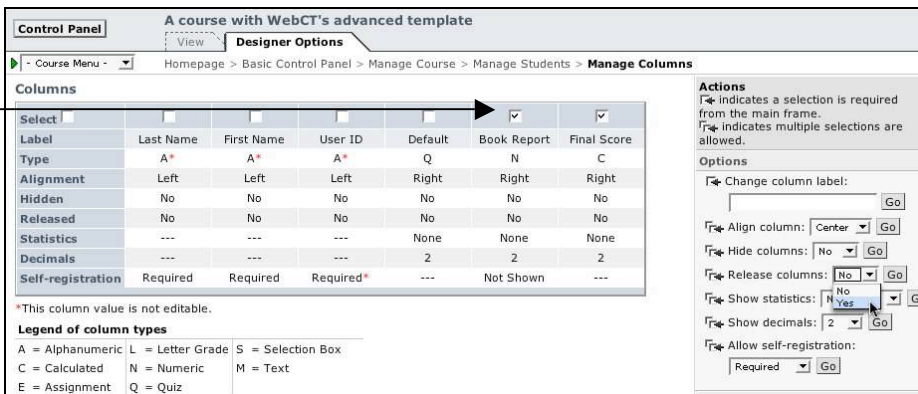
Now lets go through this same procedure again...select "Add column", enter the title "Final Score", choose "Calculated" for column Type and click the "Add" button.

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



Release Columns

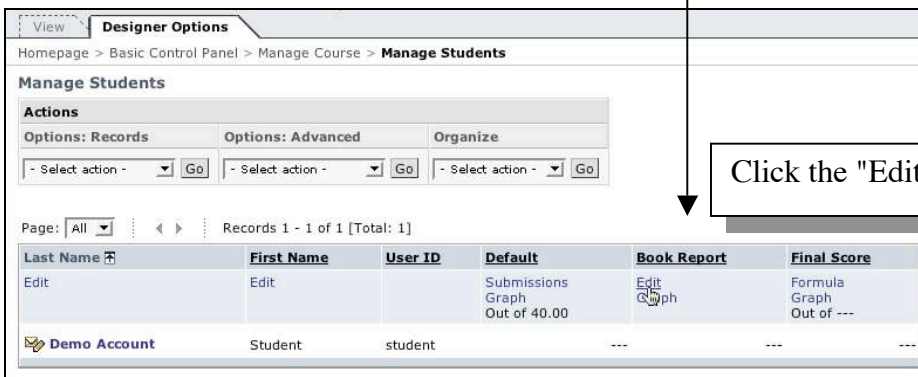
When a new column is added it needs to be released for eventual viewing by students. Select the checkboxes on top of each new column you would want students to view, over to the right under "Options" use the pull down menu next to "Release columns:", select "Yes", then click "Go".



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).

For NUMERIC:



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

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Edit Column Values**

Edit Column Values

Update Cancel

Last Name	First Name	User ID	Default	Book Report	Final Score
				Out of: 60	
Demo Account	Student	student	---	70	---

Update Cancel

For CALCULATED:

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > **Manage Students**

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - Go - Select action - Go

Page: All Records 1 - 1 of 1 [Total: 1]

Last Name	First Name	User ID	Default	Book Report	Final Score
Edit	Edit		Submissions Graph Out of 40.00	Edit Graph Out of 60.00	Formula Graph Out of ---
Demo Account	Student	student		---	70.00

Update Cancel

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

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Manage Students > **Calculation Editor**

Calculation Editor: Final Score

Formula:

() CE C

7 8 9 /

4 5 6 *

1 2 3 -

0 . +

Column: Book Report Insert

Function: maximum Start list Next item End list

Update Cancel

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.

View Designer Options
 Homepage > Basic Control Panel > Manage Course > Manage Students > Calculation Editor

Calculation Editor: Final Score

Formula:
 [Book Report]+[Default]

() CE C
 7 8 9 /
 4 5 6 *
 1 2 3 -
 0 +

Column: Default [Insert]
 Function: maximum [Start list] [Next item] [End list]

Update Cancel

Min and Max Function for Calculated columns

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.

View Designer Options
 Homepage > Basic Control Panel > Manage Course > Manage Students

Manage Students

Actions

Options: Records Options: Advanced Organize
 - Select action - Go - Select action - Go - Select action - Go

Page: All Records 1 - 1 of 1 [Total: 1]

Last Name	First Name	User ID	Default	Book Report	Final Score
Edit	Edit		Submissions Graph Out of 40.00	Edit Graph Out of 60.00	Formula Graph Out of 100.00
Demo Account	Student	student	---	70.00	70.00

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.

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

A course with WebCT's basic template

View Designer Options

Homepage

To add text to this area of your page, click **Add upper textblock**.

Course Content and Related Materials Communication Tools Study Tools

To add text to this area of your page, click **Add lower textblock**.

Actions
 (⚡) indicates a selection is required from the main frame.
 Use Homepage Wizard

Options: Links

Add page or tool
 Edit
 Delete
 Hide
 Reveal
 Specify selective release
 Move backward
 Move forward
 Move to organizer page
 Move to Course Menu
 Copy to Course Menu

Choose the link for "My Grades".

A course with WebCT's basic template

View Designer Options

Homepage > Add Page or Tool

Add Page or Tool
 Select a page or tool to add to your course.
 Use a wizard when available

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.

A course with WebCT's basic template

View **Designer Options**

Homepage > Add Page or Tool > **Add My Grades**

Add My Grades

1. Enter a title for this item:
2. 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*: 
 - Course Content and Related Materials
 - Communication Tools
 - Study Tools
 - Homepage
 - Link shows item title
 - Link shows icon (select icon)
 - Use default icon
 - Use custom icon
 - Choose icon:
3. Add this item to your course.

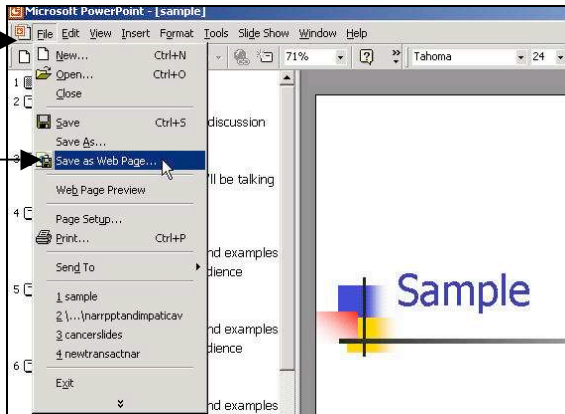
When students select "My Grades" they have access to their grades only.

My Grades	
Student Demo Account	
Default (Out of 40.00)	26.67
Book Report (Out of 60.00)	70.00
Final Score (Out of 100.00)	96.67

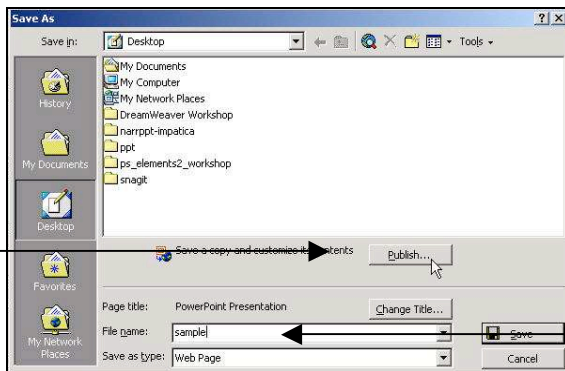
Saving PowerPoint Files:

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.

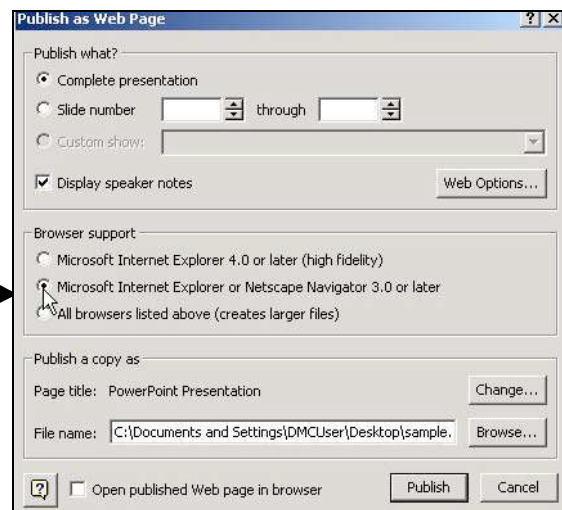
In PowerPoint select File and "Save as Web Page".



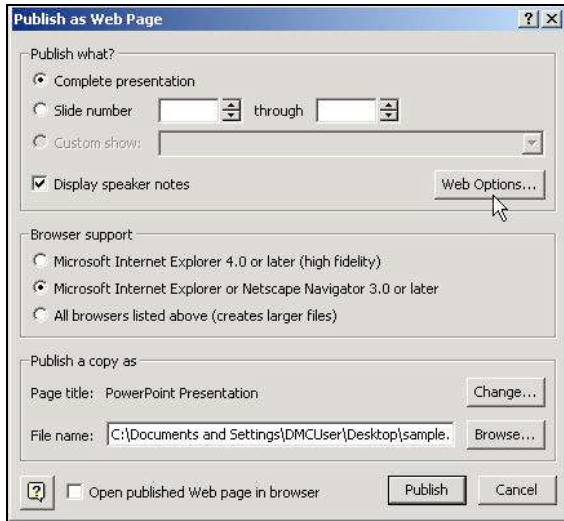
Click on the "Publish" button (you may also want to verify that your "File name:" has no spaces in it).



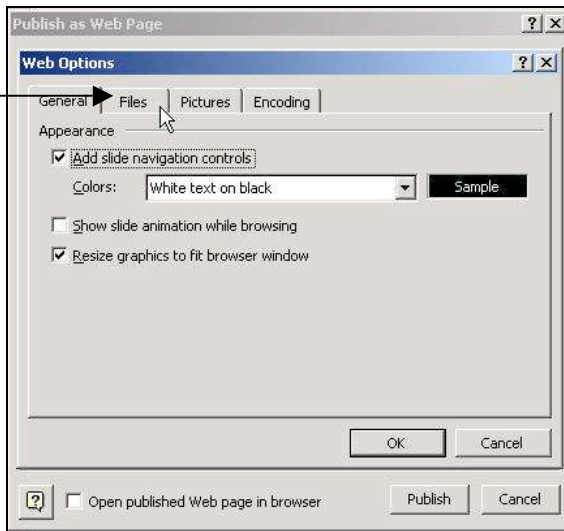
Select the radio button for "Microsoft Internet Explorer or Netscape Navigator 3.0 or later".



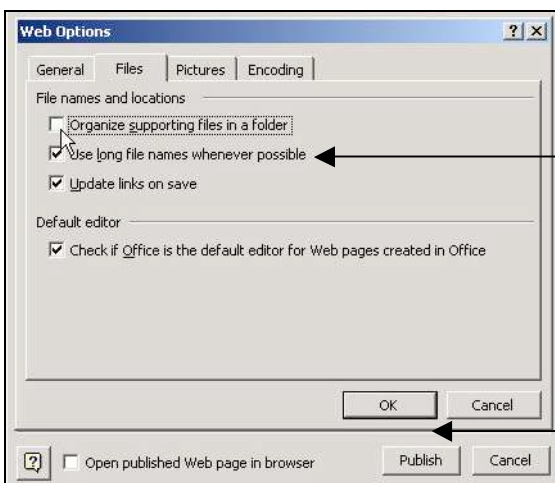
Select the button for "Web Options...".



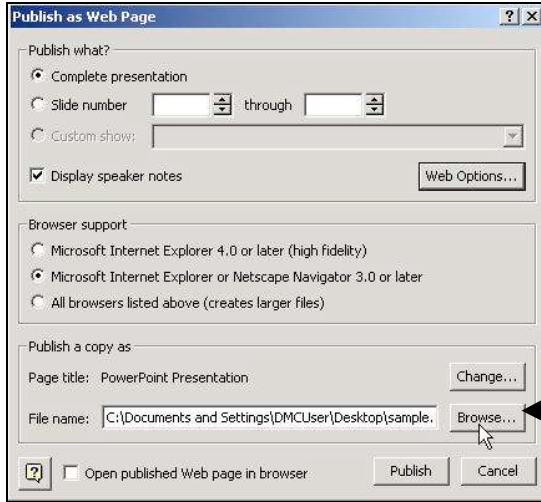
Go to the "Files" tab.



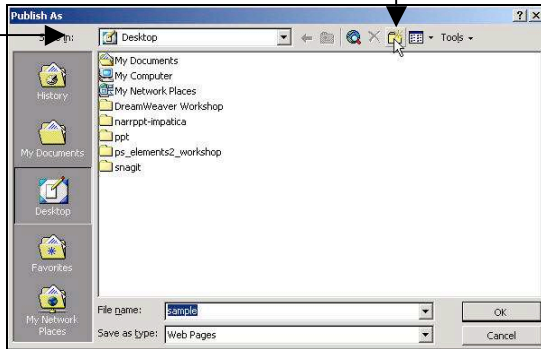
DESELECT the option for "Organize supporting files in a folder" and click the "OK" button.



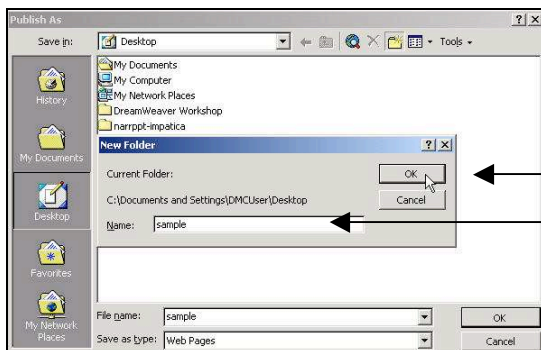
Select the "Browse" button.



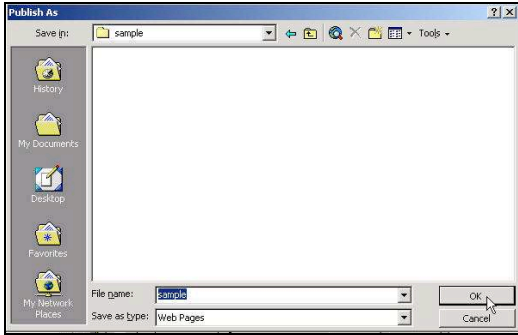
Locate an area on the computer to save the folder (my Documents or Desktop) and select to the "Create new Folder".



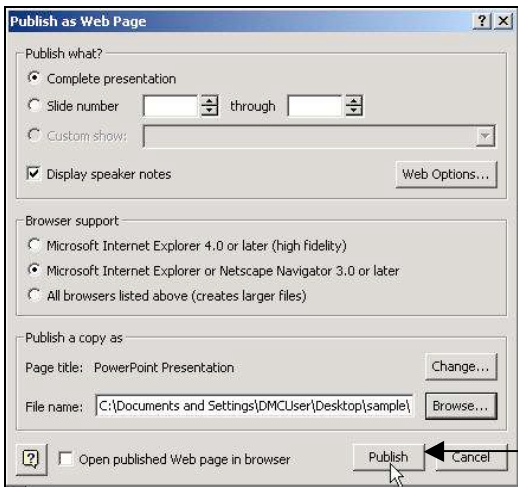
Give the new folder the same name as the presentation (no spaces) and click "OK".



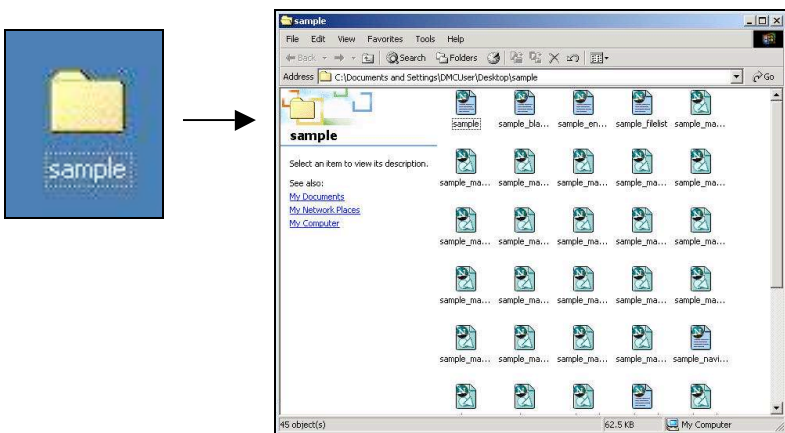
Click "OK".



Click the "Publish" button.



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

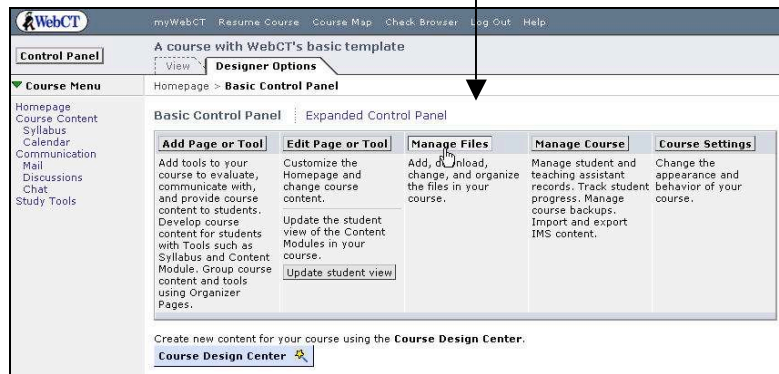


Zippping - other uploading methods are described in Manual Part 6

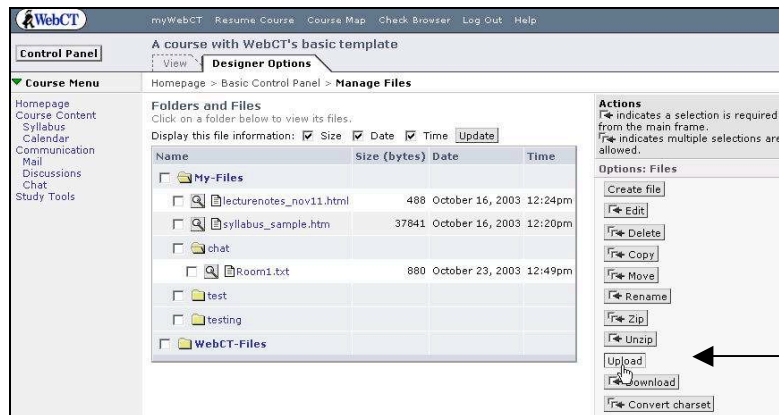
At this point all the files contained in the folder must be zipped or compressed into a single file for uploading. On Windows, right-click once on the folder and then choose "send to archive". This will produce a single zipped file.

Uploading Files to Manage Files

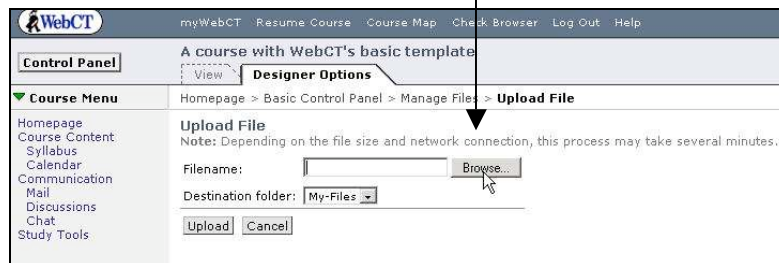
Log into a Designer course on the Development server (<http://facultywebct.hawaii.edu>), select "Control Panel" and choose "Manage Files".



Select the "Upload" button.



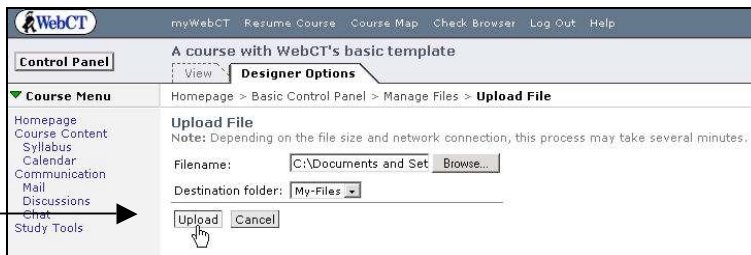
Click the "Browse" button.



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.

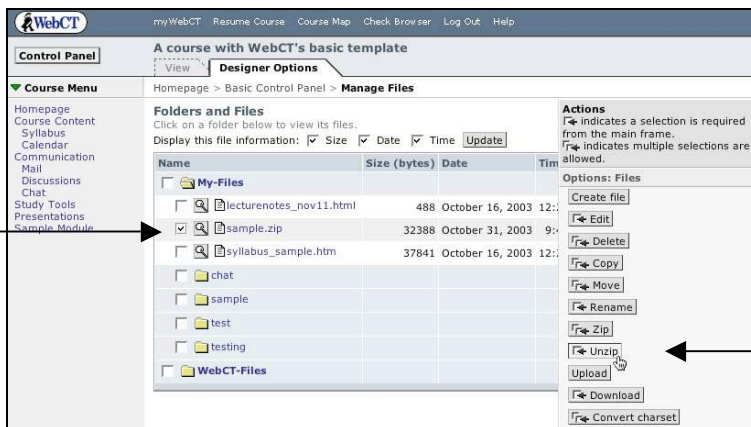


Click the "Upload" button.



Unzipping

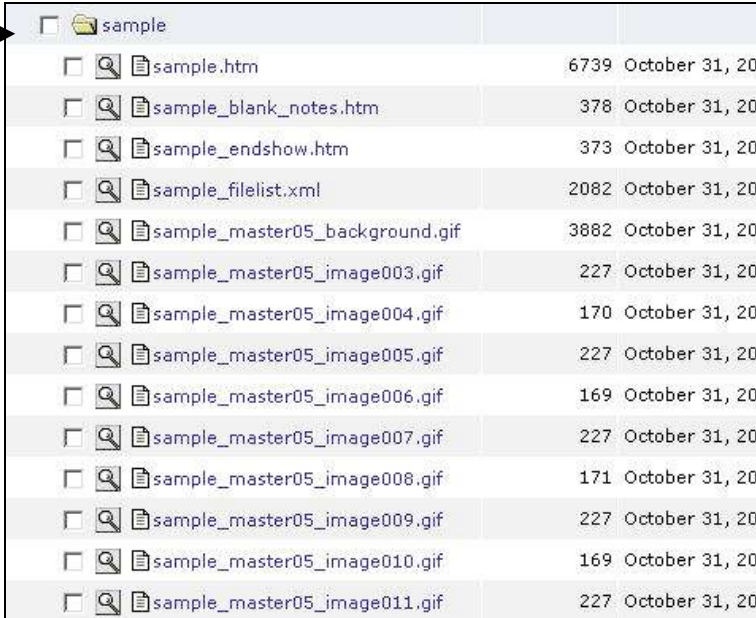
Select the checkbox next to the sample.zip file and select the button for "Unzip".



At next screen select button for "Unzip" again.

The file has been unzipped.

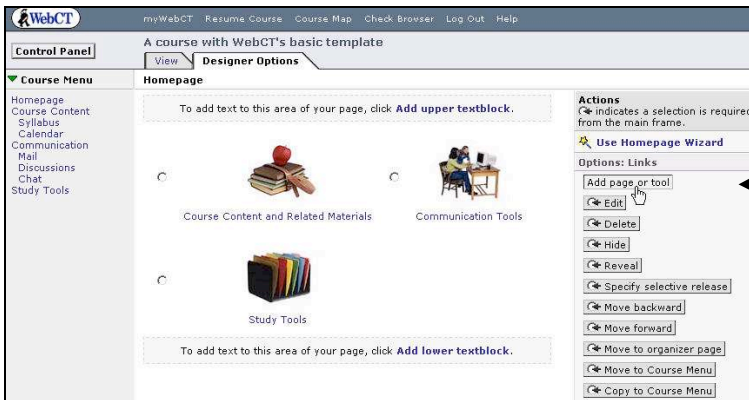
At the point the zipped file can be deleted, it is of no use and takes up space. To delete select the checkbox next to the zip file, over to the right select the button for "Delete".



<input type="checkbox"/>	sample		
<input type="checkbox"/>	sample.htm	6739	October 31, 20
<input type="checkbox"/>	sample_blank_notes.htm	378	October 31, 20
<input type="checkbox"/>	sample_endshow.htm	373	October 31, 20
<input type="checkbox"/>	sample_filelist.xml	2082	October 31, 20
<input type="checkbox"/>	sample_master05_background.gif	3882	October 31, 20
<input type="checkbox"/>	sample_master05_image003.gif	227	October 31, 20
<input type="checkbox"/>	sample_master05_image004.gif	170	October 31, 20
<input type="checkbox"/>	sample_master05_image005.gif	227	October 31, 20
<input type="checkbox"/>	sample_master05_image006.gif	169	October 31, 20
<input type="checkbox"/>	sample_master05_image007.gif	227	October 31, 20
<input type="checkbox"/>	sample_master05_image008.gif	171	October 31, 20
<input type="checkbox"/>	sample_master05_image009.gif	227	October 31, 20
<input type="checkbox"/>	sample_master05_image010.gif	169	October 31, 20
<input type="checkbox"/>	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".



myWebCT Resume Course Course Map Check Browser Log Out Help

A course with WebCT's basic template

Control Panel View Designer Options

Course Menu

- Homepage
- Course Content
- Syllabus
- Calendar
- Communication
- Mail
- Discussions
- Chat
- Study Tools

Homepage

To add text to this area of your page, click **Add upper textblock**.

Course Content and Related Materials

Communication Tools

Study Tools

To add text to this area of your page, click **Add lower textblock**.

Actions

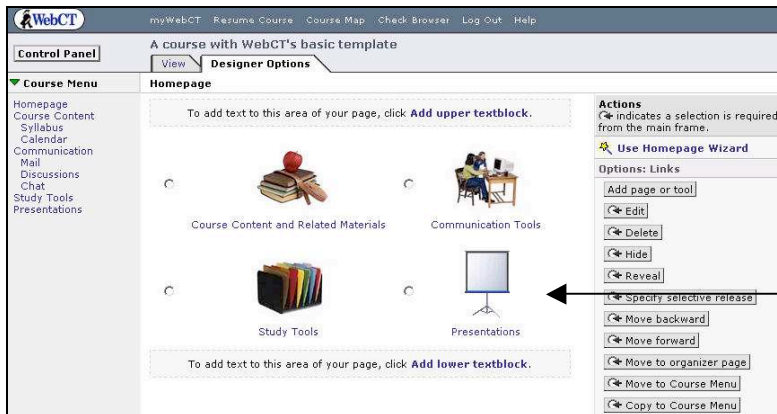
Use Homepage Wizard

Options: Links

- Add page or tool!
- Edit
- Delete
- Hide
- Reveal
- Specify selective release
- Move backward
- Move forward
- Move to organizer page
- 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".

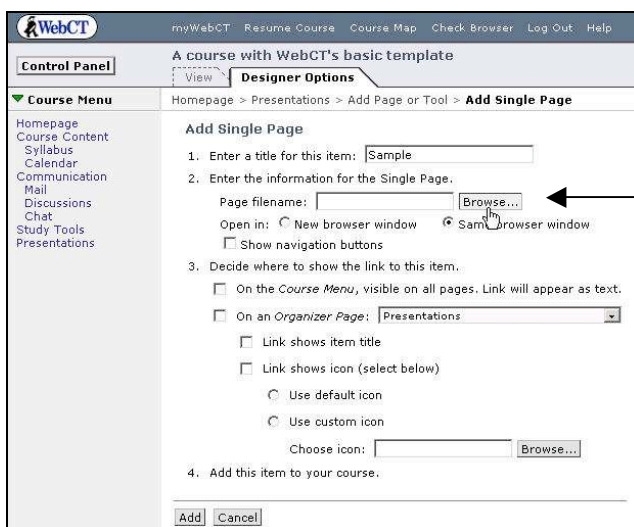
Click on the newly added "Presentations" section.



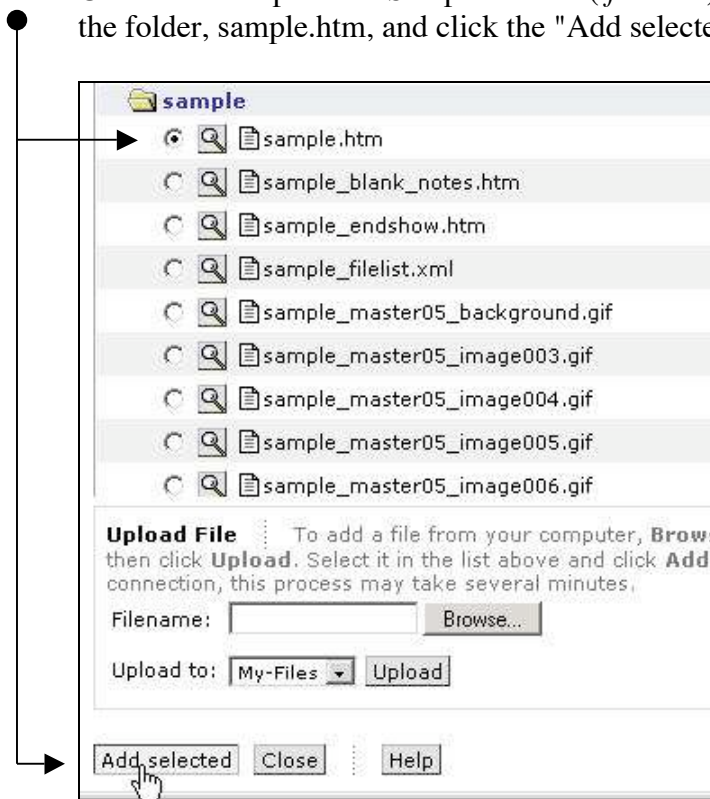
Select the link for "Add page or tool".



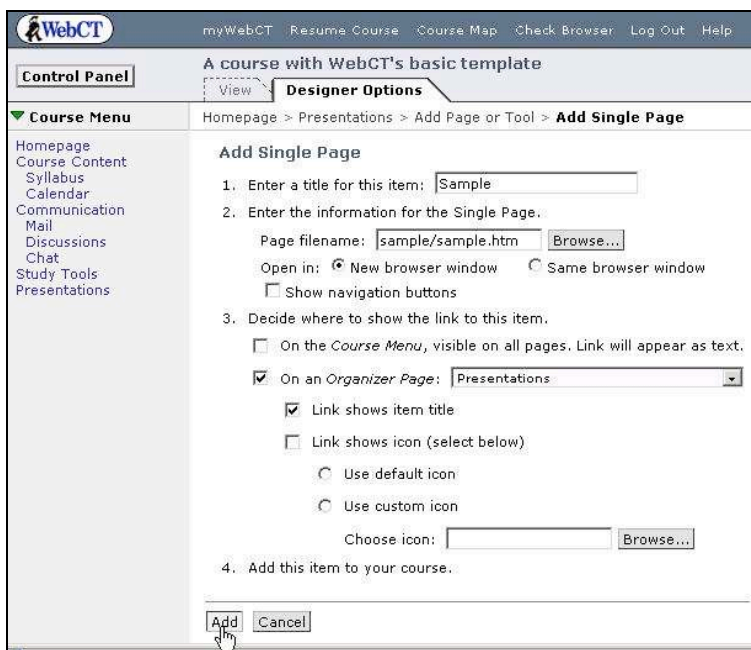
Choose to add a "Single Page", type in the name of the Presentation (Sample), and select the "Browse" button.



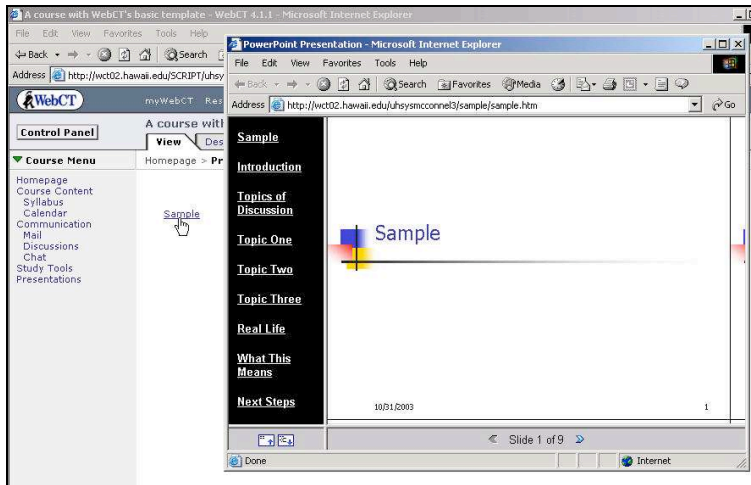
Click once to open the "Sample" folder (if closed), select the radio button for top file in the folder, sample.htm, and click the "Add selected" button.



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".



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

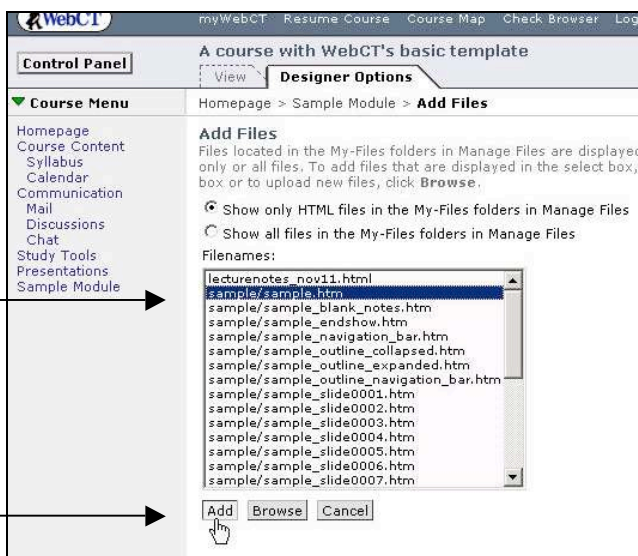


Adding a PowerPoint to a Content Module

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

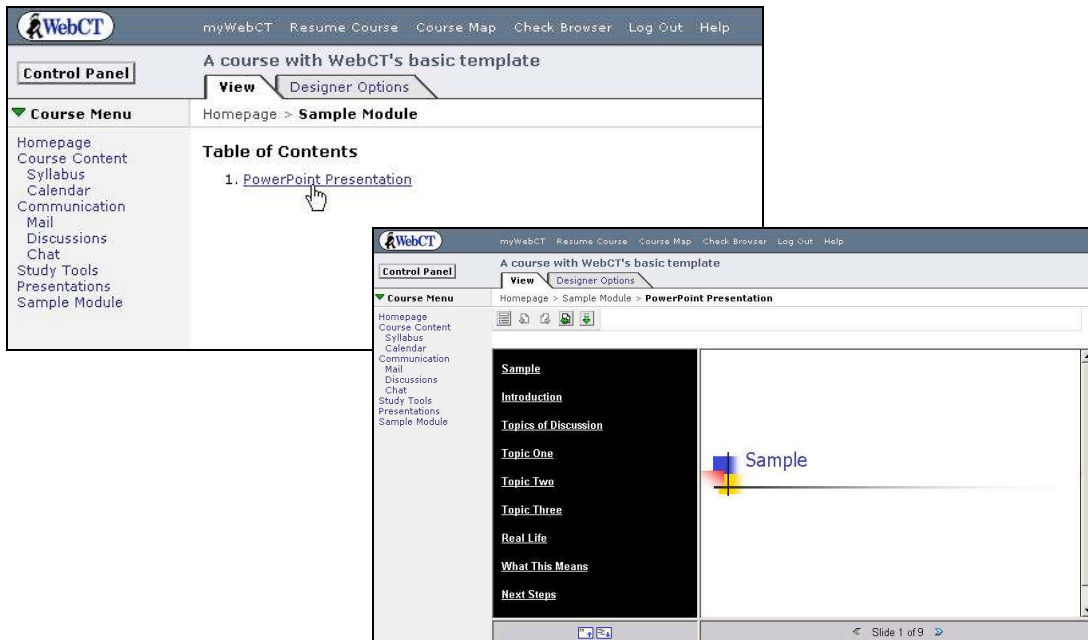


If needed scroll down the list and click and select the sample.htm file and click the add button.



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

Students would click on the presentation title to view.



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.