

CUW Documentation WebCT – New Course Loading

All new courses in WebCT are initially created as empty shells, and do NOT have any content in them. Students are not able to access the course until the instructors has at least entered the course once. There are a couple different ways to load content into a course, and are listed below.

If your “My WebCT” page has courses on it that you do not want view at this point, or if you would like to change the order the courses are listed in, please see the steps below.

Note: Please note that as you build your course, students may be able to see the content, even before the course has begun, you can avoid this by hiding items on the main course page and the Course Menu. Please see the instructions listed below for more help.

Create a WebCT 4 Course Export

WebCT 4 will allow you to create a course export that is compatible with WebCT 6 importing called an IMS export. To create your IMS export for WebCT 6 follow the steps listed below.

1. Open the WebCT 4 course that you would like to have the course export for.
2. Click the **Control Panel** button.
3. Click the **Manage Course** button.
4. Click the **Export Content** link.
5. Click the Export Course radio button
6. To have the file automatically downloaded to your computer after export check the “Download the content package...” check box
7. Click the **Continue** button.
8. When prompted save the file to a location that you can find again on your computer.

Import from WebCT 4.x

To import the course that has been exported from WebCT 4 export course function follow the steps listed below.

1. Log into WebCT 6, and open the course you would like to import content into.
2. If you have not entered the course before you will be presented with the “Assign Course Content” screen.

- a. Choose the “Import content from file” option by clicking the radio button to the left of the option, and clicking the **Continue** button.
 - or
 - b. Open the course that you would like to import the content into.
 - c. Click on **Manage Course**
 - d. Click the ‘Import.’ link
3. Browse for the desired file that you want to import into the course.
 4. You will see progress information appear on the screen as the content is loaded. When it is complete click the **Continue** button (You will probably have to scroll to the bottom of the page to find it.)


Copy Course Content from Existing Section

You can copy the content from another existing section by following the steps below.

1. From the “Assign Course Content” choose the “Copy content from another course” option by clicking on the radio button to the left.
2. Click the **Continue** button.
3. Choose the course you would like to copy content from by clicking the radio button to the left of the course title and clicking the **Continue** button.

Note: if you do not see the course listed, you may have to go the next page by

choosing a different page from the

Page: drop down box and then clicking the  button.


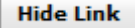
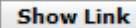

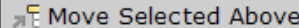
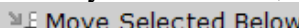
4. You will see a progress bar as the content is copied, when the copy progress is complete you will be taken into the course.

Note: You may need to adjust any date / time related information if it varies from section to section.

Changing the “My WebCT” Course List

As courses get added to WebCT you may want to limit the course list to just the active courses. You may also want to change the sequence of courses listed as well.

To change the courses visible on the My WebCT screen follow the steps below


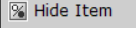
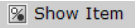
1. Log into WebCT
2. Click the  button on the top-right corner of the “Course List”
3. For each course click either  button to hide the course, or the  button to show the course again.
4. To change the order of a course, check the box of the to the left of the course(s) you would like to move.
5. Click the  to the right of the course you like to move courses next to.
6. Click either the  button to move the selected course(s) above the course you clicked on, or click the  button to move the selected course(s) below the course you clicked on.

Hiding or Showing Content in a Course

You can hide and show content links in you WebCT course to restrict access to material for students until the appropriate time, or to help focus their attention on the relevant materials by following the steps below.

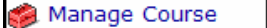

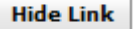
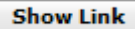
Note: The course menu (on the left) is controlled separately than the content links in the main area, information is provided for both below.

Hiding or Showing Course Content

1. Open the course you would like to hide content in.
2. Click the  Action Link button to the right of the content you want to show or hide.
3. Choose either  or  from the menu as appropriate.
4. Repeat these steps for each item.

Note: You only have to hide items on the main page, you DO NOT have to hide all items in your course, because if you hide the first link, then they will not be able to access it.

Hiding or Showing Course Menu Items

1. Open the course
2. Click the  button on the left.
3. Click on the  [Course Menu](#) link.
4. For each course menu item click either  button to hide the link, or the  button to show the link again.

Note: WebCT has a powerful selective release feature that can control the availability of content down to dates, group membership, or completed courseware. For more information on using selective release please contact the Instructional Design Center.