

CUW Documentation WebCT6 – Navigation Basics

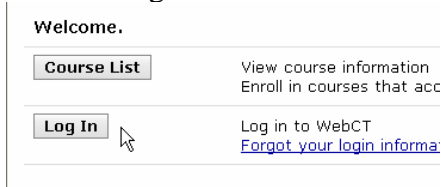
Login

To access WebCT6 you must be at a computer with an active internet connection. You access WebCT6 through your internet browser.

1. Enter the URL <http://webct6.cuw.edu/> into your browser's address bar.

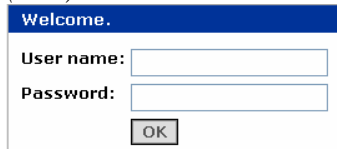


2. Click on login.




3. Enter your username and password and then press . Your username will be the same as your F00 number and your password will be the same as your Banner pin.


Note: If you need help getting this information contact the helpdesk at (262)-243-HELP.



My WebCT - Description

The My WebCT page is the launching point for getting at courses. It provides you with quick access to important information and contains many useful tools. The My WebCT page has been enhanced in WebCT 6 to provide extra information. The different parts of the My WebCT page are listed below.

WebCT Mail: The gray bar near the top of the page holds many links including one to your WebCT e-mail account in the form of an  icon.

Calendar: The  icon is a link to your personal calendar.

My Info: The My info section will provide users with their current information.

Course List: The course list will show courses that you are currently enrolled in.

Campus Announcements: Campus announcements provide general information availability to all the students.

Institution Info: CUW may choose to have certain weblinks or bookmarks available for all users. You can also create your own bookmarks. WebCT will also show those users that are currently logged into WebCT, allowing users to chat with each other.


Role Tabs: These tabs provide you with the ability to manage a course from three different viewpoints. The "Build" and "Teach" offer the most functionality where the "Student View" displays what the students will see when they enter the course.

Channels

WebCT provides information on the My WebCT page through information "Channels." The different channel types are listed below.


Channels-Calendar Day & Week:

These channels give you a quick glance at the calendar entries you have for that day or week.

You can quickly add an item to your calendar by clicking on the  icon in the upper right hand corner of the channel window.

Channels-To Do List:

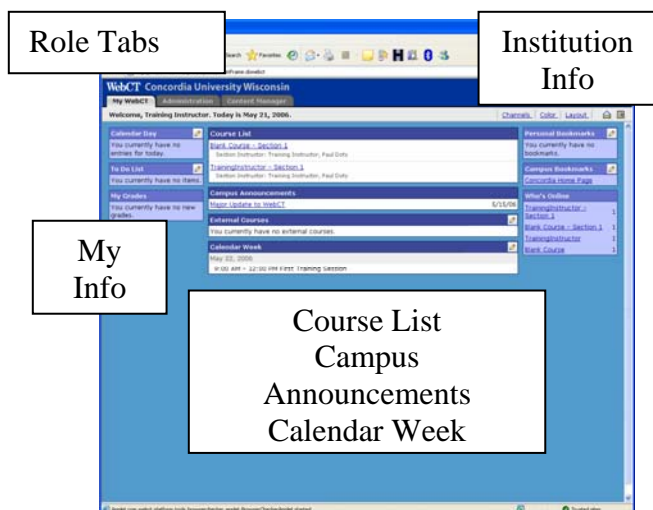
This is a great tool for keeping track of the tasks that you need to complete.

You can quickly add an item to your to do list by clicking the  icon in the upper right hand corner of the channel window.

Channels-My Grades:

When grades are released for a course in which you are enrolled, a link and message is displayed in this window.

For instructors whom are not enrolled in any classes, this channel may not be useful and can be turned off using the above mentioned 'Channels' link.



WebCT 6 Tools Description

There are many different tools available to serve all your instructional needs. This document will provide you with a summary of these tools and their features.

Calendar: This tool is a great way to stay organized within WebCT. The calendar tool allows users to enter important dates and events. Users also have their courses' calendar events included in their personal calendar. Users can choose to have all course calendar and personal entries shown at once, allowing better time management.

Search: This tool provides a quick and easy way to search for data within a course. Many types of data can be searched including Assessment Questions, Assignments, Discussions, Files, Mail Messages, Media Library Entries, and SCORM Modules.

Syllabus: The syllabus tool allows instructors and designers to provide a large amount of information about a given course to the students. There is a built in syllabus tool and you can also import your own syllabus.

Announcements: You can use this tool to send announcements to members enrolled in a course. These announcements appear in members' My WebCT and on the Announcements screen.

Chat: This tool allows a user to communicate in real time with other users in the course. There is also another tool that goes with the chat feature called the Whiteboard where users can share drawn objects, text, images, and slide shows.

Discussions: This tool allows both instructors and students enrolled in the class to post and reply to messages on topics that are relevant to the course. This is a great place for questions and accelerated topic discussion on topics covered in class.

Mail: The mail tool is one of WebCT's most common communication tools. It makes it very easy to communicate with others in a course.

Channels-Course List:


This channel contains a link to all courses in which you are enrolled.

Channels-Campus Announcements:

This channel contains links to announcements which have been made available to all WebCT users or those within a certain group.


Channels-External Courses:

This window can contain links to non-WebCT courses which you are enrolled or involved in and also can contain links to other educational tools such as library resources.

To add, modify, or delete links in this window simply click the  icon.

Channels-Personal Bookmarks:

This window is very similar to the *External Courses* channel but is intended for more general links.

To add, modify, or delete links in this window simply click the  icon.

Channels-Campus Bookmarks:

This channel contains links provided by the administrator to different campus related links.

Channels-Who's Online:

This window can be used to view the names of other WebCT users who are currently online in the learning contexts which you are enrolled.

You can also request a live chat with these individuals.

Who's Online: This tool makes it possible to chat with users in a course without first entering the course's chat tool. Who's Online can be activated per course.

Assessments: The assessment tool allows you to create quizzes, surveys, and self tests. All questions are saved in the Question Database and can be referenced quickly and easily.

Assignments: You can use the assignment tool to create two types of assignments. Students can be required to fill out a text field or attach a file, or submit a ZIP file with HTML files.

Learning Modules: Learning Modules can organize and deliver course content to students. You can add assessments, assignments, chats, discussions, media libraries, SCORMs, and web links to a module.

Local Content: This tool allows you to reference media files that would be inefficient to download from the server.

Media Library: You can use the Media Library tool to build a database of text, images, video, and audio entries to enhance the course. Also known as a glossary, this tool makes it easy to upload information from your local machine to the WebCT server.

SCORM: SCORM is a system for packaging content together for reuse and sharing. WebCT allows for the importing of SCORM content for use in the system.

Web Links: This tool provides an area to store web links which can be easily accessed and added to course materials at a later time.

My Files: This tool provides a place to create and store your personal files within WebCT. Each user has his or her own My Files which is secure and private.

My Grades: When grades are released for a course in which a student is a member of, a link to his or her grades appears in the My Grades channel of My WebCT. This assures that students receive their updated

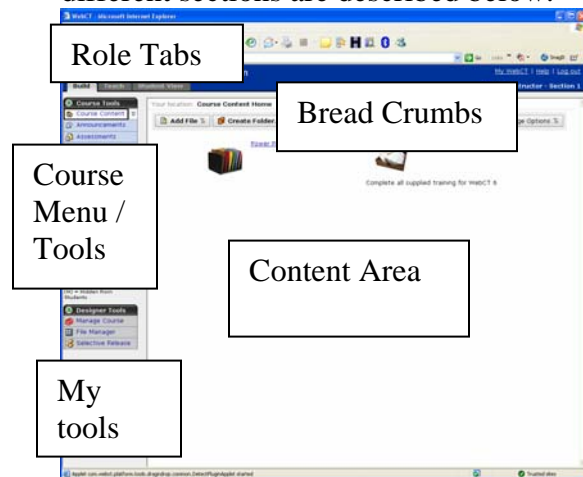
grade report the next time they log into their account.

My Progress: The My Progress tool is a logging application which keeps track of many things that a user does while in WebCT and the duration of time spent on certain types of tools. My Progress keeps track of general access dates and durations, discussions viewed and posted, assessment and assignment statistics, and content viewed.

Notes: This tool provides a place for section members to create general and learning module notes which can be used as a reminder or study aid. They can even be tied to specific content within a leaning module.

Basic Navigation – Course

Once you get open a course there are some different standard layout pieces. The different sections are described below.



Bread Crumbs: Bread crumbs will help visually show the path that was taken to the content or tool currently being shown. Users can step backwards in their navigation by clicking the previous nodes in the path.

Course Menu: The course menu will be the content that instructors / course designers have made available. The content shows up on the top.

Course Tools: The course tools will show the different tools that have been loaded into the course and made visible.


My Tools: The my tools section will show the special tools that are available for the current role that you are in.

Content Area: The content area is the general purpose area of WebCT where the content and tools will show up.






Adding Content Items

WebCT allows you to quickly add content to your course through the use of content pages and course tools.

You can add the WebCT course tools by following the steps listed below.

1. Open the course that you would like to add a course tool to.
2. Click on the  **Manage Course** link.
3. Click the “Tools” link.
4. Check the boxes next to the tools you would like to use in the course.
5. The click the **Save** button to keep the changes, or click **Cancel** to leave the course as it was.

You can add content to your course by following the steps listed below.

1. Open the course that you would like to add content to.
2. Enter into designer mode by clicking the **Build** tab.
3. Choose one of the steps below to follow
 - a. Existing Files: Click the  **Add File** button and select  **Browse for Files** from the menu. Select the file and click the **OK** button to add the file to the content page, or click the **Cancel** button to leave the content page as it was.
 - b. New Files: Click the  **Add File** button and select  **Create File** from the menu. Create the file by giving the file a title, copying or typing in the content area and giving the new file a filename. Click the **Save** button.
 - c. Content Folder: Click the  **Create Folder...** button. Give

the new folder a title and description. Click the **Save** button.




- d. Content link: Click the  **Add Content Link** button.


Choose the tool and item you would like to link to from the menu and then click the **Add Selected** button.

Organizing & Changing Content Links

You can organize the way content is posted in content pages, as well as change the title of objects by following the steps listed below.

Note: You can also modify the page layout, see the section entitled “Content Page Options” for help with this.

1. Open the course that you would like to add content to.
2. Enter into designer mode by clicking the **Build** tab.
3. Choose one of the steps below to change the content
 - a. Changing Title: Click the  button and choose either  **Customize Link** or  **Edit Properties**. Change the title, description and icon if you would like and click the **Save** button.

- b. Changing Position: Click the  button and click the appropriate move arrows.

Note: this image shows that the content item can be moved either down or right.



Content Manager

The Content Manager allows you to manage your individual files that you have stored in WebCT. Files that are put into the content manager are then available in the different courses. From the Content Manager you can create folders, upload files, download files, create zip archives or remove files.