Designer and Instructor Reference

WebCT Vista® 4.0

Technical Communications

Document version 4.0.1.0

November 28, 2005

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Contents

PART 1: WELCOME TO WEBCT 1

ABOUT THIS DOCUMENT 2

Audience 2
Conventions 2
Feedback 3

ABOUT WEBCT 4

WebCT Terminology 5
Using Online Help 12
Getting Additional Help 13
Unsupported Characters 13

PART 2: ACCESSING WEBCT 15

CHAPTER 1: ENTRY PAGE 16

Logging In to WebCT 16
Browsing for Courses 17
Self-Registering in a Course 18
Creating a WebCT Account 19
Checking Your Browser 20
Retrieving Your Login Information 21

CHAPTER 2: BROWSER CHECKER 22

About Browser Checker 22
For All Roles 22
Checking Your Browser 22

CHAPTER 3: MY WEBCT 24

About My WebCT 24
Familiarizing Yourself with the My WebCT Screen 24
About the Logo Bar 25
About the My WebCT Toolbar 25
About Channels 25
Using the Course List Channel 26
Entering Courses Using the Course List Channel 26
Hiding or Showing Course Links on the Course List Channel 28
Using the Campus Announcements Channel 29
Using the External Courses Channel 29
Adding Links to External Courses 30

Editing Links to External Courses 30
Changing the Order of Links in the External Courses Channel 31
Hiding or Showing Links in the External Courses Channel 31
Deleting Links to External Courses 31
Using the Calendar Week and Calendar Day Channels 32
Using the To Do List Channel 32
Adding Items to Your To Do List 33
Editing Items on Your To Do List 33
Printing Your To Do List 33
Deleting Items on Your To Do List 34
Using the My Grades Channel 34
Using the Personal Bookmarks Channel 35
Adding Bookmarks to Your Favorite Web Pages 35
Editing Bookmarks to Your Favorite Web Pages 35
Changing the Order of Bookmarks 36
Hiding or Showing Bookmarks 36
Deleting Personal Bookmarks to Web Pages 37
Using the Campus Bookmarks Channel 37
Changing the Order of Bookmarks 38
Hiding or Showing Bookmarks 38
Using the Who's Online Channel 38
Accessing Mail from My WebCT 39
Customizing My WebCT 39
Hiding or Showing Channels on the My WebCT Screen 40
Changing the Color Scheme of the My WebCT Screen 40
Changing the Order of Channels on the My WebCT Screen 41

PART 3: DESIGNING AND TEACHING IN WEBCT 42

CHAPTER 4: DESIGNING A WEBCT COURSE 43

Migrating Courses or Content from WebCT Campus Edition 4.1 with the Migration Pack 43
For Section Designers 43
Becoming Familiar with the Designer Interface 44
Designing a Course 45
For Section Designers 45
Creating Content 46
Organizing Content 46
Providing Communication Channels 48
Previewing and Testing a Course 49
For Section Designers 49
Customizing a Course 49
For Section Designers 50
Designing a Template 50
For Template Designers 50

Creating Content 51
Organizing Content 51
Providing Communication Channels 53
Previewing and Testing a Template 54
For Template Designers 54

CHAPTER 5: TEACHING A WEBCT COURSE 56

Migrating Courses or Content from WebCT Campus Edition 4.1 with the Migration Pack 56
Becoming Familiar with the Instructor Interface 57
Teaching a Course 58
Presenting Content 59
Evaluating Students 61
Communicating with Others 62
Previewing and Testing a Course 62

PART 4: WEBCT TOOLS AND FEATURES 64

CHAPTER 6: ANNOUNCEMENTS 65

About Announcements 65
For Section Designers and Section Instructors 65
Creating Announcements 65
For Section Designers and Section Instructors 65
Editing Announcements 66
For Section Designers and Section Instructors 66
Navigating Multiple Pages 68
For Section Designers and Section Instructors 68
Previewing Announcements 68
For Section Designers and Section Instructors 69
Sorting Announcements 69
For Section Designers and Section Instructors 69
Deleting Announcements 69
For Section Designers and Section Instructors 69

CHAPTER 7: ASSESSMENTS AND ASSESSMENT MANAGER 71

Assessments 71
About Assessments 71
Working with Assessments 71
Creating or Editing Questions 76
Organizing Questions Within an Assessment 110
Managing Questions 112
Managing Assessment Properties 115
Exporting and Importing Assessments 141
Assessment Manager 144
About Assessment Manager 144

Managing Assessments 145
Importing WebCT Quizzes, Surveys, Self Tests, and Questions 147
Editing Assessment Properties 149
Managing Submissions 151
Managing Attempts 156
Managing Performance Reports 158
Managing Statistical Reports 163

CHAPTER 8: ASSIGNMENTS AND ASSIGNMENT DROPBOX 167

About Assignments 167
For Designers 167
Creating Assignments 168
For Designers 168
Editing Assignments 171
For Designers 171
Editing Group Instructions 174
Removing Groups from an Assignment 174
Previewing and Testing Assignments 174
For Designers 174
Sending Assignments 175
For Designers 175
Managing Assignments 177
For Designers 177
Previewing Assignments 177
Showing or Hiding Assignments 177
Sorting Assignments 178
Moving Assignments 178
Viewing Links to Assignments 179
Setting or Modifying Release Criteria for Assignments 179
Linking Assignments to the Course Content and Learning Modules Tools 179
Navigating Multiple Pages 180
Deleting Assignments 180
About Assignments and Assignment Dropbox 181
For Section Instructors 181
Editing Assignments 182
Previewing and Testing Assignments 185
Sending Assignments 186
Managing Assignments 187
Managing Submissions 189

CHAPTER 9: BACKUP 197

About Backups 197
For Section Designers and Section Instructors 197
Backing Up Your Course 197
For Section Designers and Section Instructors 198
Saving Course Backups as Files 198

For Section Designers and Section Instructors 198
Navigating Multiple Pages 199
For Section Designers and Section Instructors 199
Deleting Items 200
For Section Designers and Section Instructors 200

CHAPTER 10: CALENDAR 201

About Calendar 201
For All Roles 201
Viewing Entries 201
For All Roles 201
Adding Entries 203
For Section Designers 203
Adding Entries 205
For Section Instructors 206
Editing Entries 208
For Section Designers 208
Editing Entries 210
For Section Instructors 211
Creating a Printable View of Entries 213
For All Roles 213
Modifying Personal Settings 214
For Designers 214
Modifying Personal Settings 215
For Section Instructors 215
Deleting Entries 216
For All Roles 217

CHAPTER 11: CHAT 218

About Chat 218
For Designers 218
About Chat 218
For Section Instructors 218
Working with Chat and Whiteboard Rooms 219
Creating Rooms 219
Entering Rooms 220
Editing Room Properties 220
Linking Rooms to the Course Content and Learning Modules Tools 221
Setting an Entry Chime 222
Moving Rooms 222
Setting or Modifying Release Criteria 223
Showing or Hiding Rooms 223
Showing or Hiding One Room in a Combined Chat and Whiteboard Room 224
Navigating Multiple Pages 224
Viewing Links to Rooms 225
Viewing Chat Room Logs 225

Deleting Rooms 226
Using Chat 226
For Section Designers and Section Instructors 226
Sending Messages 227
Sending Private Messages 227
Sending URLs 227
Using Whiteboard 227
For Section Designers and Section Instructors 228
Entering Text 228
Selecting Whiteboard Items 228
Copying and Pasting Whiteboard Items 229
Selecting Font Attributes 229
Selecting the Colors for Lines and Objects 229
Drawing Objects 230
Reshaping Objects 230
Changing the Colors of Objects 231
Drawing Lines 231
Selecting Line Width 232
Changing the Colors of Lines 232
Moving Whiteboard Items 233
Duplicating Items 233
Zooming In and Out 234
Undoing Your Last Action 234
Using X and Y Coordinates 234
Deleting Whiteboard Items 234
Printing Whiteboard Content 235
Clearing the Whiteboard 235
Using Whiteboard Files 235
For Section Designers and Section Instructors 235
Loading Files 235
Saving Whiteboard Drawings as Files 236
Saving Whiteboard Drawings as Slides 236
Using Whiteboard Slide Shows 237
For Section Designers and Section Instructors 237
Creating a Slide Show 237
Editing a Slide Show 238
Deleting a Slide Show 239
Previewing a Slide Show 239
Loading a Slide Show 240
Unloading a Slide Show 240
Using Autoplay to Play a Slide Show 240
Using Manual Controls to Play a Slide Show 241
Drawing Lines and Objects on a Slide Show 241
Managing User Participation 242
For Section Instructors 242
Granting Access to Students 242

Denying Access to Students 242
Starting Handraise Mode 242
Stopping Handraise Mode 243
Allowing Students to Participate 243
Disallowing Students from Participating 243
Passing the Microphone/Pen 244

CHAPTER 12: CONTENT MANAGER 245

About Content Manager 245
For Template Designers 245
About Content Manager 245
For Section Designers and Section Instructors 245
Accessing Content Manager 245

CHAPTER 13: COURSE CONTENT 247

About the Course Content Tool 247
For Designers 247
Accessing Content on the Course Content Home 248
Accessing Content on the Course Content Map 248
Expanding and Collapsing the Course Menu 249
Using the Basic View or Power View 250
Working with Files 250
For Designers 250
Adding Files 250
Browsing for Files 251
Creating Files 251
Editing Files 252
Previewing Files 253
Showing or Hiding Files 253
Customizing Links 254
Working with Media Library Links 255
Creating Manual Links to Media Library Entries 256
Viewing Manual and Automatic Links to Media Library Entries 257
Removing Manual Links to Media Library Entries 257
Moving Items to a Content Folder 258
Removing Links 258
Moving Links 258
Viewing Links to a File 259
Working with Content Links 259
For Designers 259
Adding Content Links 259
Editing Content Items 260
Previewing Content Links 260
Showing or Hiding Content Links 261
Customizing Links 261
Moving Links to a Content Folder 262

Removing Links 263
Moving Links 263
Viewing Links to an Item 263
Working with Content Folders 264
For Designers 264
Creating Content Folders 264
Editing Content Folders 264
Showing or Hiding Content Folders 265
Moving Folders to a Different Content Folder 266
Moving Links 266
Deleting Content Folders 266
Using Page Options 267
For Designers 267
Using the Basic View or Power View 267
Using Page Options in the Basic View 268
Using Page Options in the Power View 268
Customizing Page Display 269
Selecting a Page Layout 269
Creating a Custom Page Layout 270
Adding a Background Image 271
Removing a Background Image 271
Changing the Background Color 272
Reverting to the Default Background Color 273
Adding or Editing Headers and Footers 273
Deleting Headers and Footers 274
About the Course Content Tool 274
For Section Instructors 275
Accessing Content on the Course Content Home 275
Accessing Content on the Course Content Map 276
Expanding and Collapsing the Course Menu 277
Editing the Description of Items 277
Showing or Hiding Items 278
Viewing Assessments Reports 278
Viewing Assessment Submissions 279
Viewing Chat Room Logs 279

CHAPTER 14: DISCUSSIONS 281

About Discussions 281
For All Roles 281
Creating and Managing Discussion Categories 281
For various roles. See specific topics for your role. 281
Creating Categories 282
Editing Categories 283
Linking Categories to the Course Content and Learning Module Tools 283
Moving Categories 284
Viewing Links to Categories 284

Deleting Categories 285
Creating and Managing Discussion Topics 285
For various roles. See specific topics for your role. 285
Creating Topics 286
Editing Topics 287
Linking Topics to the Course Content and Learning Module Tools 289
Copying Topics 290
Moving Topics 290
Viewing Topics 291
Viewing Links to Topics 292
Showing or Hiding Topics 292
Setting or Modifying Release Criteria for Topics 293
Deleting Topics 293
Assigning Grades in Topics 294
Editing Grades in Topics 295
Reading and Posting Discussion Messages 296
For Section Designers and Section Instructors 296
Reading Messages 296
Reading New Messages 297
Posting Messages 298
Replying to Messages 299
Forwarding Messages 301
Viewing All Messages that You Posted 303
Navigating Multiple Pages 303
Managing Discussion Threads 304
For Section Designer and Section Instructors 304
Viewing Threaded and Unthreaded Discussions 304
Expanding and Collapsing Threads 305
Copying Threads 305
Moving Threads 306
Deleting Threads 306
Displaying All Messages in a Thread 306
Locking and Unlocking a Thread 307
Managing Discussion Messages 307
For Section Designers and Section Instructors 307
Displaying All Messages 308
Displaying Unread Messages 308
Copying Messages 308
Moving Messages 309
Sorting Messages 310
Deleting Messages 310
Selecting and Deselecting Messages 310
Marking Messages as Read 311
Marking Messages as Unread 311
Editing Draft Messages 311
Editing Posted Messages 313

Creating a Printable View of Messages 315
Navigating Multiple Pages 315

CHAPTER 15: EQUATION EDITOR 317

About WebEQ Equation Editor 317
Creating and Inserting Equations 317
Editing and Inserting Equations 319
Deleting Equations 320

CHAPTER 16: EXPORTING CONTENT 321

Exporting Content 321
Exporting Assessments 321
Exporting Questions 322
Exporting Learning Modules 323

CHAPTER 17: FILE MANAGER 325

About File Manager 325
For Designers 325
Key Concepts 326
About File Subscriptions 326
About File Subscriptions 327
About WebDAV Folders 327
About Referencing Files From HTML Text Boxes 328
About the Public Files Folder 329
About Case Sensitivity in File and Folder Names 329
About MIME Types 329
Locating and Viewing Files and Folders 333
For Designers 333
Navigating Folders 333
Navigating Multiple Pages 334
Sorting Files and Folders 334
Filtering Files by Type 335
Previewing Files 335
Viewing File Information 336
Viewing File HREF 336
Creating and Editing Files and Folders 337
For Designers 337
Creating HTML Files 337
Editing HTML Files 338
Working With Media Library Links 338
Creating Folders 341
Renaming Files and Folders 341
Editing File Properties 342
Declaring Character Sets 342
Managing Files and Folders 344
For Designers 344

Getting Files 344
Copying Files and Folders 345
Moving Files and Folders 347
Downloading Files 349
Zipping Files and Folders 349
Unzipping Files 350
Deleting Files and Folders 351
Managing File Subscriptions 351
For Designers 351
Subscribing to Files 352
Unsubscribing From Files 353
Creating WebDAV Folders 353
For Designers 354
Creating WebDAV Connections on a Windows Operating System 354
Creating WebDAV Connections on Mac Operating System Software 355

CHAPTER 18: GRADE BOOK 357

About Grade Book 357
For Template Designers 357
About Grade Book 359
For Section Instructors 360
Working with Columns 362
For Designers 362
Creating Columns 362
Editing Columns 371
Deleting Columns 380
About the Grade Book Tabs 381
For Section Instructors 381
About the Grades Tab 381
About the Members Tab 381
About the View All Tab 382
About the Custom View Tab 382
About the SCORM Grades Tab 383
Locating Grade Book Content 383
For Section Instructors 383
Finding Members 383
Freezing and Unfreezing Columns 385
Highlighting Rows 386
Sorting Members 386
Navigating Multiple Pages 386
Working with Members 387
For Section Instructors 387
Enrolling Members 387
Importing Data from Spreadsheet 388
Sending Mail to Members 389
Granting or Denying Access 390

Exporting Data to Spreadsheet 391
Unenrolling Members 392
Hiding and Showing Grade Information for Unenrolled Members 393
Working with Columns 393
For Section Instructors 394
Creating Columns 394
Editing Columns 405
Viewing Column Statistics 416
Viewing Submissions 417
Deleting Columns 418
Editing Column Values 419
For Section Instructors 419
Editing Column Values for a Member 419
Editing Column Values for a Column 420
Editing a Single Column Value for a Member 422
Working with Grades 423
For Section Instructors 423
Overriding Grades 423
Viewing Audit History for One Student 424
Viewing the Audit History for all Students 425
Exporting to SIS 426

CHAPTER 19: GROUP MANAGER 427

About Group Manager 427
For Template Designers 427
Working with Groups 428
For Template Designers 428
Creating Custom Groups 428
Creating Multiple Groups 429
Creating Groups with Sign-Up Sheets 429
Creating Discussion Topics for Groups 430
Creating Chat or Whiteboard Rooms for Groups 432
Editing Group Settings 433
Editing Sign-Up Sheet Settings 434
Deleting Groups 435
About Group Manager 436
For Section Instructors 436
Working with Groups 437
Managing Group Members 448

CHAPTER 20: HTML CREATOR 451

About HTML Creator 451
For All Roles 451
Using the HTML Creator 451
For All Roles 451

CHAPTER 21: IMPORTING CONTENT 463
About Importing Content 463
For Designers 463
About the e-Learning Standards that WebCT Supports 463
For Designers 463
Importing Dreamweaver Web Sites and Pages 464
For Designers 464
Importing e-Packs 466
For Section Designers 466
Importing e-Packs 467
For Template Designers 467
Importing FrontPage Web Sites and Pages 468
For Designers 468
Importing PowerPoint Presentations 470
For Designers 470
Importing Respondus Exams 471
For Designers 471
Importing WebCT Campus Edition 4.1 (MP) Courses 472
For Designers 473
Importing WebCT Learning Modules and Content Modules 474
For Designers 474
Importing WebCT Quizzes, Surveys, Self Tests, and Questions 475
For Designers 475
Viewing the Content Import Log 477
For Designers 477

CHAPTER 22: LEARNING MODULES 480
About Learning Modules 480
For Designers 480
About Learning Modules 481
For Section Instructors 481
Creating Learning Modules 482
For Designers 482
Adding Content 483
For Designers 483
Adding Files 484
For Designers 484
Adding SCORM Modules 485
For Designers 485
Organizing Content in a Learning Module 486
For Designers 486
Adding Headings 487
Adjusting Heading Levels 487
Changing the Order of Content in a Learning Module 488
Editing Content Items 488

Editing Content Item Titles 489
Editing Headings 489
Hiding or Showing Content Items 490
Previewing Content Items 490
Setting or Modifying Release Criteria for Content Items 490
Viewing All Links to Content Items 491
Deleting Content Items 491
Working with Learning Modules 492
For Designers 492
Editing Learning Module Properties 492
Linking Learning Modules to Content Folders 493
Previewing Items 493
Setting or Modifying Release Criteria for Items 493
Showing or Hiding Items 494
Sorting Items 494
Navigating Multiple Pages 495
Viewing Goals 495
Viewing Links to Items 496
Deleting Items 496
Working with Action Menus 497
For Designers 497
Adding Action Menu Links 498
Adding Action Menu Links to Goals 499
Editing Action Menu Links 500
Editing Action Menu Links to Goals 500
Previewing Action Menus Links 501
Displaying or Hiding Action Menus 502
Displaying or Hiding Action Menu Tools 502
Deleting Action Menu Links 504
Working with Resources and References 504
For Designers 504
Accessing the Resources Screen 505
Creating Book Resources 505
Creating Article Resources 506
Creating URL Resources 507
Editing Book Resources 508
Editing Article Resources 508
Editing URL Resources 509
Adding a Reference to a Resource 510
Adding or Editing Reference Ranges 510
Deleting Resources 511
Deleting References 511
Exporting and Importing Learning Modules 512
For Designers 512
Exporting Learning Modules 512
Importing WebCT Learning Modules and Content Modules 513

Navigating Learning Modules 515
For Section Instructors 515
Navigating Learning Modules Using the Action Menu 515
Navigating Learning Modules Using the Table of Contents 516
Working with Action Menu Tools 516
For Section Instructors 516
Bookmarks 516
Creating a Printable View of Content 517
Creating Learning Module Notes 519
Working with the Learning Modules Tool 520
For Section Instructors 520
Editing the Description of Items 520
Setting or Modifying Release Criteria for Items 521
Showing or Hiding Items 521
Navigating Multiple Pages 521
Viewing Learning Modules 522
Viewing Links to Items 522

CHAPTER 23: LOCAL CONTENT 523

About Local Content 523
For Designers 523
Creating Entries 524
For Designers 524
Editing Entries 525
For Designers 525
Deleting Entries 526
For Designers 526
About Local Content 526
For Section Instructors 526
Configuring Local Content 527
For Section Instructors 527

CHAPTER 24: MAIL 529

About Mail 529
For All Roles 529
Managing Mail Folders 530
For All Roles 530
Showing and Hiding Folders 530
Opening Folders 531
Creating Folders 531
Renaming Folders 531
Deleting Folders 532
Reading and Sending Mail Messages 532
For All Roles 532
Navigating and Sorting Messages 533
Reading Messages 533

Replying to Messages 534
Forwarding Messages 535
Creating and Sending Messages 537
Creating and Saving Messages as Drafts 538
Editing Draft Messages 540
Previewing Messages 542
Managing Mail Messages 542
For All Roles 542
Setting the Number of Messages per Page 543
Copying and Moving Messages 543
Moving Messages 544
Creating a Printable View of Messages 544
Printing Messages 545
Marking Messages as Read or Unread 545
Showing and Hiding Read Messages 545
Forwarding Messages to External Accounts 546
Deleting Open Messages 546
Deleting Messages 546

CHAPTER 25: MANAGE COURSE 548

About Manage Course 548
For All Roles 548
Using Course Tools 549
For All Roles 549
Adding or Removing Course Tools 549
Hiding or Showing Course Tools 550
Managing the Course Menu 551
For All Roles 551
Displaying the Course Menu 551
Expanding and Collapsing the Course Menu 552
Moving Links on the Course Menu 553
Hiding or Showing Course Tools 553
Displaying or Hiding the Course Content Map 554
Adding Custom Links 555
Editing Custom Links 556
Deleting Custom Links 557
Managing Colors 557
For All Roles 557
Selecting a Color Set 557
Creating a Custom Color Set 558
Managing Course Content Icons 559
For All Roles 559
Selecting an Icon Set 559
Customizing an Individual Icon 560
Importing Content 561
For Designers 561

About the e-Learning Standards that WebCT Supports 561
Importing Dreamweaver Web Sites and Pages 562
Importing e-Packs 563
Importing e-Packs 565
Importing FrontPage Web Sites and Pages 566
Importing PowerPoint Presentations 567
Importing Respondus Exams 569
Importing WebCT Campus Edition 4.1 (MP) Courses 570
Importing WebCT Learning Modules and Content Modules 571
Importing WebCT Quizzes, Surveys, Self Tests, and Questions 573
Working with a Course Preview Page 575
For Designers 575
Creating a Course Preview Page 575
Setting a Course Preview Page 576
Resetting Courses 576
For Section Instructors 576
Settings 577
For Section Designers and Section Instructors 577
Overview of Configuring Settings 578
Configuring Tool Settings 578
Assessments Settings 578
Assignments Settings 579
Bookmarks Settings 580
Calendar Settings 580
Chat Settings 581
Course Menu Settings 583
Create Printable View Settings 587
Discussions Settings 588
Goals Settings 590
Grade Book Settings 591
HTML Creator Settings 591
Learning Module Settings 593
Local Content Settings 593
Mail Settings 594
Media Library Settings 595
My Computer Applet Settings 596
My WebCT Settings 597
Notes Settings 598
SCORM Module Settings 598
Search Settings 599
Syllabus Settings 600
Web Links Settings 600
Who's Online Settings 601
Configuring Administration Settings 602
Content Manager Settings 602
Content Sharing Settings 603

Customize Settings 603
International Settings 605
PeopleLinks Settings 606
Teaching Assistant Settings 607
Tracking Settings 609
User Manager Settings 610
Configuring System Integration Settings 612
Deployable Components Settings 612
SSO V1 Module Security Settings 612

CHAPTER 26: MEDIA LIBRARY 615

About Media Library 615
For Designers 615
Working with Entries 615
Working with Collections 623
About Media Library 630
For Section Instructors 630
Viewing a Collection 630
Viewing Entries 631
Editing the Description of a Collection 631
Showing or Hiding Collections 631
Viewing Links to Collections 632
Setting or Modifying Release Criteria for Collections 632
Deleting Collections 632

CHAPTER 27: MY FILES 634

About My Files 634
For All Roles 634
My Files 634
Accessing My Files 635
For Designers 635
Accessing My Files 635
For Section Instructors 635
Key Concepts 636
For All Roles 636
About WebDAV Folders 636
About Case Sensitivity in File and Folder Names 636
About MIME Types 637
Locating and Viewing Files and Folders 640
For All Roles 640
Navigating Folders 641
Navigating Multiple Pages 641
Filtering Files by Type 642
Previewing Files 643
Viewing File Information 643
Creating and Editing Files and Folders 643

For All Roles 643
Creating HTML Files 644
Editing HTML Files 644
Creating Folders 645
Renaming Files and Folders 645
Editing File Properties 645
Declaring Character Sets 646
Managing Files and Folders 647
For All Roles 648
Getting Files 648
Copying Files and Folders 649
Moving Files and Folders 651
Downloading Files 653
Zipping Files and Folders 653
Unzipping Files 654
Deleting Files and Folders 654
Creating WebDAV Folders 655
For All Roles 655
Creating WebDAV Connections on a Windows® Operating System 655
Creating WebDAV Connections on a Mac® Operating System Software 657

CHAPTER 28: NOTES 658

About Notes 658
For Designers 658
About Notes 658
For Section Instructors 658
Creating General Notes 659
For Section Instructors 659
Creating Learning Modules Notes 660
For Section Instructors 660
Editing Notes 661
For Section Instructors 661
Printing Notes 661
For Section Instructors 661
Deleting Notes 662
For Section Instructors 662

CHAPTER 29: PEOPLELINKS 663

About PeopleLinks 663
For Section Instructors 663
Using PeopleLinks 664
For Section Instructors 664
About Individual Student Performance Reports 665
For Section Instructors 665
Viewing and Printing Individual Student Performance Reports 667
For Section Instructors 667

CHAPTER 30: QUESTION DATABASE 668
About the Question Database 668
For Designers 668
Accessing the Question Database Tool 669
For Designers 669
Creating or Editing Questions 669
For Designers 669
Creating or Editing Calculated Questions 670
Creating or Editing Combination Multiple Choice Questions 673
Creating or Editing Fill in the Blank Questions 676
Creating or Editing Jumbled Sentence Questions 679
Creating or Editing Matching Questions 682
Creating or Editing Multiple Choice Questions with One Correct Answer 685
Creating or Editing Paragraph Questions 689
Creating or Editing Short Answer Questions with One Correct Answer 691
Creating or Editing Short Answer Questions with Bonus Marks for the Correct Order 695
Creating or Editing True False Questions 698
Creating Questions Using Existing Questions 700
Managing Questions 701
For Designers 701
Editing Paging for the Question View 701
Navigating Multiple Pages 701
Adding Images to Questions 702
Browsing Question Database 702
Copying Questions to Another Category 703
Moving Questions to a Category 703
Previewing Questions 704
Deleting Questions 704
Managing Categories 705
For Designers 705
Editing Paging for the Category View 705
Creating Categories 705
Browsing Categories 706
Renaming Categories 707
Deleting Categories 707
Managing Columns 707
For Designers 708
Creating Columns 708
Hiding Columns 708
Showing Columns 709
Moving Columns 709
Renaming Columns 710
Deleting Columns 710
Exporting and Importing Questions 710

For Designers 711
Exporting Questions 711
Importing WebCT Quizzes, Surveys, Self Tests, and Questions 712

CHAPTER 31: REPOSITORY 715

About Repository 715
Accessing Repository 716
About Roles and File Permissions 716
Key Concepts 718
About File Subscriptions 718
About WebDAV Folders 719
About Case Sensitivity in File and Folder Names 719
About MIME Types 719
Locating and Viewing Files and Folders 723
Navigating Repository 723
Navigating Multiple Pages 723
Filtering Files by Type 724
Previewing Files 725
Viewing File Information 725
Creating and Editing Files and Folders 725
Creating HTML Files 726
Editing HTML Files 726
Creating Folders 727
Renaming Files and Folders 727
Editing Files Properties 727
Declaring Character Sets 728
Managing Files and Folders 730
Getting Files 730
Setting File Permissions 731
Copying Files and Folders 732
Moving Files and Folders 734
Downloading Files 736
Zipping Files and Folders 736
Unzipping Files 737
Deleting Files and Folders 737
Creating WebDAV Folders 738
Creating WebDAV Connections on a Windows® Operating System 738
Creating WebDAV Connections on Mac® Operating System Software 739

CHAPTER 32: SCORM MODULES 741

About SCORM Modules 741
For Section Designers 741
Creating SCORM Modules 742
Editing the Title or Description of a SCORM Module 743
Showing or Hiding SCORM Modules 743
Running SCORM Module Data Reports 743

Linking SCORM Modules to the Course Content and Learning Modules Tools 744
Viewing Links to SCORM Modules 744
Setting or Modifying Release Criteria for SCORM Modules 745
Deleting SCORM Modules 745
About SCORM Modules 745
For Template Designers 746
Creating SCORM Modules 746
Editing the Title or Description of a SCORM Module 747
Showing or Hiding SCORM Modules 748
Linking SCORM Modules to the Course Content and Learning Modules Tools 748
Deleting SCORM Modules 748
About SCORM Modules 749
For Section Instructors 749
Viewing SCORM Modules 750
Editing the Description of SCORM Modules 750
Running SCORM Module Data Reports 751
Showing or Hiding SCORM Modules 751
Viewing Links to SCORM Modules 752
Setting or Modifying Release Criteria for SCORM Modules 752

CHAPTER 33: SEARCH 753

About Search 753
For All Roles 753
Performing Searches 753
For All Roles 753
Viewing Search Results 755
For All Roles 755
Refining Searches 756
For All Roles 756
Search Tips 758
For All Roles 758

CHAPTER 34: SELECTIVE RELEASE 760

About Selective Release 760
For Section Designers and Section Instructors 760
About Selective Release 761
For Template Designers 761
Showing or Hiding Items Using the Selective Release Tools 762
For All Roles 762
Setting Release Criteria for Items 763
For Section Designers and Section Instructors 763
For Template Designers 764
Adding Date Criteria to Items 764
Adding Member Criteria to Items 766
Adding Group Criteria to Items 767
Adding Grade Book Criteria to Items 768

Combining Release Criteria Using the And and Or Boolean Operators 770
Grouping Release Criteria 771
Moving Release Criteria 772
Previewing Release Criteria 773
Example of Setting Advanced Release Criteria for an Item 773
Working with Release Criteria 776
For All Roles 776
Editing Release Criteria 776
Deleting Release Criteria 777
Editing or Deleting Invalid Member Criteria 778
Deleting Invalid Member Criteria 779
Viewing Which Items are Visible to Students 779
For Section Designers and Section Instructors 779

CHAPTER 35: SYLLABUS 781

About Syllabus 781
For All Roles 781
Creating a Syllabus 782
For All Roles 782
Adding Course Goals 782
Adding Policies 783
Adding Course Requirements 783
Adding Custom Items 784
Adding Lesson Items 784
Adding Resources 785
Importing a Syllabus 785
Working with Syllabus Items 786
For All Roles 786
Editing Syllabus Items 786
Showing or Hiding Items 787
Moving Items 787
Deleting Items 788
Viewing and Printing the Syllabus 788
For All Roles 789
Expanding Items 789
Collapsing Items 789
Printing the Syllabus 789

CHAPTER 36: TEMPLATE MANAGER 790

About Template Manager 790
For Course Designers 790
About Template Manager 791
For Other Designers 791
Accessing Template Manager 792
For Template Designers 792
About Roles and Template Permissions 793

For Template Designers 793
Locating and Viewing Templates 797
Navigating Template Manager 797
Navigating Multiple Pages 797
Sorting Items 798
Viewing Template Information 799
Creating and Editing Templates 799
Creating Templates 799
Building Templates 801
Importing Content as a New Template 801
Managing Templates 802
Setting Template Permissions 802
Copying Templates 803
Moving Templates 805
Associating Templates With Courses 807
Disassociating Templates From Courses 808
Deleting Templates 808

CHAPTER 37: TRACKING 810

About Tracking 810
For Section Instructors 810
About Report Types 811
For Section Instructors 811
About Summary of Activity Reports 811
About Tool Usage Reports 811
About Course Item Usage Reports 813
About Entry Page or Tool Reports 813
About Exit Page or Tool Reports 814
About File Usage Reports 814
About Student Tracking Reports 815
Working with Reports 816
For Section Instructors 816
Running Reports 817
Running Student Tracking Reports for Individual Students 818
Sorting Columns 818
Graphing Reports 819
Exporting Reports 820

CHAPTER 38: WEB LINKS 821

About Web Links 821
For Designers 821
About Web Links 821
For Section Instructors 821
Creating Web Links 822
For Designers 822
Editing the Description of Web Links 822

For Section Instructors 822
Editing Web Links 823
For Designers 823
Linking Web Links to the Course Content and Learning Modules Tools 823
For Designers 824
Moving Web Links 824
For Designers 824
Previewing Web Links 825
For Designers 825
Setting or Modifying Release Criteria for Web Links 825
For Designers 825
Showing or Hiding Web Links 825
For Designers 826
Navigating Multiple Pages 826
For Designers 826
Viewing Links to Web Links 827
For Designers 827
Viewing Web Links 827
For Section Instructors 827
Deleting Web Links 828
For Designers 828

CHAPTER 39: WHO'S ONLINE 829

About Who's Online 829
Sending Chat Invitations 829
Accepting Chat Invitations 829
Declining Chat Invitations 830
Ending a Chat Session 830
Setting Your Online Status 831
Updating the List of Online Users 831
Sorting the List of Online Users 832
Navigating Multiple Pages 832

PART 1: WELCOME TO WEBCT

ABOUT THIS DOCUMENT

AUDIENCE

The *Designer and Instructor Reference* contains information and step-by-step instructions on using WebCT for users enrolled in the following roles:

- Domain Designer
- Institution Designer
- Division Designer
- Group Designer
- Course Designer
- Section Designer
- Section Instructor

The term *template designer* may be used to collectively refer to Domain Designers, Institution Designers, Division Designers, Group Designers, and Course Designers.

NOTE: Instructions for the Course Instructor role are not included in this document. Course Instructors should refer to the appropriate version of the *Administrator's Guide*.

CONVENTIONS

The following conventions are used in WebCT documentation:

<angle_brackets>	Unless appearing within HTML or XML code, `<angle_brackets>` indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them. **EXAMPLE:** `<webct_install_dir>` should be replaced with the actual directory where WebCT is installed. In HTML code, HTML tags are in <angle_brackets>. In XML code, XML elements are in <angle_brackets>. In sentences, both XML elements and objects are in <angle_brackets>. **EXAMPLE:** The <person> object contains....

bold	Elements that users click in a graphical user interface, such as buttons, icons, and tabs, are in **bold**. **EXAMPLE:** Click **OK**.

code	Code appears in a shaded box.
	
	`long personID = session.getSubject().getPersonID();`
	`CalendarEntryVO[] entries = cal.getEntriesForUser(session, personID);`

`Courier font`	E-mail addresses, file names, code within a sentence, and text in the console are in `Courier font`. **EXAMPLE:** A confirmation message appears: `>Do you want to overwrite (y/n)?` **EXAMPLE:** `$ORACLE_HOME/`
italic	Text in a graphical user interface, such as a screen name or column label, is in *italic*. **EXAMPLE:** The *Welcome* screen appears. References to WebCT documents are in *italic*. **EXAMPLE:** For more information, see the appropriate version of the *WebCT Administrator's Guide*.
`KEYSTROKE`	Keystrokes are in `UPPER CASE`. **EXAMPLE:** Type your name and press `ENTER`.
`[square_brackets]`	In commands, optional parameters are in `[square_brackets]`. **EXAMPLE:** `[--glcId=identifier for the institution this command applies to]`

FEEDBACK

If you have any questions or comments about this document, please e-mail us at `contact@webct.com`.

ABOUT WEBCT

WebCT is software that allows educational institutions to create and host courses on the Internet. Courses created with WebCT software can serve as entire online courses or as a supplement to traditional classroom courses.

To use WebCT, you need an Internet connection. You must know how to use an Internet browser, have basic word processing skills, and have basic computer file management skills. You are not required to know HTML or programming. Depending on your role, you will use WebCT in different ways.

If You Are a Designer. . .
If you are a Section Designer, you can use WebCT to design and organize material similar to those used in classroom courses, such as lessons, reading lists, learning objectives, assessments, and assignments. Or you can put existing content, such as Web pages, text documents, graphic files, or media clips, into a WebCT course. You can also add communication tools so Section Instructors, Teaching Assistants, Students who are in the same course can interact with one another. At the end of the term, you can save your courses and modify them for re-use in another term. If you are a template designer, you can use WebCT to design and organize material in a template to be used as a course. The template is a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but Section Designers can customize courses individually without changing the template. You can add tools, settings, and content but not student data in a template. You can add content that is similar to those used in classroom courses, such as lessons, reading lists, learning objectives, assessments, and assignments. Or you can put existing content, such as Web pages, text documents, graphic files, or media clips, into a WebCT course. You can also add communication tools so Section Designers, Section Instructors, Teaching Assistants, Students who are in the same course can interact with one another.

If You Are a Section Instructor or Teaching Assistant. . .
You can use WebCT to present and teach course material to your Students. You can evaluate your Students' performance through quizzes and assignments, and keep a record of their marks. You can also schedule events in a calendar for your Students. To communicate with your Students, you can use a variety of online tools, including an electronic mail feature, chat rooms, and online discussions.

If You Are a Student. . .
You can use WebCT to view course material, reading lists, learning objectives, assessments, and assignments presented by your Section Instructor. You can complete assignments and quizzes, and then submit them to your Section Instructor for evaluation. After your Section Instructor has evaluated your assignments and quizzes, you can view your marks. You can also monitor your own progress in a course. To communicate with your Section Instructor, Teaching Assistant, or other Students, you can use an electronic mail feature, chat in real time, or post messages in online discussions.

If You Are a WebCT Administrator. . .
Depending on your institution, you have a variety of tasks when administering WebCT. You may have already installed the WebCT software on a server at your institution. After WebCT is installed, you can organize the WebCT database to mirror the organizational hierarchy at your institution (for example: department, course, section). Before the school term starts, you can create user accounts and enroll Students into their WebCT courses. As the school term progresses, you can generate activity reports, back up courses, and post announcements for the institution.

WEBCT TERMINOLOGY

Term	Definition
ActionLinks icon	The *ActionLinks* icon appears next to content items. Clicking this icon opens a menu of options. Options include editing, hiding and showing, previewing, deleting content items.
Action Menu	The Action Menu is in the *Learning Module* tool and contains navigation links, content links, and access to the following tools: *Bookmarks*, *Create Printable View*, and *Notes*.
Add Content Link button	The **Add Content Link** button is in the *Course Content* and *Learning Module* tools. This button allows designers to create links to content items from these locations.
Administration area	The *Administration* area allows administrators to create and manage the WebCT organizational structure and its organizational levels, such as institutions, courses, and sections.

Term	Definition
Announcements tool	The *Announcements* tool allows Section Instructors to create and post important messages in a course. Announcements appear in users' *My WebCT* or on the *Announcements* screen.
Assessments tool	The *Assessments* tool allows designers to create and edit assessments, such as quizzes, self tests, and surveys. Section Instructors use assessments to evaluate Students' progress.
Assessment Manager tool	The *Assessment Manager* tool allows Section Instructors to view, manage, and grade assessments submitted by Students.
Assignments tool	The *Assignments* tool allows designers to create assignments and assign them to Students or groups of Students. Students can submit assignments in two formats: text with attachments or a web site consisting of linked HTML pages.
Assignment Dropbox tool	The *Assignment Dropbox* tool allows Section Instructors to view and grade assignments submitted by Students.
Bookmarks tool	The *Bookmarks* tool allows designers to create links to pages in the *Learning Module* tool.
Build tab	The **Build** tab is in the designer interface and contains features allowing designers to create, manage, and organize content in a course.
breadcrumbs	Breadcrumbs list the path of screens that a user has visited. A user can click a breadcrumb to return to a screen. Breadcrumbs appear in the top frame of a screen.
Calendar tool	The *Calendar* tool allows users to view and create entries for campus and personal events. Users can view entries by day, week, or month.
channel	*My WebCT* contains the following channels: Calendar Day, To Do List, My Grades, Course List, External Courses, Calendar Week, Campus Announcements, Personal Bookmarks, and Campus Bookmarks.
Chat tool	The *Chat* tool allows users who are in the same course to chat with one another in real time while they are in the course. There is also a *Whiteboard* feature, which allows users to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
content	Content is the general term for items and activities that are included in a course.

Term	Definition
content folder	Designers can create content folders in the *Course Content* tool. A content folder allows designers to present and organize content, such as assessments, assignments, content files. A content folder is different from a folder in *File Manager*.
Content Manager tool	The *Content Manager* tool is in *My WebCT*. From *Content Manager*, users can access the *My Files* area. Institution Administrators can also access the *System Files* area. See also *File Manager*.
Course Content tool	The *Course Content* tool allows designers to create files, content folders, and add content links. The *Course Content* tool is always the first item under *Course Tools* in the course menu. The first screen of the *Course Content* tool is called *Course Content Home*.
Course Content Home	The *Course Content Home* is the first screen in the *Course Content* tool. Designers can add files, content folders, and content links on this screen.
Course Content Map	The *Course Content Map* contains navigation links to items in the *Course Content* tool. Depending on how the *Course Content Map* is set, users access it either as a drop-down list or by clicking the icon next to the *Course Content* tool.
course menu	The course menu contains the navigation links for a course. In the designer interface, the course menu contains *Course Tools* and *Designer Tools*. In the instructor interface, the menu contains *Course Tools* and *Instructor Tools*. In the student interface, the menu contains *Course Tools* and *My Tools*.
Course Preview Page	Users can view the *Course Preview Page* to find general information about a course. The purpose of this page is to let users find out more about the course before they are enrolled.
course start page	The course start page is the first screen that Section Instructors, Students, and teaching assistants see when they access a course.
Course Tools	The *Course Tools* heading appears on the course menu. Tools that were added to the course menu are listed here. In the student interface, only tools that are visible are listed here.
Designer Tools	The *Designer Tools* heading appears on the course menu. Tools that are available, by default, to designers are listed here. Tools include *Manage Course*, *File Manager*, and *Selective Release*.

Term	Definition
Discussions tool	The *Discussions* tool allows users to post discussion messages that other users in the same course can view and reply to.
File Manager tool	*File Manager* is available in each course. Section Designers use it to manage files used in a course. Section Instructors can select files in *File Manager* by browsing for them. See also *Content Manager*.
Get Files button	The **Get Files** button is in *File Manager*. It allows Section Designers to bring a copy of a file from another location in WebCT or their local computer to their current location in WebCT.
Grade Book tool	The *Grade Book* tool allow Section Instructors to manage grades for Students.
Group Manager tool	The *Group Manager* tool allows designers, Section Instructors, and Teaching Assistants to create groups of Students so they can work together.
HTML Creator tool	The *HTML Creator* is an HTML editing tool that allows designers to create content in HTML without entering HTML tags. The *HTML Creator* automatically generates the HTML source code.
Import tool	The *Import* tool allows designers to import content from other WebCT courses and third-party applications, such as Respondus®.
Instructor Tools	The *Instructor Tools* heading appears on the course menu. Tools that are available to Section Instructors are listed here. Tools can include *Manage Course*, *Assessment Manager*, *Assignment Dropbox*, *Grade Book*, *Group Manager*, *Tracking*, and *Selective Release*.
learning context	WebCT has organizational levels that mirror the organizational structure of your institution, in hierarchichal order. Below the institution organizational level, there are other organizational levels, such as course and section. Within each of these organizational levels, there are individual learning contexts. For example, within the course organizational level, there may be a course learning context for Biology 101: Introduction to Human Biology. Within the section organizational level, there may be section learning contexts for all sections of Biology 101, such as • Biology 101, Morning Section • Biology 101, Afternoon Section • Biology 101, Evening Section

Term	Definition
Learning Modules tool	The *Learning Modules* tool allows designers to organize and deliver content, such as assessments, assignments, quizzes, and content files to Students. A learning module includes a table of contents with links to the content.
Local Content tool	The *Local Content* tool allows Students to view content from their local computer, usually through a CD-ROM, instead of over the Internet.
Mail	The *Mail* tool allows users to send messages to other users in the same course. The messages can be in text or HTML format, and can include file attachments.
Manage Course	The *Manage Course* area allows designers and Section Instructors to add and remove tools, modify the appearance of the course menu containing *Course Tools* and role-specific tools, edit tool settings, import content, reset the course, and set up the *Course Preview Page*.
Media Library	The *Media Library* tool allows designers to build a database of text, video, and audio items, which can be organized into collections. Users can view and search for entries.
My Files icon	The *My Files* icon is in *Content Manager* and allows users to manage their personal files in WebCT.
My Files tool	The *My Files* tool allows Students to manage personal files in a course. *My Files* is not a directory on their local computer.
My Grades tool	The *My Grades* tool allows Students to view their grades in a course.
My Progress tool	The *My Progress* tool allows Students to track their progress in a course.
My Tools	The *My Tools* heading appears on the course menu. Tools that are available to Students are listed here. Tools can include *My Files*, *My Grades*, *My Progress*, and *Notes*.
My WebCT	*My WebCT* is the screen that appears after a user logs in. My WebCT provides a centralized access point to organizational levels, such as institutions, courses, and sections. It also provides links to *Calendar Day*, *My Grades*, *Campus Announcements*, and *Personal Bookmarks*.
Notes tool	The *Notes* tool allows users to create notes about general content in a course or specific content in learning modules.
organizational level	See *learning context*.

Term	Definition
organizational structure	See *learning context*.
Question Database tool	The *Question Database* tool allows designers to create and store questions to be used in assessments.
References tool	The *References* tool allows designers to create links to course resources, such as books, articles, and web sites. Students access this list of resources from the Action Menu of a learning module.
release criteria	Release criteria are conditions that determine the release of content. Criteria can be based on date, time, member information, grade book information, and group information. For example, if the release criteria for a quiz is a start date of March 9, that means the quiz is released on March 9. Designers can set release criteria by using the *Selective Release* tool.
SCORM Module	The *SCORM Module* tool allows designers to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of WebCT. These modules can contain files, images, or Sharable Content Objects, such as a quiz.
Search tool	The *Search* tool allows users to look for keywords and other data in course content and *Online Help*.
Selective Release tool	The *Selective Release* tool allows designers and instructors to control the release of content and folders by setting availability, link visibility, and specifying release criteria, such as name, date, and grade. Only students who meet those criteria can access the content. See also *release criteria*.
self-enrollment	Self-enrollment allows users who already have a WebCT account to enroll themselves into courses.
self-registration	Self-registration allows users to create their own WebCT account. After users create a WebCT account, they are automatically assigned the role of Institution Member.
Syllabus tool	The *Syllabus* tool allows designers and Section Instructors to create a syllabus for their course. The syllabus can contain information, such as goals, grading policies, and required text books.
Teach tab	The **Teach** tab is in the instructor interface and contains features allowing Section Instructors to present content and interact with Students.

Term	Definition
template	A template is a course that contains tools, settings, and content but not student data. A template serves as a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but courses can be customized individually without changing the template.
template designer	A template designer is a user in any of the following roles: Domain Designer, Institution Designer, Division Designer, Group Designer, Course Designer. Template designers can design templates to be used as a pre-designed format for courses. In WebCT *Online Help* and print documentation, this term may be used to collectively refer to the above-mentioned roles.
Template Manager tool	The *Template Manager* tool allows administrators and template designers to create and manage templates, including editing, copying, moving, deleting, and importing templates.
tool	A tool is a function in the WebCT software that allows users to perform specific activities.
Tracking tool	The *Tracking* tool allows Section Instructors to view statistics on student activity and content usage.
View Template tab	The **View Template** tab allows template designers to preview the appearance and test the usability of templates.
Web Links tool	The *Web Links* tool allows designers to create a list of Internet addresses or Uniform Resource Locators (URLs). Students can use these URLs to find resource material on the Internet.
WebDAV	Web Distributed Authoring and Versioning or WebDAV is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in *File Manager*.
Who's Online tool	The *Who's Online* tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My WebCT*.

USING ONLINE HELP

If you need help while using WebCT, you can use the *Online Help*. You can view help topics and search for keywords in help topics. If you are searching for keywords, you can use the following Boolean operators, either the words or the symbols:

Boolean Operator	Symbol
AND	+
OR	/
NOT	!

EXAMPLE:

- To search for *quiz* and *assessment*, enter `quiz AND assessment`.
- To search for *quiz* or *assessment*, enter `quiz OR assessment`.
- To search for *quiz* but not *assessment*, enter `quiz NOT assessment`.

You can combine operators and designate the order of search operations by using parentheses ( ).

EXAMPLE: To search for *quiz* and *assessment* but not *survey*, enter `(quiz OR assessment) AND (NOT survey)`.

To search for exact phrases, use quotation marks (“ ”).

EXAMPLE: To search for the phrase *create links to content*, enter `“create links to content”`.

- Viewing Help Topics
  1. From the screen where you need help, click **Help**. The *WebCT: Online Help* pop-up window appears, displaying the following:
     - Under *Topics*, links to the most relevant help topics appear.
     - Under *Help Contents*, folders containing all help topics appear. You can open and close the folders.
  2. Click the help topic that you want to view. The help topic appears.
- Searching for Keywords in Help Topics
  1. Click **Help**. The *WebCT: Online Help* pop-up window appears.
  2. In the *Search* text box, enter the keywords and click the *Submit Search* icon. The search results appear in order of relevance.

3. Click the help topic that you want to view. The help topic appears.
4. To return to the search results, click the *Back* icon.

GETTING ADDITIONAL HELP

If you need more information outside of the *Online Help*, you can use other resources, including WebCT Support, WebCT print documentation, and *Ask Dr. C* which provides a question and answer service moderated by an international community of experienced WebCT users. You can access these resources from the *Help* pop-up window.

1. Click **Help**. The *Help* pop-up window appears.
2. Click **Additional Resources**. The *Additional Resources* pop-up window appears.
3. Do one of the following:
   - Click **WebCT Support**. The *WebCT Support* page appears in a new browser window.
   - Click **Documentation Index**. The *WebCT Documentation Index* home page appears in a new browser window.
   - Click **Ask Dr. C**. The *Ask Dr. C* home page appears in a new browser window.

UNSUPPORTED CHARACTERS

If you cannot save an item in a WebCT tool, such as a file in *File Manager*, it is most likely because you have entered a character on your keyboard that is not supported. Examples of possible unsupported characters are the forward (/) and backward (\) slashes. While most tools in WebCT support all possible characters, there are a few exceptions.

For more information about unsupported characters, see the following table:

Tool	Type of Item	Unsupported Characters
Administration	Learning context titles, such as the title of a course or section. **NOTE:** Only administrators can create learning contexts.	/ \
Content Manager	File and folder names	/ \ "

File Manager	File and folder names	/ \ , "
Media Library	Media Library entry	< > ' "
Proxy Tools	Proxy Tool titles **NOTE:** Proxy tools are non-WebCT applications which users can access through the *External Courses* channel in *My WebCT*. Only Server Administrators can create and enable proxy tools.	! # ^ _ + , ? [ ] & < > " %
SCORM Module	SCORM Module title **NOTE:** The *SCORM Module* tool allows designer to import Sharable Content Object Reference Model (SCORM)-compliant content packages created outside of WebCT. These modules can contain files, images, or Sharable Content Objects, such as a quiz.	/ \ "
WebDAV	Files and folder names **NOTE:** Web Distributed Authoring and Versioning (WebDAV) is a protocol that allows web server directories to display as folders on a local computer. Users can use these folders like any other folder on their local computer. Users can use WebDAV folders in *File Manager*.	" / \ ' @ & = + $ ^

PART 2: ACCESSING WEBCT

CHAPTER 1: ENTRY PAGE

IMPORTANT: Topics in this chapter apply to all roles.

From the institution's *Entry Page* screen, you can do the following:

- Log in to WebCT: If you already have an account with WebCT for the institution you want to access, you can use your WebCT user name and password to log in to WebCT.
- Browse for courses: You can browse a list of the courses hosted on this server by the institution.
- Self-register in a course: You can register yourself in a course as a Student or Auditor.

  NOTE: Depending on settings used by your institution, this feature may not be available.

- Create a WebCT account: You can create your own user name and password to log in to WebCT.

  NOTE: Depending on settings used by your institution, this feature may not be available.

- Check your browser: You can check to determine if your browser type and version are validated for use with WebCT.
- Retrieve your login information: If an e-mail address is specified for your WebCT account and you set up a secret question and answer, you can receive your WebCT user name and password by e-mail.

LOGGING IN TO WEBCT

Once you have a WebCT account for the institution you want to access, you can use your WebCT user name and password to log in to WebCT.

NOTE: You must have a separate WebCT account for each institution you want to access on this server.

If you do not have a WebCT account, do one of the following:

- contact your institution's registrar
- create your own WebCT account

  NOTE: Depending on the settings used by your institution, this feature may not be available to you.

1. From the *Entry Page* screen, click **Log In**. The *Log In* screen appears.
2. In the *User name* text box, enter your user name.
3. In the *Password* text box, enter your password.

4. Click **OK**. The *My WebCT* screen appears.

   NOTE: If the *Browser Check Results* pop-up window appears, the browser you are using may not be validated for use with WebCT or there may be issues with the configuration of your browser. For more information, go to the Browser Tune-up page (`http://www.webct.com/tuneup`).

   When the *My WebCT* screen first appears, your browser may require that you accept the Java security certificate. If you click any links or buttons in *My WebCT* before the security certificate window is finished loading or before acceptance has been established, your WebCT session will end in error and you may have to manually end and restart your browser application.

BROWSING FOR COURSES

You can browse a list of all the courses that are hosted by the institution on this server.

Courses are taught at the section level. Every course has at least one section. You can view all of the available sections of a course.

1. From the *Entry Page* screen, click **Course List**. Depending on your institution, either the *Select a Division* or the *Select a Category* screen appears.
2. If the *Select a Category* screen appears, go to step 5.
3. Click a division title. The *Select a Group* screen appears.
4. Click a group title. The *Select a Category* screen appears.
5. Courses are organized in categories. Click a category name.

   NOTE: Courses that have not been assigned to a category appear in a category named `Uncategorized`.

   The *Select Course/Section* screen appears, displaying a list of the courses in the category.
6. If you want to view information about a course:
   a. Locate the course and, under *Actions*, click its *View Information* icon.

      NOTE: If a course description is not available, the icon does not appear.

      The *Additional Information* pop-up window appears displaying information about the section.

   b. When you are finished viewing the information, click **Close**.
7. If you want to view all of the available sections of a course, next to the course name, click the *Expand* icon. All sections of that course appear. Depending on the setting used by your institution, you may be able to self-register in courses. For more information, see *Self-Registering in a Course*.
8. If you want to browse another category of courses, do one of the following:

- From the *Other Categories* drop-down list, select a category and click the *Go* icon. The *Select Course/Section* screen appears, displaying the courses in that category.
- Click **Return to Category List**. The *Select a Category* screen appears, displaying a list of all the course categories.

SELF-REGISTERING IN A COURSE

NOTE: Depending on the settings used by your institution, this feature may not be available to you.

You can register in a course as a Student or Auditor. Students receive a final grade for the course; Auditors do not.

To self-register in a course, you must have a WebCT account for this institution. If you do not have a WebCT account, do one of the following:

- contact your institution's registrar
- create your own WebCT account

NOTE: Depending on the settings used by your institution, this feature may not be available to you.

1. From the *Entry Page* screen, click **Course List**. Either the *Select a Division* or the *Select a Category* screen appears.
2. If the *Select a Category* screen appears, go to step 5.
3. Click a division title. The *Select a Group* screen appears.
4. Click a group title. The *Select a Category* screen appears.
5. Courses are organized in categories. To view all courses in a category, click the category name.

   NOTE: Courses that have not been assigned to a category appear in the category named *Uncategorized*.

   The *Select Course/Section* screen appears displaying the courses in the category.
6. If you want to view the description of a course:
   a. Under *Actions*, click the *View Information* icon.

      NOTE: If a course description is not available, the icon does not appear.

      The *Additional Information* pop-up window appears.

   b. When you are finished review the information, click **Close**.

7. Courses are taught at the section level.

   EXAMPLE: A Biology 101 course may be taught in three sections: *Biology 101-A*, *Biology 101-B*, and *Biology 101-C*.

   When you register in a course, you actually register in a section of the course.

   To view all available sections of a course, next to the course name, click the *Expand* icon. You can register in any section that displays the *Register* icon.

8. To register in a section, under *Actions*, click the *Register* icon.

9. Enter your user name and password and select a role.

   NOTE: Depending on the settings used by your institution, you may be able to enroll as a Student or an Auditor.

10. Click **Register**. A confirmation message appears and you are registered in the course. After you log in, you will see a link to the course in your *Course List* channel in *My WebCT*.

11. Do one of the following:

    - To register in another course:

      a. Click **Return to Course List**. The *Select Course/Section* screen appears.

      b. Repeat steps 6 to 10 for each course in which you want to register.

    - To enter the course in which you registered:

      a. Click **Go to *My WebCT***. The *My WebCT* screen appears.

      b. In the *Course List* channel, click the course title. The *Course Content Home* screen appears.

CREATING A WEBCT ACCOUNT

NOTE: Depending on the settings used by your institution, this feature may not be available to you.

You can create your own WebCT account. This account allows you to log in to the institution that you want to access on this server. You must have a separate WebCT account for each institution that you want to access on this server.

1. From the *Entry Page* screen, click **Create Account**. The *Add User* screen appears.

2. In the *User name* text box, enter a user name.

   NOTE: You will have to enter this user name each time you log in.

3. In the *First name* text box, enter your first name.

4. In the *Last name* text box, enter your last name.
5. If you are known by another name, in the *Other name* text box, enter the name.
6. If you want to specify a name prefix, such as `Ms.`, `Mr.`, or `Dr.`, in the *Name prefix* text box, enter the prefix.
7. If you want to specify a name suffix, such as `Jr.` or `Sr.`, in the *Name suffix* text box, enter the suffix.
8. If you want to be able to receive your login information by e-mail if you forget your user name or password, in the *E-mail* text box, enter the e-mail address to which you want this information sent.

   IMPORTANT: To receive your login information by e-mail, you must also enter a secret question and answer. You will enter this information in step 10.

9. Enter a password:
   a. In the *Password* text box, enter a password.

      NOTE: You will have to enter this password and your user name each time you log in.

   b. In the *Retype password* text box, re-enter the password.
10. If you want to be able to receive your login information by e-mail if you forget your user name or password, enter a secret question that you must answer before the information is sent to you:
    a. In the *Secret question* text box, enter a question to which you will not forget the answer.

       EXAMPLE: What is the name of your favorite pet?

    b. In the *Secret answer* text box, enter the answer to the question.

       NOTE: In order to receive your login information, you must enter the answer exactly as you have entered it now.

    IMPORTANT: In order to receive your login information by e-mail, you must also enter your e-mail address in the *E-mail* text box.

11. Click **Save**. Your account is created and a confirmation message appears.
12. Do one of the following:
    - To log in to your *My WebCT*, click **Login**.
    - To return to the *Entry Page* screen, click **Entry Page**.

CHECKING YOUR BROWSER

You can use the *Browser Checker* tool to determine if your browser type and version are supported by WebCT. For more information on browser requirements, go to www.webct.com/tuneup

`http://www.webct.com/tuneup`).

The *Browser Checker* is available from the following screens:

- *Institution Listing*
- *Entry Page*
- *Log In*
- *My WebCT*

NOTE: Depending on the settings used by your institution, the manual *Browser Checker* may not be available.

From the appropriate screen, click **Check Browser**. A message appears indicating if your browser is supported or unsupported.

IMPORTANT: Some browsers allow style sheets to be disabled. If your browser has this feature, do not set it to disable style sheets.

RETRIEVING YOUR LOGIN INFORMATION

If you forget your WebCT login information, you can receive your user name and a new password by e-mail. You must first set up a secret question and answer, and an e-mail address must be specified for your WebCT account. You can do this when you change your password or when you create your WebCT account. For more information, see *Changing Your Password* or *Creating a WebCT Account*.

NOTE: If you have not set up a secret question and answer, if an e-mail address is not specified for your WebCT account, or if you are unsuccessful in receiving your login information by e-mail, contact your Section Instructor or WebCT administrator for assistance.

1. From the *Entry Page* screen, next to *Log In*, click **Forgot your login information**. The *Login Help* screen appears.
2. In the *E-mail* text box, enter the e-mail address associated with your WebCT account and click **OK**. The *Secret question for* screen appears, displaying your hint question.
3. In the text box, enter the answer exactly as you entered it when you set up the secret question and answer and click **OK**. If you entered the correct answer, a confirmation message appears, notifying you that your login information has been sent to the e-mail address associated with your WebCT account.
4. Click **OK**. The *Entry Page* screen appears and your login information is sent to the e-mail address associated with your WebCT account.
5. Retrieve your login information from the e-mail.

CHAPTER 2: BROWSER CHECKER

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT BROWSER CHECKER

For All Roles

WebCT automatically checks to determine if your browser type and version are supported. Browsers are classified in the following way:

- *Supported*: A supported browser is one that is compatible with WebCT.
- *Unsupported*: An unsupported browser is one that is incompatible with WebCT and will inhibit functionality of WebCT.

If your browser is unsupported, a warning message is displayed when you access WebCT. For more information on browser requirements, go to www.webct.com/tuneup (`http://www.webct.com/tuneup`).

WebCT also automatically checks to determine if Java is enabled in your browser and if your Java Virtual Machine (JVM) version is supported. You must enable Java and have a supported JVM version to use certain features and tools in WebCT. These include *Chat*, *Who's Online*, *HTML Creator*, *WebEQ Equation Editor*, *My Computer*, and SCORM modules. If Java is disabled or if your JVM version is unsupported, a warning message is displayed when you access WebCT.

You can also check your browser as necessary by using the manual *Browser Checker*. For more information, see *Checking Your Browser*.

Checking Your Browser

For All Roles

You can use the *Browser Checker* tool to determine if your browser type and version are supported by WebCT. For more information on browser requirements, go to www.webct.com/tuneup (`http://www.webct.com/tuneup`).

The *Browser Checker* is available from the following screens:

- *Institution Listing*

- *Entry Page*
- *Log In*
- *My WebCT*

NOTE: Depending on the settings used by your institution, the manual *Browser Checker* may not be available.

From the appropriate screen, click **Check Browser**. A message appears indicating if your browser is supported or unsupported.

IMPORTANT: Some browsers allow style sheets to be disabled. If your browser has this feature, do not set it to disable style sheets.

CHAPTER 3: MY WEBCT

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT MY WEBCT

My WebCT provides you with a single point of access to the courses in which you are enrolled.

The *Course List* channel contains links to courses in which you are currently enrolled. It may also contain links to courses in which you were previously enrolled.

Depending on the settings used by your institution, from *My WebCT* you may also be able to:

- use the *Campus Announcements* channel to read announcements sent by your institution.
- use the *External Courses* channel to create links to other (non-WebCT) online courses in which you are enrolled. Depending on your institution, you may also be able to use the *External Courses* channel to access learning applications and tools, such as a library system.
- use the *Calendar Week* and *Calendar Day* channels, and the *Calendar* icon on the *My WebCT* toolbar to access the *Calendar* tool.
- use the *To Do List* channel to create a personal to do list.
- if you are enrolled as a Student, use the *My Grades* channel to view your grades that have been released.
- use the *Personal Bookmarks* channel to add bookmarks to your favorite web pages.
- use the *Campus Bookmarks* channel to access web pages that have been provided by your institution.
- use the *Who's Online* channel to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of these users.

  EXAMPLE: If you are enrolled as a Student in two courses, the *Who's Online* channel contains a link for each course. The number of WebCT users who are currently online in the course displays next to the course title.

- use the *Mail* icon on the *My WebCT* toolbar to access the *Mail* tool.

FAMILIARIZING YOURSELF WITH THE MY WEBCT SCREEN

About the Logo Bar

The logo bar appears at the top of the *My WebCT* screen and contains the following:

- a *Change Password* link that allows you to change the password used for logging in to WebCT
- a *Check Browser* link that allows you to check if your browser type and version are validated for use with WebCT
- a *Help* link that allows you to access context-sensitive *Online Help* and other resources, including WebCT Support, WebCT print documentation, and *Ask Dr. C*, a question and answer service moderated by a dedicated, international community of experienced WebCT users
- a *Log out* link that allows you to log out of WebCT

About the My WebCT Toolbar

The *My WebCT* toolbar is located at the top of the *My WebCT* screen, below the logo bar. Depending on the settings used by your institution, the *My WebCT* toolbar may contain the following:

- a *Channels* link that can be used to hide or show channels on the *My WebCT* screen.
- a *Color* link that can be used to change the colors on the *My WebCT* screen.
- a *Layout* link that can be used to change the order and location of the channels on the *My WebCT* screen.
- icons to access the *Calendar* and *Mail* tools.

About Channels

Depending on the settings used by your institution, the *My WebCT* screen contains one or more channels, such as the *Course List* channel.

The following table provides a list and brief description of the channels that may display in the *My WebCT* screen.

Channel	Description
Course List channel	contains links to all courses in which you are enrolled
Campus Announcements channel	displays announcements that have been sent to the entire campus or to all WebCT users who are enrolled in certain roles

Channel	Description
External Courses channel	• can be used to display links to other (non-WebCT) online courses in which you are enrolled • depending on your institution, may also display links to learning applications and tools, such as a library system
Calendar Week channel	displays *Calendar* entries for the current week
Calendar Day channel	displays *Calendar* entries for today
To Do List channel	can be used to create a list of items that you want to remind yourself to do
My Grades channel	when grades are released for a course in which you are enrolled, a link and messages displays in this channel
Personal Bookmarks channel	can be used to display links to your favorite web pages and web sites
Campus Bookmarks channel	contains links to web pages and web sites that have been provided by your institution
Who's Online channel	can be used to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of those users

Depending on the settings used by your institution, you may be able to hide or show channels, and change the order and location in which channels display.

USING THE COURSE LIST CHANNEL

Entering Courses Using the Course List Channel

You can enter a course from the *Course List* channel in *My WebCT*.

From the *My WebCT* screen, locate the *Course List* channel and click the title of the course. The *Course Content Home* screen appears.

NOTE: You may be required to enter an access code to enter the course. For more information, see *Entering Access-Code Protected Courses*.

Entering Access-Code Protected Courses

If you are enrolled in a course that contains content that was created by a publisher, you are required to enter an access code the first time you enter the course.

NOTE: If you are enrolled in two or more access-code protected courses that contain the same publisher content, you only have to enter an access code the first time you enter one of the courses.

If you do not have an access code for the course, there are two ways you can purchase an access code:

1. Your Section Instructor may have ordered a textbook and access code "bundle" that you can purchase at your school's bookstore.
2. You can purchase an access code online. Go to the WebCT Student Resource Center (`http://www.webct.com/students`).

   IMPORTANT: Before you purchase an access code online:

   - Check your course textbook for an access code. If an access code is included with your course textbook, you do not need to purchase an access code online.
   - To ensure you purchase the right access code for the course, know the title, author, edition, and publisher of the content. You can obtain this information from your Section Instructor.

NOTE: If you do not have an access code but want temporary access to the course, you can request a grace period for the course. For more information, see *Requesting a Grace Period for an Access-Code Protected Course*.

1. From the *My WebCT* screen, in the *Course List* channel, click the title of the course. A licensing agreement for the publisher content appears.
2. Read the licensing agreement and click **Accept**. The *Access Code Required* screen appears.
3. Enter your access code exactly as it appears on the printed card that was included with your course textbook or, if you purchased the access code online, enter it exactly as it appears in the e-mail that was sent to you from WebCT.

   NOTE:
   - Access codes look like one of the following:
     - a combination of letters and numbers

       EXAMPLE: CT-TCT-6321-711931-I
     - all letters

EXAMPLE: LOVE-LITE-JUST-GIVE-WAGS-IDLE

- Access codes can include dashes but cannot include spaces.
- The number 1 is often mistaken for the capital letter I, and vice versa. The number 0 is often mistaken for the capital letter O, and vice versa.

4. Click **Submit Access Code**. The *Course Content Home* screen appears and you can get started with the course.

NOTE: You will not have to enter an access code the next time you enter the course.

Requesting a Grace Period for an Access-Code Protected Course

If you want to enter an access-code protected course but do not have an access code, you can request a grace period for the course. A grace period allows you to enter an access-code protected course for 15 days.

NOTE: You can request one grace period only for a course.

After the grace period expires, you have to enter an access code to enter the course.

1. From the *My WebCT* screen, in the *Course List* channel, click the title of the course. A licensing agreement for the publisher content appears.
2. Read the licensing agreement and click **Accept**. The *Access Code Required* screen appears.
3. Click **Request Grace Period**. A 15-day grace period is granted.
4. Click **Go to Course**. The *Course Content Home* screen appears.

During the 15-day grace period, each time you log in to WebCT, to enter the course, you have to accept the license agreement and click **Go to Course**. For permanent access to the course, you must enter an access code.

Hiding or Showing Course Links on the Course List Channel

NOTE: This feature is available only if you are enrolled in courses.

The *Course List* channel contains links to courses in which you are currently enrolled. It may also contain links to courses in which you were previously enrolled. You use these links to enter the courses. To facilitate navigation, you can hide course links that you do not need for the current term. Hiding a course

link does not remove the course or change your enrollment, access, or activity in the course. If you need the course link later, you can show the link.

1. From the *My WebCT* screen, locate the *Course List* channel and click its *Edit Course List* icon. The *Edit Course List* screen appears.
2. Do one of the following:
   - To hide course links, select them and click **Hide**. A confirmation message appears.
   - To show course links, select them and click **Show**. A confirmation message appears.
3. Click **OK**. The *Course List* channel is updated.

USING THE CAMPUS ANNOUNCEMENTS CHANNEL

NOTE: Depending on the settings used by your institution, the *Campus Announcements* channel may not be available.

The *Campus Announcements* channel in *My WebCT* contains links to announcements that have been sent to the entire campus or to all WebCT users enrolled in certain roles.

EXAMPLE: The campus may send an announcement to all Student s notifying them of the dates when the campus is closed.

To view an announcement, in the *Campus Announcements* channel, click the title of the announcement. The *View Announcement* pop-up window appears, displaying the campus announcement.

USING THE EXTERNAL COURSES CHANNEL

NOTE: Depending on the settings used by your institution, the *External Courses* channel may not be available.

You can use the *External Courses* channel in *My WebCT* for the following:

- If you are enrolled in other (non-WebCT) online courses, you can create links to these courses in the *External Courses* channel. This will allow you to access all of your online courses from *My WebCT*.
- Your institution may have added links to the *External Courses* channel that allow you to access learning applications and tools, such as a library system, directly from *My WebCT*.

In the *External Courses* channel, you can:

- add links to external courses.
- edit links to external courses.

- change the order of links.
- hide or show links.
- delete links to external courses.

Adding Links to External Courses

If you are enrolled in other (non-WebCT) online courses, you can create links to these courses that display in the *External Courses* channel of *My WebCT*. This will allow you to access all of your online courses from *My WebCT*.

1. From the *My WebCT* screen, locate the *External Courses* channel and click its *Edit External Courses* icon. The *External Courses* screen appears.
2. Click **Add External Course**. The *Add External Course* screen appears.
3. In the *Course Title* text box, enter a course title. This title displays in the *External Courses* channel of *My WebCT* as a link to the external course.
4. In the *Location (URL)* text box, enter the Internet address after *http://*.
5. Click **Save**. The link is added.

Editing Links to External Courses

You can edit the links to external courses that display in the *External Courses* channel of *My WebCT*.

NOTE: If your institution has added links to learning applications and tools, you cannot edit these links.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Locate the link you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit External Course* screen appears.
4. Edit the link:
   a. In the *Course Title* text box, edit the course title. In the *External Courses* channel of *My WebCT*, this title appears as a link to the external course.
   b. In the *Location (URL)* text box, edit the Internet address of the course.
5. Click **Save**. The *External Courses* links are edited.

Changing the Order of Links in the External Courses Channel

You can change the order in which links appear in the *External Courses* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. In the rows that contain the links that you want to move, select the check boxes.
3. Do one of the following:
   - To move the links up, under *Move*, in a row above the links you selected, click the *Move selected items above this item* icon. The links move up.
   - To move the links down, under *Move*, in a row below the links you selected, click the *Move selected items above this item* icon . The links move down.
4. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the order of the links is changed.

Hiding or Showing Links in the External Courses Channel

You can temporarily hide a link if you do not want it to display in the *External Courses* channel in *My WebCT*. Hidden links are not deleted and can be displayed again. When you want to display a link again, you can show the link.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Do one of the following:
   - To hide a link, locate the link and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the link title, indicating the link is hidden.
   - To show a link, locate the link and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the link is shown.
3. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the *External Courses* channel is updated.

Deleting Links to External Courses

You can delete links that have been added to the *External Courses* channel in *My WebCT*.

NOTE: If your institution has added links to learning applications and tools, you cannot delete these links.

1. From the *My WebCT* screen, in the *External Courses* channel, click the *Edit External Courses* icon. The *External Courses* screen appears.
2. Do one of the following:
   - To delete a link to one external course, locate the link you want to delete and click its *ActionLinks* icon. A menu appears.
   - To delete links to multiple external courses, next to each link you want to delete, select the check box.
   - To delete all links to external courses on the current page, in the table heading row, next to *Course Title*, select the check box. All links are selected.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The links are deleted.

USING THE CALENDAR WEEK AND CALENDAR DAY CHANNELS

Depending on the settings used by your institution, from the *My WebCT* screen, you may be able to access your *Calendar* using the *Calendar Day* and *Calendar Week* channels, and the *Calendar* icon on the *My WebCT* toolbar.

From the *My WebCT* screen, you can access the month, week, or day view of your *Calendar*. Once in your *Calendar*, you can switch between the three views.

- To view entries for the month, in the *My WebCT* toolbar, click the *Calendar* icon. The *Calendar* screen appears.
- To view entries for the week, locate the *Calendar Week* channel and click its *Edit Calendar Week* icon. The *Calendar* screen appears.
- To view entries for today, locate the *Calendar Day* channel, and click its *Edit Calendar Day* icon. The *Calendar* screen appears.

For help using your *Calendar*, from the *Calendar* screen, on the logo bar, click **Help**.

USING THE TO DO LIST CHANNEL

Adding Items to Your To Do List

You can add items to your to do list in *My WebCT* and prioritize the items in order of their importance.

1. From the *My WebCT* screen, locate the *To Do List* channel and click its *Edit To Do List* icon. The *To Do List* screen appears.
2. Click **Add Item**. The *Add Item* screen appears.
3. In the *Item text* text box, enter the to do item. Only the first 20 characters of the text will display in the *To Do List* channel.

   TIP: If the text exceeds 20 characters, later, when viewing the item from the *My WebCT* screen, to see the complete item text, click the *Edit* icon in the *To Do List* channel.

4. From the *Priority* drop-down list, select a priority to assign to the item.

   NOTE: In the *To Do List* channel, items are sorted, in ascending order, by the priority you select.

5. Click **Save**. The item is added.

Editing Items on Your To Do List

You can edit and change the priority of items in the *To Do List* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Locate the item you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Item* screen appears.
4. Edit the item:
   a. In the *Item text* text box, edit the text.
   b. From the *Priority* drop-down list, select a priority to assign to the item. In *My WebCT*, items are sorted, in ascending order, by the priority that you select.
5. Click **Save**. The item is edited.

Printing Your To Do List

You can print the items in the *To Do List* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Click **Printable Version**. The *My WebCT To Do List* screen appears, displaying all of the items in your to do list.
3. From your browser's *File* menu, click **Print**. Your browser's print dialog box appears.
4. Make your selections to print your to do list. The dialog box closes and your to do list prints.
5. In the *My WebCT To Do List* screen, click **Close**. The *To Do List* screen appears.
6. Click the ***My WebCT*** tab. The *My WebCT* screen appears.

Deleting Items on Your To Do List

1. From the *My WebCT* screen, in the *To Do List* channel, click the *Edit To Do List* icon. The *To Do List* screen appears.
2. Locate the item you want to delete and click its *ActionLinks* icon. A menu appears.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The item is deleted.
5. If you want to delete another item, repeat steps 2 to 4.
6. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the *To Do List* channel is updated.

USING THE MY GRADES CHANNEL

NOTE: Depending on the settings used by your institution, the *My Grades* channel may not be available.

When grades are released for a course in which you are enrolled, a link and message appears in the *My Grades* channel in *My WebCT*. You can use the *My Grades* channel to view grades that have been released for all of the courses in which you are enrolled.

To view your grades in a course, from the *My WebCT* screen, in the *My Grades* channel, click the title of the course. The *My Grades* screen appears, displaying all of your grades that have been released for the course.

To return to the *My WebCT* screen, click the ***My WebCT*** tab.

NOTE: Depending on the way your course is designed, you may also be able to view your grades from within a course by clicking **My Grades** under *My Tools*.

USING THE PERSONAL BOOKMARKS CHANNEL

NOTE: Depending on the settings used by your institution, the *Personal Bookmarks* channel may not be available.

When you find a web page that you want to visit again, you can save its Internet address as a bookmark in the *Personal Bookmarks* channel in *My WebCT*. Any time that you want to visit that web page, you can click its link in the *Personal Bookmarks* channel.

From the *Personal Bookmarks* channel, you can:

- add bookmarks to your favorite web pages.
- edit bookmarks to your favorite web pages.
- change the order of bookmarks.
- hide or show bookmarks.
- delete bookmarks to web pages.

Adding Bookmarks to Your Favorite Web Pages

You can add bookmarks to your favorite web pages so that it is easy to go to them in the future.

1. From the *My WebCT* screen, locate the *Personal Bookmarks* channel and click its *Edit Personal Bookmarks* icon. The *Personal Bookmarks* screen appears.
2. Click **Add Personal Bookmark**. The *Add Personal Bookmark* screen appears.
3. Enter a title. This title displays in the *Personal Bookmarks* channel as a link to the web page.
4. In the *Location (URL)* text box, enter the Internet address of the web page.
5. Click **Save**. The bookmark is added.

Editing Bookmarks to Your Favorite Web Pages

You can edit the links that display in the *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Personal Bookmarks* channel, click the *Edit Personal Bookmarks*

icon. The *Personal Bookmarks* screen appears.

2. Locate the bookmark you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Personal Bookmark* screen appears.
4. Edit the bookmark as desired:
   a. In the *Bookmark title* text box, edit the bookmark title.
   b. In the *Location (URL)* text box, edit the Internet address.
5. Click **Save**. The bookmark is edited.

Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Select the bookmarks that you want to move.
3. Do one of the following:
   - To move the bookmarks up, under *Move*, in a row above the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move up.
   - To move the bookmarks down, under *Move*, in a row below the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move down.
   - To move the bookmarks to the bottom of the list, under *Move*, in the last row, click the *Move Selected Items to Bottom of List* icon . The bookmarks move to the bottom of the list.
4. Click the ***My WebCT*** tab. The order of bookmarks is changed.

Hiding or Showing Bookmarks

You can temporarily hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*. Hidden bookmarks are not deleted and can be displayed again. When you want to display a bookmark again, you can show the bookmark.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Do one of the following:

- To hide a bookmark, locate the bookmark and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the bookmark title, indicating the bookmark is hidden.
- To show a bookmark, locate the bookmark and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the bookmark is shown.

3. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the channel is updated.

Deleting Personal Bookmarks to Web Pages

You can delete bookmarks that you have added to the *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Personal Bookmarks* channel, click the *Edit Personal Bookmarks* icon. The *Personal Bookmarks* screen appears.
2. Do one of the following:
   - To delete one bookmark, locate the bookmark you want to delete and click its *ActionLinks* icon. A menu appears.
   - To delete multiple bookmarks, next to each bookmark you want to delete, select the check box.
   - To delete all bookmarks on the current page, in the table heading row, select the check box. All bookmarks are selected.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The bookmarks are deleted.
5. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the bookmarks are deleted from the *Personal Bookmarks* channel.

USING THE CAMPUS BOOKMARKS CHANNEL

NOTE: Depending on the settings used by your institution, the *Campus Bookmarks* channel may not be available.

The *Campus Bookmarks* channel in *My WebCT* contains links to web pages and web sites. These links have been added by your institution and cannot be deleted by you.

From the *Campus Bookmarks* channel, you can:

- change the order of bookmarks.
- hide or show bookmarks.

Changing the Order of Bookmarks

You can change the order in which bookmarks display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Select the bookmarks that you want to move.
3. Do one of the following:
   - To move the bookmarks up, under *Move*, in a row above the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move up.
   - To move the bookmarks down, under *Move*, in a row below the bookmarks you selected, click the *Move Selected Items Above* icon. The bookmarks move down.
   - To move the bookmarks to the bottom of the list, under *Move*, in the last row, click the *Move Selected Items to Bottom of List* icon . The bookmarks move to the bottom of the list.
4. Click the ***My WebCT*** tab. The order of bookmarks is changed.

Hiding or Showing Bookmarks

You can temporarily hide bookmarks that display in the *Campus Bookmarks* or *Personal Bookmarks* channel in *My WebCT*. Hidden bookmarks are not deleted and can be displayed again. When you want to display a bookmark again, you can show the bookmark.

1. From the *My WebCT* screen, in the *Campus Bookmarks* or *Personal Bookmarks* channel, click the *Edit Bookmarks* icon.
2. Do one of the following:
   - To hide a bookmark, locate the bookmark and, under *Visibility*, click **Hide Link**. The button switches to *Show Link* and the word *Hidden* appears in parentheses next to the bookmark title, indicating the bookmark is hidden.
   - To show a bookmark, locate the bookmark and, under *Visibility*, click **Show Link**. The button switches to *Hide Link* and the bookmark is shown.
3. Click the ***My WebCT*** tab. The *My WebCT* screen appears and the channel is updated.

USING THE WHO'S ONLINE CHANNEL

NOTE: Depending on the settings used by your institution, the *Who's Online* channel may not be available.

You can use the *Who's Online* channel to view the names of other WebCT users who are currently online in the learning contexts in which you are enrolled and to request a real-time chat session with one or more of those users.

EXAMPLE: If you are enrolled as a Student in two courses, you can view the names of other WebCT users who are currently online in each course and send a chat invitation to one or more of those users.

The *Who's Online* channel displays a link with the same name as each learning context in which you are enrolled. The number of WebCT users who are online in the learning context displays next to the link name.

From the *My WebCT* screen, in the *Who's Online* channel, to view the names of other WebCT users who are currently online in a learning context in which you are enrolled, click the name of the learning context. The *Who's Online* screen appears, displaying a list of other WebCT users who are currently online in that learning context. For help using *Who's Online*, on the logo bar, click **Help**.

NOTE: If you are enrolled in a course, depending on the way your course is designed, you may also be able to access *Who's Online* under *Course Tools*.

ACCESSING MAIL FROM MY WEBCT

Depending on the settings used by your institution, from *My WebCT*, you may be able to access *Mail* for all of the courses in which you are enrolled. You can use the *Mail* tool to send messages to and receive messages from other WebCT users.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click the *Mail* icon. The *Mail* screen appears. A link displays for each course in which you are enrolled.
2. Under *Name*, click the name of the course in which you want to access *Mail*. The *Inbox* screen appears. If *Mail* has been enabled in the course, you can read and send messages to other WebCT users in the course.

For help using *Mail*, in the *Inbox* screen, on the logo bar, click **Help**.

CUSTOMIZING MY WEBCT

Hiding or Showing Channels on the My WebCT Screen

Depending on the settings used by your institution, you may be able to select which channels display on the *My WebCT* screen.

NOTE: You cannot hide the *Course List* channel.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Channels**. The *Select Channels* screen appears.
2. Next to each channel that you want to hide, clear the check box.
3. Next to each channel that you want to show, select the check box.
4. Click **Save**. The *My WebCT* screen appears, displaying the selected channels.

Changing the Color Scheme of the My WebCT Screen

Depending on the settings used by your institution, you may be able to change the channel and background colors on the *My WebCT* screen. You can choose colors from the HSB (Hue, Saturation, and Brightness) color scheme. If you do not want to use colors, you can use grey or a high contrast scheme in black and white. In compliance with the US Rehabilitation Act, Section 508, WebCT offers a high contrast color scheme, which allows users who have difficulty distinguishing colors to use WebCT.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Color**. The *Select Colors* screen appears.
2. To change the color of the channels on the *My WebCT* screen, under *Color Scheme for Channels*, do one of the following:
   - To change a color, do one of the following:
     - Drag the slider. The color appears in the preview box.

       NOTE: The header of each channel will appear in a darker shade of the color.

     - In the *Table Color Value* text box, enter a number between 1 and 255 that represents a hue in the HSB color scheme.

       EXAMPLE: The number 168 represents the color blue.
   - To use grey, enter *Grey* in the *Table Color Value* text box.

- To use the high contrast color scheme, enter *Contrast* in the *Table Color Value* text box or select the *High contrast* check box.

3. To change the background color of the *My WebCT* screen, under *Background Color*, do one of the following:
   - Drag the slider. The color appears in the preview box.
   - In the *Background Color Value* text box, enter a number between 1 and 255 that represents a hue in the HSB color scheme.
   - To use grey, black, or white, enter *Grey*, *Black*, or *White* in the *Table Color Value* text box.
4. Click **Save**. The color scheme is changed.
5. If you want to change the colors back to the default colors, click **Restore Default**. The default colors are restored.

Changing the Order of Channels on the My WebCT Screen

Depending on the settings used by your institution, you may be able to change the order and location of channels on the *My WebCT* screen.

NOTE: You cannot change the location of the *Course List* channel.

The *My WebCT* screen is laid out in three columns: a left, a right, and a center column. Channels that display in the center column can be moved up or down in the column. Channels that display in the left column can be moved up or down in the column or to the right column. Channels that display in the right column can be moved up or down in the column or to the left column.

1. From the *My WebCT* screen, on the *My WebCT* toolbar, click **Layout**. The *Edit Layout* screen appears.
2. Change the order and location of the channels as desired:
   - To move a channel within a column, select the channel and click **Move Up** or **Move Down**.
   - To move a channel from *Column 1* to *Column 3*, select the channel and click **Move to Column 3**.
   - To move a channel from *Column 3* to *Column 1*, select the channel and click **Move to Column 1**.
3. Click **Save**. The order of the channels is changed.

PART 3: DESIGNING AND TEACHING IN WEBCT

CHAPTER 4: DESIGNING A WEBCT COURSE

IMPORTANT: Topics in this chapter apply to designers.

MIGRATING COURSES OR CONTENT FROM WEBCT CAMPUS EDITION 4.1 WITH THE MIGRATION PACK

For Section Designers

You can migrate courses or content from WebCT Campus Edition 4.1 with the Migration Pack (MP) to be used in this WebCT version. Depending on whether you or a WebCT administrator is performing the migration, you have a variety of tasks. This topic can help you get started and refer you to additional resources.

If a WebCT administrator is migrating your course or content. . .

If a WebCT administrator migrated your course or content, you can log in to this WebCT version and access the course. You must perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (`http://tutorials.webct.com/exploring`).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

If there is no content in the course, contact the WebCT administrator.

If you are migrating your own course or content. . .

The overall process for migrating your own course or content includes the following tasks:

1. Ensure that the WebCT administrator has created a course for you in this WebCT version. You should have a user name and password that allows you to log in and access your course.
2. In WebCT Campus Edition 4.1 (MP):
   a. Prepare the course or content for migration. This includes removing Student data and date-sensitive information, such as due dates for assignments.
   b. Export the course or content using the *Export Content* tool.
3. In this WebCT version, import the course or content by doing one of the following:
   - When you access the course and if the *Assign Content* screen appears, select the option *Import content from file*.
   - When you access the course and if the *Assign Content* screen does not appear, go to the *Manage Course* area and use the *Import* tool.
4. Perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (`http://tutorials.webct.com/exploring`).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

Becoming Familiar with the Designer Interface

In WebCT, the designer interface is on the **Build** tab. The **Build** tab contains tools and features that you use to design a course or template. On the left, there may be tools listed on the course menu, under the following headings:

- *Course Tools*. Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities.
- *Designer Tools*. Designer tools include the following:
  - *Manage Course*. You use the *Manage Course* area to add, hide, show, or remove tools. You can

also manage the course menu, customize course appearance, and import content.

- *File Manager*. You use *File Manager* to upload and organize files that you want to use in a course.
- *Selective Release*. You use *Selective Release* to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

The course menu is the primary navigation feature in a WebCT course. You can use the course menu to access all tools and content in a course. When you access a tool or content, it appears in the content display area in the center of the screen. You view and work with tools and content in this area.

Your current location in a course appears in the breadcrumbs at the top of the screen. Breadcrumbs also list the path of screens that you have visited. You can click a breadcrumb to return to a previous screen.

If you are a Section Designer, you use the **Student View** tab to preview and test a course. For more information, see *Previewing and Testing a Course*. If you are a template designer, you use the **View Template** tab to preview and test a template. For more information, see *Previewing and Testing a Template*.

You may also see a **Teach** tab. For more information, see *Becoming Familiar with the Instructor Interface*.

DESIGNING A COURSE

For Section Designers

Designing a WebCT course can be similar to designing a classroom course. First, you or another designer creates content for the course. Content includes all material that you want to use in a course, such as course requirements, lessons, reading lists, assignments, and quizzes.

Then, you organize the content into logical units that can be presented in a meaningful way to Students. For example, you can organize content chronologically, by topic, or by level of complexity.

When you design a fully online course in WebCT, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To design a course, you use various tools in the WebCT software. A tool is a function in the WebCT software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools*. You use these tools to allow Section Instructors and Students to search for content and keep track of important events and deadlines in a course calendar.
- *Communication Tools*. You use these tools to create online communication tools that allow Section Instructors and Students to send messages, hold online discussions, and chat in real time.

- *Student Learning Activities*. You use these tools to create quizzes, self tests, surveys, and assignments. Section Instructors use these tools to grade the assessments and assignments submitted by Students.
- *Content Tools*. You use these tools to create and organize content. You or the Section Instructor uses these tools to present content to Students.

You can also use designer tools to access additional options for customizing the course, managing files, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for designing a course is:

1. creating content
2. organizing content
3. providing communication tools

Creating Content

For Section Designers

In a WebCT course, content includes all material that you want to use in the course, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The overall process for creating content is:

1. Add tools to your course. A tool is a function in the WebCT software that allows you to perform specific activities. For example, if you want to create assignments, you add the *Assignments* tool.

   If you are presented with the *Quick Start* screen, you can add tools from that screen. In the course, you can add tools from the *Manage Course* area.

   If your course already contains content, you can modify it or create additional content.

2. Use course tools to create content. After you create content, you can organize the content in a central location by using the *Course Content* tool. For more information, see *Organizing Content*.

Organizing Content

For Section Designers

In a WebCT course, content includes all material that you want to use, such as course requirements,

lessons, reading lists, assignments, or quizzes. Content can also include communication channels, such as discussion topics or chat rooms. If you have created content or if content already exists in a course, you can organize the content in the following ways:

- Organize content in individual course tools. This is the basic way of organizing content and requires Students to access content from different course tools.
- Organize content in the *Course Content* tool. This is an advanced way of organizing content in a central location.

Organizing Content in Individual Course Tools
By default, when you use course tools to create content, the content is stored in the tools. This is the basic way of organizing content and requires Student to use different tools to access different content. For example, if you or another designer created several discussion topics in the *Discussions* tool, Students use the *Discussions* tool to view and respond to a variety of topics. Or if you created assignments in the *Assignments* tool, Students use the *Assignments* tool to complete and submit assignments. Organizing content in course tools is effective if you are using WebCT as a supplement to a classroom course. For example, you can present content in the classroom but you can also use WebCT to present specific learning activities or communication channels outside the classroom. Within each course tool, you can organize content in several ways. On the inventory screen of most tools, you can sort items in ascending and descending alphabetical order. You can also manually change the order of items. If you want to display certain items based on specific conditions, you can set release criteria for those items. Links to tools are listed under *Course Tools* on the course menu, which is visible throughout the course. Students access tools and their content by clicking the links. If there is content that you do not want to make visible yet, you can hide the tools temporarily so Students cannot access them. For more information on creating and organizing content in course tools, see the appropriate topics for each tool.

Organizing Content in the Course Content Tool

After you use course tools to create content, you can organize the content in the *Course Content* tool, which is a more advanced organizational method. The *Course Content* tool allows you to organize content in logical units that are meaningful to Students. This also allows Students to access content from a central location. To do this, you add any of the following within the *Course Content* tool:

- files
- links to content in course tools, such as lessons, discussion topics, quizzes, or assignments
- folders for organizing content further

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

IMPORTANT: Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

The *Course Content* tool is available in each WebCT course. It is the first tool listed under *Course Tools* on the course menu.

Providing Communication Channels

For Section Designers

When you design a fully online course in WebCT, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. WebCT has the following communication tools:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. You also have the option to let announcements appear as pop-up messages.

- *Chat*. The *Chat* tool allows Students and Section Instructors who are in the same course to chat with one another in real time while they are in the course. They can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows Students and Section Instructors who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can also evaluate the quality of messages, just as they would evaluate Student participation in a classroom.
- *Mail*. The *Mail* tool is an electronic mail feature that allows Students and Section Instructors who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My WebCT*.

PREVIEWING AND TESTING A COURSE

For Section Designers

As you design or teach a course, you can preview it anytime to see how it will appear to Students. You can also test the workflow and usability of the course. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. For example, you can go to the *Assessments* tool where you can complete and submit a quiz. Or you can go to the *Assignments* tool where you can complete and submit an assignment.

To return to the designer interface, click the **Build** tab.

To return to the instructor interface, click the **Teach** tab.

IMPORTANT: If you test a course after it has started, your activities are tracked in the following ways:

- Other users will see messages that you send or post using communication tools.
- Your test activities are included in the *Reports* tool but are not included in summary reports.

CUSTOMIZING A COURSE

For Section Designers

NOTE: Depending on administrator settings, these features may not be available.

You can customize a course by changing the following:

- Appearance of the course menu which is the primary navigation feature. The course menu contains *Course Tools* and role-specific tools.
- Text and background colors throughout the course or only for the *Course Content* tool.
- Icon styles in the *Course Content* tool.
- Page layout in the *Course Content* tool.
- Headers and footers in the *Course Content* tool.

Similar to using visual aids in a classroom course, you can use these customization features to add emphasis and interest, and to make the course look more consistent.

Features for customizing a course are in the *Manage Course* area and in the *Course Content* tool.

DESIGNING A TEMPLATE

For Template Designers

A template is a course that contains tools, settings, and content but not student data. A template serves as a pre-designed format and can be re-used across multiple courses so that individual courses do not have to be created each time. This allows courses to have a consistent appearance and structure, but courses can be customized individually without changing the template.

Designing a template for a WebCT course can be similar to designing a classroom course. First, you or another designer creates content for the template. Content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, and quizzes.

Then, you organize the content into logical units that can be presented in a meaningful way to Students. For example, you can organize content chronologically, by topic, or by level of complexity.

When designing a template for a fully online course, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To design a template, you use various tools in the WebCT software. A tool is a function in the WebCT

software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools*. You use these tools to allow Section Instructors and Students to search for content and keep track of important events and deadlines in a course calendar.
- *Communication Tools*. You use these tools to allow Section Instructors and Students to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities*. You use these tools to create quizzes, self tests, surveys, and assignments. Section Instructors use these tools to grade the assessments and assignments submitted by Students.
- *Content Tools*. You use these tools to create and organize content. Section Instructors use these tools to present content to Students.

You can also use designer tools to access additional options for customizing the template, managing files, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for designing a template is:

1. creating content
2. organizing content
3. providing communication tools

Creating Content

For Template Designers

In a WebCT template, content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The overall process for creating content is:

1. Add tools to your template. A tool is a function in the WebCT software that allows you to perform specific activities. For example, if you want to create assignments, you add the *Assignments* tool.

   If you are presented with the *Quick Start* screen, you can add tools from that screen. In the course or template, you can add tools from the *Manage Course* area.

   If your template already contains content, you can modify it or create additional content.

2. Use course tools to create content. After you create content, you can organize the content in a central location by using the *Course Content* tool. For more information, see *Organizing Content*.

Organizing Content

For Template Designers

In a WebCT template, content includes all material that you want to use, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication toolss, such as discussion topics or chat rooms. If you have created content or if content already exists in a template, you can organize the content in the following ways:

- Organize content in individual course tools. This is the basic way of organizing content and requires Students to access content from different course tools.
- Organize content in the *Course Content* tool. This is an advanced way of organizing content in a central location.

Organizing Content in Individual Course Tools
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Organizing Content in the Course Content Tool

After you use course tools to create content, you can organize the content in the *Course Content* tool, which is a more advanced organizational method. The *Course Content* tool allows you to organize content in logical units that are meaningful to Students. This also allows Students to access content from a central location. To do this, you add any of the following within the *Course Content* tool:

- files
- links to content in course tools, such as lessons, discussion topics, quizzes, or assignments
- folders for organizing content further

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

IMPORTANT: Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

The *Course Content* tool is available in each WebCT course. It is the first tool listed under *Course Tools* on the course menu.

Providing Communication Channels

For Template Designers

When you design a fully online course in WebCT, you can provide communication tools that allow Students and Section Instructors to interact with one another. These tools include an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You can use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. WebCT has the following communication tools:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. You also have the option to let announcements appear as pop-up messages.

- *Chat*. The *Chat* tool allows Students and Section Instructors who are in the same course to chat with one another in real time while they are in the course. They can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows Students and Section Instructors who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can even evaluate the quality of messages, just as they would evaluate Student participation in a classroom.
- *Mail*. The *Mail* tool is an electronic mail feature that allows Students and Section Instructors who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My WebCT*.

PREVIEWING AND TESTING A TEMPLATE

For Template Designers

As you design a template, you can preview it to see how it will appear as a course to Students. To do this, you click the **View Template** tab. The following table summarizes the tasks that you can perform from the **View Template** tab:

Tool	**Summary of Tasks**
Announcements	No functionality is available.
Assessments	Complete and submit quizzes.
Assignments	View assignments.
Calendar	View, add, edit, and delete entries. Edit settings.
Chat	Edit chat room properties, hide or show chat rooms, view links to chat rooms, set release criteria, view chat log, delete chat rooms.
Discussions	View topics and messages.
Learning Modules	View learning modules.

Local Content	View content from your computer without downloading it.
Mail	No functionality is available.
Media Library	View collections.
Search	Search for keywords in the course.
Syllabus	View syllabus.
Web Links	No functionality is available.
Who's Online	Send and receive chat messages, change your online status, and refresh the list of online users.

To return to the designer interface, click the **Build** tab.

CHAPTER 5: TEACHING A WEBCT COURSE

IMPORTANT: Topics in this chapter apply to Section Instructors.

MIGRATING COURSES OR CONTENT FROM WEBCT CAMPUS EDITION 4.1 WITH THE MIGRATION PACK

You can migrate courses or content from WebCT Campus Edition 4.1 with the Migration Pack (MP) to be used in this WebCT version. Depending on whether you or a WebCT administrator is performing the migration, you have a variety of tasks. This topic can help you get started and refer you to additional resources.

If a WebCT administrator is migrating your course or content. . .

If a WebCT administrator migrated your course or content, you can log in to this WebCT version and access the course. You must perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (`http://tutorials.webct.com/exploring`).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

If there is no content in the course, contact the WebCT administrator.

If you are migrating your own course or content. . .

The overall process for migrating your own course or content includes the following tasks:

1. Ensure that the WebCT administrator has created a course for you in this WebCT version. You should have a user name and password that allows you to log in and access your course.
2. In WebCT Campus Edition 4.1 (MP):
   a. Prepare the course or content for migration. This includes removing Student data and date-sensitive information, such as due dates for assignments.
   b. Export the course or content using the *Export Content* tool.
3. In this WebCT version, import the course or content by doing one of the following:
   - When you access the course and if the *Assign Content* screen appears, select the option *Import content from file*.
   - When you access the course and if the *Assign Content* screen does not appear, go to the *Manage Course* area and use the *Import* tool.
4. Perform post-migration tasks.

For more information on migration tasks, see the appropriate version of the *Upgrade Guide for Section Designers and Section Instructors*.

For more information on new features and enhancements in this WebCT version, use the Exploring WebCT tutorials (`http://tutorials.webct.com/exploring`).

For more information on using this WebCT version, see the *Online Help* or the appropriate version of the *Designer and Instructor Reference*.

Becoming Familiar with the Instructor Interface

In WebCT, the instructor interface is on the **Teach** tab. The **Teach** tab contains tools and features that you use to present content, interact with Students, and evaluate their work. On the left, there may be tools listed on the course menu, under the following headings:

- *Course Tools*. Course tools are all of the content, organizational, communication, and evaluation tools that a designer has added. A designer uses these tools to create content and learning activities. As the Section Instructor, you use these tools to present content and learning activities to Students. Students use these tools to view content and perform learning activities. If new content become available in course tools, a *New items available* icon appears next to each tool. If a tool is hidden from Students, the link is marked with *(H)* and does not appear for Students.
- *Instructor Tools*. Instructor tools can include the following:

- *Manage Course*. You use the *Manage Course* area to add, hide, show, or remove tools. You can also manage the course menu, edit tool settings, and customize course appearance.
- *Assessment Manager*. If available, you use *Assessment Manager* to deliver assessments, including quizzes, surveys, and self tests, to Students. You can also view and mark quizzes completed by Students.
- *Assignment Dropbox*. If available, you use *Assignment Dropbox* to view and mark assignments submitted by Students. You can also return assignments to Students if you want them to revise their original submission.
- *Grade Book*. You use *Grade Book* to view, enter, and manage grades for Students.
- *Group Manager*. You can use *Group Manager* to place Students into groups if you want them to work collaboratively.
- *Tracking*. You use *Tracking* to create reports on various Student activities in the course.
- *Selective Release*. You can use *Selective Release* to control the release of content and specific items in a course. For example, you can release an assignment to certain Students only.

The course menu is the primary navigation feature in a WebCT course. You can use the course menu to access all tools and content in a course. When you access a tool or content, it appears in the content display area in the center of the screen. You view and work with tools and content in this area.

Your current location in a course appears in the breadcrumbs at the top of the screen. Breadcrumbs also list the path of screens that you have visited. You can click a breadcrumb to return to a previous screen.

The **Student View** tab contains features that you use to preview and test a course. For more information, see *Previewing and Testing a Course*.

NOTE: You may also see a **Build** tab. For more information, see *Becoming Familiar with the Designer Interface*.

TEACHING A COURSE

Teaching a WebCT course can be similar to teaching a classroom course. As a Section Instructor or Teaching Assistant, you present course content, interact with Students, and evaluate their work.

Depending on how the course was designed, content includes all material that is used in a course, such as course requirements, lessons, reading lists, assignments, and quizzes. Content can also include communication tools, such as discussion topics or chat rooms. The content can be organized in logical units that are meaningful to Students. For example, content can be organized chronologically, by topic, or by level of complexity. This allows you to deliver the appropriate content at the appropriate time, which helps Students focus on specific learning objectives.

In addition to presenting content, you can evaluate Students' performance and give feedback, just as you would in a classroom course. You can also grade assignments and assessments, and keep a record of grades for each Student.

When teaching a fully online course, it is important that you use online communication tools to allow you

and Students to interact with one another. Unlike being in a classroom course, you cannot rely on face-to-face interaction. Depending on how the course was designed, you can use communication tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course.

To teach a course in WebCT, you use various tools in the WebCT software. A tool is a function in the WebCT software that allows users to perform specific activities. You can use the following types of tools:

- *Organizational Tools*. You and Students use these tools to view the course syllabus, search for content, and keep track of important events and deadlines in a course calendar.
- *Communication Tools*. You and Students use these tools to send messages, hold online discussions, and chat in real time.
- *Student Learning Activities*. You use these tools to distribute quizzes, self tests, surveys, and assignments to Students. Students use these tools to complete and submit assessments and assignments.
- *Content Tools*. You use these tools to present content. Students use these tools to view content.

You can also use instructor tools to access additional options for customizing the course, managing files, keeping a record of grades, and controlling the availability of content.

There are also student tools, which are available to Students only. These tools allow Students to view their grades, keep track of their own progress, make notes, and store their own files in a course.

The overall process for teaching a course is:

1. presenting content
2. evaluating students
3. communicating with others

Presenting Content

In WebCT, the Section Designer designs a course by adding and organizing content. Content includes all material that was added to a course, such as course requirements, lessons, reading lists, assignments, or quizzes. Content can also include communication tools, such as discussion topics or chat rooms. As the Section Instructor or Teaching Assistant, you have some control over the presentation of content, allowing you to deliver the appropriate content at the appropriate time. This can help Students focus on specific learning objectives.

Depending on how content is organized in a WebCT course, you can present it in the following ways:

- Present content in individual course tools. This is the basic way of presenting content and requires Students to access content from different course tools.
- Present content in the *Course Content* tool. This is an advanced way of presenting content in a central location.

Presenting Content in Individual Course Tools
Depending on how a course was designed, Students may be able to access some or all tools listed under *Course Tools* on the course menu, which is visible throughout the course. Within each tool, Students can see a list of content items for a particular tool. For example, when Students click the link to the *Assignments* tool, they see an inventory of assignments. Or if they click the link to the *Assessments* tool, they see an inventory of quizzes, surveys, or self tests. If you are using WebCT as a supplement to a classroom course, you can present content in the classroom but you can use WebCT to present specific learning activities or communication tools outside the classroom. For example, you can use the *Discussions* tool to present different topics that Students use in online discussions. Or you can use the *Chat* tool to present chat rooms where Students can interact, view files, or give feedback in real time. Depending on administrator settings, you can control the presentation of content in course tools in the following ways: • Enable or disable a tool. If you disable a tool, you are removing it and all links to its content. For example, if you disable the *Assignments* tool, no users can access the tool or links to individual assignments throughout the course. The content is saved, so when you want to use the tool or access content in it, you can enable the tool again. • Show or hide a tool. If you hide a tool, it is temporarily hidden under *Course Tools* on the course menu, so Students cannot access it there. However, if there are links to individual assignments throughout the course, Students can still use the links. In the designer and instructor interface, a hidden tool is marked with *(H)*. • Show or hide a content item. An example of a content item is an assignment in the *Assignments* tool. If you hide a content item, that item is not visible to Students. • Set release criteria for content items. If you want to display certain items based on specific conditions, you can set release criteria for those items. Those items will be released when the criteria are met. For more information on using these features, see the appropriate topics for each tool.

Presenting Content in the Course Content Tool

Depending on how a course was designed, you may be able to control the presentation of content from the *Course Content* tool. The Section Designer can organize content in the *Course Content* tool by adding the following:

- files
- links to content in other course tools, such as lessons, quizzes, or assignments
- folders for organizing content further

This is an advanced way of organizing content and allows you to present content in logical units that are meaningful to Students. This also allows Students to access content from a central location.

Presenting content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, if content is organized chronologically, you can show a different folder for each week. Students open the folder for the current week and access the content for that week. Or if content is organized by topic, you can show a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic.

You can control the presentation of content in the *Course Content* tool by showing or hiding files, content links, and content folders. This allows you to deliver the appropriate content at the appropriate time.

IMPORTANT: Links to tools may be listed under *Course Tools* on the menu, which is visible throughout the course. Depending on administrator settings, you may be allowed to hide course tools. If you want Students to access content from the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can still access those tools and content in them. However, if the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools are used in your course, links to those tools must remain on the course menu. Content in these tools cannot be organized in the *Course Content* tool.

The *Course Content* tool is available in each WebCT course. It is the first tool listed under *Course Tools* on the course menu.

Evaluating Students

In WebCT, you can evaluate Students' performance just as you would in a classroom course. This includes grading assessments and assignments submitted by Students and their participation in discussions. To do this, you can use the following evaluation tools in WebCT:

- *Assessments*. You can use the *Assessments* tool to view an inventory of online quizzes, self tests, and surveys that are in the course.
- *Assignments*. You can use the *Assignments* tool to view an inventory of homework and projects that are in the course. Students can work on projects individually or in a group. You can also provide comments and suggestions on how they can improve their work.

- *Discussions*. You can use the *Discussions* tool to view messages posted by Student on a particular topic. You can evaluate Students' activity in a particular discussion topic. You can compare the level of participation among Students and evaluate the quality of messages posted.

After Students submit their assessments and assignments, you can view and grade them. You can also keep a record of grades for each Student. To do this, you use the following instructor tools:

- *Assessment Manager*. You can use the *Assessment Manager* to view, grade, and manage quizzes, self tests, surveys submitted by Students. You can also generate statistics and reports about assessments.
- *Assignment Dropbox*. You can use the *Assignment Dropbox* to view, grade, and manage assignments submitted by Students.
- *Grade Book*. You can use *Grade Book* to enter, manage, and view all grades for Students.

Communicating with Others

When you teach or take a fully online course in WebCT, you can use communication tools that are available in the course, such as an electronic mail feature, chat rooms, and online discussions, which simulate or supplement face-to-face interaction. You use these tools to exchange feedback, offer opinions, provide guidance, and ask questions just as you would in a classroom course. WebCT has the following communication tools:

- *Announcements*. The *Announcements* tool allows Section Instructors to place important information in a prominent location in a course. Announcements can also appear as pop-up messages.
- *Chat*. The *Chat* tool allows you and others who are in the same course to chat with one another in real time while they are in the course. You can also use the *Whiteboard* feature in *Chat* to draw objects, enter text, import images, and create slide shows that can be viewed in real time.
- *Discussions*. The *Discussions* tool allows you and others who are in the same course to post messages and replies on specific topics relevant to the course. Section Instructors can evaluate the quality of messages, just as they would evaluate classroom participation.
- *Mail*. The *Mail* tool is an electronic mail feature that allows you and others who are in the same course to send messages and file attachments to one another.
- *Who's Online*. The *Who's Online* tool allows users who are logged in to WebCT and enrolled in the same course to participate in chat sessions with one another. The *Who's Online* tool is similar to the *Chat* tool except it allows users who are enrolled in the same course to chat with each other outside of the course, from *My WebCT*.

Previewing and Testing a Course

As you design or teach a course, you can preview it anytime to see how it will appear to Students. You can also test the workflow and usability of the course. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo*

Student XXXXX, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. For example, you can go to the *Assessments* tool where you can complete and submit a quiz. Or you can go to the *Assignments* tool where you can complete and submit an assignment.

To return to the designer interface, click the **Build** tab.

To return to the instructor interface, click the **Teach** tab.

IMPORTANT: If you test a course after it has started, your activities are tracked in the following ways:

- Other users will see messages that you send or post using communication tools.
- Your test activities are included in the *Reports* tool but are not included in summary reports.

PART 4: WEBCT TOOLS AND FEATURES

CHAPTER 6: ANNOUNCEMENTS

IMPORTANT: Topics in this chapter apply to Section Designers and Section Instructors. See specific topics for your role.

ABOUT ANNOUNCEMENTS

For Section Designers and Section Instructors

You can use the *Announcements* tool to create and send text announcements to members enrolled in a course.

Announcements appear in members' *My WebCT* or on the *Announcements* screen. Announcements can also appear as pop-up messages, which appear when members log in to the course.

EXAMPLE: Use the *Announcements* tool to inform Students that the due date for a quiz or assignment has changed.

CREATING ANNOUNCEMENTS

For Section Designers and Section Instructors

Creating announcements lets you send text messages to members in your course. All members for a chosen role receive the announcement; you cannot exclude on a per-member basis.

In order for course members to see announcements, the *Announcements* tool must be added to *Course Tools* in a course.

1. From the *Announcements* screen, click **Create Announcement**. The *Create Announcement* screen appears.
2. Enter a title. The title identifies and summarizes the announcement to course members.
3. In the *Message* text box, enter the announcement text in Plain Text or HTML format:
   - To enter the text in Plain Text format, in the *Message* text box, enter the announcement text.

NOTE: The announcement text will appear exactly as you have typed it.

- To enter the announcement in HTML format you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

    b. Enter the announcement in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
  - To hand code the HTML:
    a. Select *Use HTML*.
    b. In the *Message* text box, enter the HTML code.

4. Under *Recipients*, determine which members receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
   a. Next to each role that you want to receive the announcement, select the check box.
   b. To quickly select/clear all roles, next to *Select All Roles*, select/clear the check box.
5. Under *Delivery Dates*, specify a start date and end date for the announcement.
6. If you want the announcement to appear as a pop-up message (appears when members log in), next to *Also deliver as a pop-up message*, select the check box.
7. Click **Send**. The announcement is sent according to the delivery dates.

EDITING ANNOUNCEMENTS

For Section Designers and Section Instructors

Announcements let you deliver text messages to members in your course. You can edit announcements that have not yet been delivered.

In order for course members to see announcements, you must add the *Announcements* tool to *Course Tools* in a course.

1. From the *Announcements* screen, locate the announcement that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Announcement* screen appears.
3. Edit the announcement:
   a. In the *Title* text box, edit the title. This identifies and summarizes the announcement to course members.
   b. Edit the text of the announcement in Plain Text or HTML format:
      - To edit the text in Plain Text format, in the *Message* text box, edit the text.

        NOTE: The text will appear exactly as you have typed it.

      - To edit the text in HTML format you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*:
          i. Next to *HTML Creator*, select *On*.

             NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

             The *HTML Creator* appears.

          ii. Edit the text in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
        - To hand code the HTML:
          i. Select *Use HTML*.
          ii. In the *Message* text box, edit the HTML code.
   c. Under *Recipients*, edit the roles that will receive the announcement. Selecting a role means that every member enrolled in that role will receive that announcement.
      i. Next to each role that you want to receive the announcement, select the check box.
      ii. To quickly select/clear all roles, next to *Select All Roles*, select/clear the check box.
   d. Under *Delivery Dates*, you can edit the start and end date for the announcement:
      - Using the *Start displaying on* drop-down lists, select a date to start displaying the announcement.
      - Using the *Stop displaying on* drop-down lists, select a date to stop displaying the announcement. If you select a stop date, once the date has passed, the announcement will no longer appear to members. This means that members who do not log in before the stop date will never see the announcement. To prevent this from happening, select *Never*.

        TIP: If you prefer, for either the start and stop date, click the *Date Selection Calendar* icon. In the pop-up window, use the *Previous Month* and *Next Month* icons to navigate to the month containing the date and click the date.

You still must use the drop-down lists to select a time.

e. Edit whether you want the announcement to appear as a pop-up message (appears when members log in) by selecting or clearing the *Also deliver as a pop-up message* check box.

4. Click **Send**. The announcement is modified and, depending on the delivery dates, the announcement is either delivered or queued.

NAVIGATING MULTIPLE PAGES

For Section Designers and Section Instructors

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

PREVIEWING ANNOUNCEMENTS

For Section Designers and Section Instructors

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

SORTING ANNOUNCEMENTS

For Section Designers and Section Instructors

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

DELETING ANNOUNCEMENTS

For Section Designers and Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

CHAPTER 7: ASSESSMENTS AND ASSESSMENT MANAGER

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ASSESSMENTS

About Assessments

For Designers

The *Assessments* tool allows you to create the following:

- Quizzes: A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- Surveys: A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- Self tests: A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

All assessments questions are saved in the *Question Database* tool. You access the *Question Database* from *Assessments*. For more information, see topics for *Question Database*

Working with Assessments

For Designers

You can create and edit the following types of assessments:

- quizzes
- surveys

- self tests

You can also preview the assessments to see how they will appear to Students.

Creating Assessments

You can create the following types of assessments:

- Quizzes: A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- Surveys: A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- Self tests: A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

This is the general procedure for creating an assessment:

1. Create the quiz, survey, or self test.
2. Create questions and add them to the quiz, survey, or self test.
3. Review default assessment properties which determine when and how assessments are delivered to Students. If required, edit these properties.
4. Show the assessment to Students. By default, assessments are hidden from Students.

1. From the *Assessments* screen, click **Create Assessment**.
2. Enter a title and description.
3. Select the assessment type: *Quiz*, *Survey*, or *Self Test*.
4. Under *Template*, select whether or not you want to base this assessment on an existing one:
   - To base the assessment on an existing assessment, select *Base on an existing assessment* and select the assessment from the drop-down list.
     - To apply settings but exclude the questions from an existing assessment to a new assessment, select *Apply assessment settings only* .
   - To not base the assessment on an existing assessment, select *Do not use another assessment as a template*.

   NOTE: There is no type restriction when basing an assessment on an existing assessment. For example, a quiz may be based on another quiz, survey, or self test.

5. Do one of the following:
   - If you want to save the assessment and add questions, click **Save and Add Questions**.
   - If you want to save the assessment, click **Save**.

Editing Assessments

1. From the *Assessments* screen, locate the assessment you want to edit and click its title. The edit screen for that assessment appears.
2. Edit the assessment as desired. For more information, please refer to the following topics:
   - *Adding Questions to Assessments*
   - *Adding Question Sets*
   - *Removing Questions from an Assessment*
   - *Creating Parts*

Previewing Assessments

You can preview how assessments will appear to Students from the *Assessments* screen.

1. From the *Assessments* screen, locate the assessment you want to preview and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Preview*. A pop-up window appears and the assessment is displayed as it will appear to Students.

Setting or Modifying Release Criteria for Assessments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Sorting Assessments

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Moving Assessments

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Above**. The selected item is moved up.
   - To move an item down:
     a. Locate an item below the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Below**. The selected item is moved down.

Linking Assessments to the Course Content and Learning Modules Tools

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Viewing Links to Assessments

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Deleting Assessments

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Creating or Editing Questions

For Designers

Once you create assessments for your course, use the *Assessments* tool to:

- create or edit the following questions types:
  - calculated questions
  - combination questions
  - fill-in-the-blank questions
  - jumbled sentence questions
  - matching questions

  - multiple choice questionsr
  - paragraph questions
  - short answer questions with one correct answer
  - short answer questions with several correct answers in any order
  - short answer questions with several correct answers (bonus marks for the correct order)
  - short answer questions with several correct answers in a specific order
  - true false questions
- add existing questions from the *Question Database*.
- add question sets.
- add question alternates.

Creating or Editing Calculated Questions

A calculated question requires Students to solve a mathematical problem.

EXAMPLE: What is 19 + 64?

You use variables when creating or editing calculated questions. WebCT replaces each variable with random values in a specified numeric range and generates a set of calculated questions. Students are given different questions so they cannot share their answers with each other.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Calculated**. The *Create Calculated Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Calculated Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format, placing the variables inside square brackets:
   - To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

  NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
    b. Enter the question.
  - To hand-code the HTML:
    a. Select *Use HTML*.
    b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:
   a. Click the *Remove Image* icon. A confirmation message appears.
   b. Click **OK**. The image is removed.

7. Under *Formula*, enter the mathematical problem and place the variables in square brackets. To see a list of the operators and functions that you can use, click **View a list of supported formulas**.

   EXAMPLE: (([x]+[y])*([x]+[y]))

   IMPORTANT: Use parentheses, not square brackets, to accentuate precedence. Use square brackets to contain variables.

8. Click **Analyze Variables**.

9. Under *Units*, if you want to specify units for the answer, do the following:
   a. In the *Units* text box, enter the unit for the answer.
   b. If necessary, select the following:
      - If the unit is required for the correct answer, select *Required*.
      - If multiple words are acceptable as one word, select *Ignore spaces*.

        EXAMPLE: *Kilowatt hours* and *kilowatthours* are both correct.

      - If the unit is acceptable in either uppercase or lowercase, select *Ignore case*.

        EXAMPLE: *Mile* and *mile* are both correct.

   c. If you want to award a percentage value for the correct unit, select it from the *Percentage of the question value* drop-down list. The combined percentage value of the unit and answer will equal 100%.

      EXAMPLE: If *30%* is awarded for the correct unit, Students who enter the correct answer but incorrect unit will be awarded only 70%.

10. Under *Variables*, do the following:
    a. For each variable, enter the minimum and maximum values. WebCT generates values for a variable between these two numbers.

       EXAMPLE: You can specify a numeric range of 1 to 100 for x and a range of 50 to 500 for y. This generates an answer set where x can be any number between 1 and 100, and where y can be any number between 50 and 500. This will create a question such as *What is 19 + 230?*

    b. If you want to specify decimal places for variables, select it from the *Calculate to decimal places* drop-down list.

11. Under *Answers*, do the following:
    a. If you want to specify the number of questions to be generated, select it from the *Specify the number of answers per set*.
    b. If you want to set the number of decimal places or significant figures to which the answer is calculated, select the number from the *Calculate the answer sets to* drop-down lists.
    c. If you want to allow a range of answers (in units or percent) to be correct, enter the tolerance in the *Answer Tolerance (+/-)* text box and select either *Units* or *Percent*.
    d. Click **Generate Answer Set**. The questions are created.
    e. If you want to manually change the answer set, enter new values for each variable as necessary and click **Update Answer Set**. The updated questions appear.

12. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

13. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
14. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
15. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
16. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
17. Click **Save**. Your changes are saved.

Creating or Editing Combination Multiple Choice Questions

A combination question requires Students to choose a correct answer combination from a list of possible answers.

EXAMPLE: Which of the following are European countries: France, Germany, Spain, Montreal, Luxembourg, Tanzania? Choose one of the following answer combinations:

a. France, Germany, Montreal

b. France, Spain, Luxembourg, Tanzania

c. France, Germany, Spain, Luxembourg

d. all of the above

e. none of the above

The correct answer is *c. France, Germany, Spain, Luxembourg*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the

Question Database.

NOTE: If your question requires a single correct answer, you should create a multiple choice question instead. For more information, see *Creating or Editing Multiple Choice Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Combination**. The *Create Combination Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Combination Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:

i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:

  i. Navigate to the file and select it.

  ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Under *Single Answers*, do the following:

   a. In the *Answer* text boxes, enter the answer choices in Plain Text or HTML format.

   EXAMPLE: If the question is *Which of the following are countries in Europe: France, Germany, Spain, Montreal, Luxembourg, Tanzania*, you enter the name of each country in a different text box.

   b. If you want to create additional answers, click **Create Additional Single Answers**. Additional answer fields appear.

8. Under *Create Answer Combinations*, do the following:

   a. Select the answers for each combination.

   EXAMPLE: For *Combination 1*, select answers *A, C, and E*. The combination *A, C, and E* will be one of the answer choices that Students can choose from.

   b. If you want to use an answer choice that is not based on an answer combination, such as *none of the above* or *all of the above*, enter it in Plain Text or HTML format in the *Other* text box.

   c. Next to the correct combination, select *Correct response*. Only one correct answer is allowed.

   d. If you want to provide feedback for an answer, enter it in Plain Text or HTML format in the *Feedback* text box.

   e. If you want to create more answer combinations, click **Create Additional Combinations**. Additional combination fields appear.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the

Section Designer notes text box.

12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Fill in the Blank Questions

A fill in the blank question requires Students to enter missing text.

EXAMPLE: Albert Einstein was born on March 14 in the year _____. His birthplace was _____.

The correct answers are *1879* and *Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:
      a. Click **Create Questions**. A menu appears.
      b. Click **Fill in the Blank**. The *Create Fill in the Blank Question* screen appears.
    - If you are editing a question, click the question title. The *Edit Fill in the Blank Question* screen appears.
3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets. When Students view the question, the text inside the square brackets will appear as a blank.

   EXAMPLE: Albert Einstein was born on March 14 in the year [1879]. His birthplace was [Ulm, Germany].

   IMPORTANT: Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:

       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

       b. Enter the question.

     - To hand-code the HTML:

       a. Select *Use HTML*.

       b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

      - If the image file you want to add is on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the file. The image is added.

      - If the image file you want to add is in WebCT:

        i. Navigate to the file and select it.

        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question, click **Generate Answers**.
   - If you are editing a question, click **Update Answers**.
8. Under *Answers*, do the following:
   a. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
   b. Select a grading scheme for each answer:
      - If Students' answers must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
      - If Students' answers must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
      - If you want to use a PERL regular expression to evaluate Students' answers, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
9. If another answer is correct, create an alternate answer:
   a. Click **Create Alternate**. The *Alternate* text box appears.
   b. In the *Alternate* text box, enter the alternate answer text.
   c. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
   d. Select a grading scheme.

   TIP: If you want to remove an alternate answer, click **Remove Alternate**. The alternate answer is removed.

10. Under *Settings*, do the following
    a. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
    b. Next to *Answers are case sensitive*, select one of the following:
       - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
       - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options*

section expands.

12. If you want to include a comment about the question, enter it in the *General feedback* text box in Plain Text or HTML format. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
15. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
16. Click **Save**. Your changes are saved.

Creating or Editing Jumbled Sentence Questions

A jumbled sentence question requires Students to select text that is missing from a sentence and put the text in the correct order. This question type is useful for language classes because you can provide sentences for Students to translate.

EXAMPLE: Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

The text that is in square brackets will be presented to Students in random order. To translate the sentence correctly, Students must select the words in the correct order.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:

a. Click **Create Questions**. A menu appears.

b. Click **Jumbled Sentence**. The *Create Jumbled Sentence Question* screen appears.

- If you are editing a question, click the question title. The *Edit Jumbled Sentence Question* screen appears.

3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets.

EXAMPLE: Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

IMPORTANT: Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

- To use the *HTML Creator*:

a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

a. Select *Use HTML*.

b. Enter the HTML code.

5. If you want, insert an equation.

NOTE: You cannot use equations as one of the jumbled items.

6. If you want to add an image to display with the question:

a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

b. Do one of the following:

- If the image file you want to add is on your computer:

i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your*

Computer screen appears.

ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:

  i. Navigate to the file and select it.

  ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question, click **Generate Answers**.
   - If you are editing a question, click **Update Answers**.
8. Under *Answers*, do the following:

   a. In the *Value (%)* text box, enter the percentage value of the correct answer.

   b. If another answer is correct, create an alternate answer:

      a. Click **Create Alternate**. Drop-down lists for the alternate answer appear.

      b. From the drop-down lists, select the words in another order.

      NOTE: Text that is already selected appears at the bottom of the list under a dotted line.

      c. In the *Value (%)* text box, enter the percentage value of he correct answer.

   TIP: If you want to remove an alternate answer, click **Remove Alternate**. The alternate answer is removed.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the

drop-down list, select the category.

NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
        i. Select your answer and click **Grade**. The grade appears in preview mode.
        ii. If you want to test another answer, click **Back**. The question appears in preview mode.
        iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Matching Questions

A matching question requires Students to match items on one list to items on another list.

EXAMPLE: Match the following capital cities with their countries:

Capital City	Country
Toyko	Canada
Ottawa	France
London	Italy
Paris	England
Rome	Japan

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:

a. Click **Create Questions**. A menu appears.

b. Click **Matching**. The *Create Matching Question* screen appears.

- If you are editing a question, click the question title. The *Edit Matching Question* screen appears.

3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format:

- To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

- To use the *HTML Creator*:

a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

a. Select *Use HTML*.

b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

b. Do one of the following:

- If the image file you want to add is on your computer:

i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:

i. Navigate to the file and select it.

ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Under *Matching Pairs*, do the following:

   a. If you need larger text boxes, change the column format by clicking **Long Answer**. Larger text boxes appear.

      NOTE: The default column format is *Short Answer*.

   b. In *Column 1*, enter an item in a text box in Plain Text or HTML format.

   c. In *Column 2*, enter the matching item in the corresponding text box in Plain Text or HTML format.

   d. If you need more text boxes, click **Create Additional Pairs**. Additional text boxes appear.

8. Under *Grading Scheme*, do the following:

   - If you want each correct match in the list to receive an equal percentage value, select *Equally weighted/All answers have equal value*. This means if Students match 50% of the items correctly, they receive 50%.
   - If you want all items in the list to be correctly matched for 100%, select *All or nothing*. This means if Students match 50% of the items correctly, they receive 0%. They must correctly match all items to receive 100%.
   - If you want to deduct a percentage value for incorrect matches, select *Right minus wrong*. This means if Students match 60% of the items correctly but 40% incorrectly, they receive 20%.

9. Under *Column Preview*, select one of the following:

   - If you want Students to see both lists at the same time, select *Preview both columns*.
   - If you want Students see the first list and to select items in the second list from a drop-down list, select *Do not preview both columns*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
        i. Select your answer and click **Grade**. The grade appears in preview mode.
        ii. If you want to test another answer, click **Back**. The question appears in preview mode.
        iii. When you are finished previewing the question, click **Close**. The question appears.
15. Click **Save**. Your changes are saved.

Creating or Editing Multiple Choice Questions with One Correct Answer

A multiple choice question requires Students to choose a correct answer from a list of possible answers.

EXAMPLE: Which of the following countries is NOT in Europe?

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

The correct answer is *(4) Tanzania*

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:
        a. Click **Create Questions**. A menu appears.
        b. Click **Multiple Choice**. The *Create Multiple Choice Question* screen appears.
    - If you are editing a question, click the question title. The *Edit Multiple Choice Question* screen appears.

3. Enter a title. You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

   a. Click the *Remove Image* icon. A confirmation message appears.
   b. Click **OK**. The image is removed.

7. Under *Answers*, do the following:
   a. Next to *Select mode*, indicate if there is one correct answer or multiple correct answers: select *One answer* or *Multiple Answers*.

b. In the *Answer* text boxes, enter the answer choices, including the correct answer, in Plain Text or HTML format.

c. If you want to include a comment about an answer, enter it in Plain Text or HTML format in the *Feedback* text box. When Students view their graded assessment, this feedback appears next to the answer.

d. Next to the correct answer or answers, select *Correct response* and enter the *Value (%)*.

EXAMPLE: If there is one correct answer, you can award 100%. If there are two correct answers, you can award 50% to each answer.

e. Next to each incorrect answer, do one of the following:

- If you want to deduct a percentage value for incorrect answers, enter the negative percent value in the *Value (%)* text box.
- If you do not want deduct a percentage value for incorrect answers, leave the value in the *Value (%)* text box as *0*.

f. If you want to create more answers, click **Create Additional Answers**. Additional *Answer* text boxes appear.

8. Under *Settings*, do the following:

a. Next to *Answer layout*, select one of the following:

- To make the answers appear under each other in one column, select *Vertical*.
- To make the answers appear next to each other from left to right, select *Horizontal*.

b. Next to *Answer labels*, select whether the answers should be identified by *Numbers* or *Letters*.

EXAMPLE:

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

or

- (a) France
- (b) Germany
- (c) Spain
- (d) Tanzania

c. Next to *Randomize answer ordering*, select one of the following:

- To make answers appear in random order each time the question appears in an assessment, select *Yes*. This prevents Students who complete the assessment first from sharing their

answers with others.

- To keep the answers in the same order that you entered them, select *No*.

d. Next to *Grading Scheme*, do one of the following:

- If there is only one correct answer or if there are multiple correct answers and you want each correct answer to count for a portion of the total score, select *Cumulative*.
- If you want all correct answers to be selected for a score 100%, select *All or nothing*.

EXAMPLE: If there are three correct answers but Students select only one or two of the answers, they receive 0%.

e. Next to *Allow negative score*, select one of the following:

- To deduct a percentage value for incorrect answers, next to *Allow negative score*, select *Yes*.

NOTE: You may want to inform Students in the question text. For example, `An incorrect answer will result in a negative score`.

- To make incorrectly answered questions worth 0%, next to *Allow negative score*, select *No*.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:

a. Click **Preview**. The question appears in preview mode.

b. If you want to test the grading scheme and feedback:

i. Select your answer and click **Grade**. The grade appears in preview mode.

ii. If you want to test another answer, click **Back**. The question appears in preview mode.

iii. When you are finished previewing the question, click **Close**. The question appears.

14. Click **Save**. The question is created.

Creating or Editing Paragraph Questions

A paragraph question requires Students to write a paragraph or an essay as their answer. Section Instructors or Teaching Assistants must mark paragraph questions.

EXAMPLE: Using examples from Shakespeare's plays, write about the differences between a comedy and tragedy.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Paragraph**. The *Create Paragraph Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Paragraph Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:

a. Select *Use HTML*.

b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

      - If the image file you want to add is on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the file. The image is added.

      - If the image file you want to add is in WebCT:

        i. Navigate to the file and select it.

        ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Under *Answer*, do the following:

   a. If you want to give information that will help Students answer the question, enter it in Plain Text or HTML format in the *Pre-fill answer box with* text box. When Students view the question, the information will appear in the text box where they enter their answer.

   b. If you want Students to see an example of a correct answer after their answer is marked, enter it in Plain Text or HTML format in the *Correct response* text box. Section Instructors or Teaching Assistants can use the correct answer as a reference when they mark the question.

8. Under *Settings*, specify the size of the text box where Students enter their answer:

   a. From the *Answer box height* drop-down list, select the number of lines of text allowed in the answer box. A minimum of two lines or a maximum of 50 lines of text are allowed.

   b. From the *Answer box width* drop-down list, select the width of the text box, in characters. A minimum of 30 and a maximum of 100 characters are allowed.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Short Answer Questions with Bonus Marks for the Correct Order

A short answer question requires Students to write a word or short phrase as their answer. You have the option of awarding bonus marks if you want Students to include additional information in their answer.

EXAMPLE: What is Albert Einstein's birth date? For bonus marks, where is his birth place?

You can award marks in the following ways:

- Option 1: Award partial marks (for example, 60%) for the correct answer *March 14, 1879*. Award full marks (for example, 100%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.
- Option 2: Award full marks (for example, 100%) for the correct answer: *March 14, 1879*. Award bonus marks (for example, 150%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

NOTE: If you want to create or edit short answer questions without bonus marks, see *Creating or Editing Short Answer Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Short Answer**. The *Create Short Answer Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Short Answer Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:

i. Navigate to the file and select it.

ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Scroll to the *Settings* section.

8. Under *Settings*, do the following:

   a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.

   b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.

   c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.

   d. Next to *Answers are case sensitive*, select one of the following:

      - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
      - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.

9. Scroll to the *Answers* section.

10. Under *Answers*, enter two versions of the answer: (1) the correct answer and (2) the correct answer with bonus.

    a. In the *Answer text 1* text box, enter the correct answer.

    IMPORTANT: The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.

    b. In the *Answer text 2* text box, enter the correct answer with bonus.

    c. In the *Value (%)* text box, enter the percentage value for the correct answer and the correct answer with bonus.

    NOTE: Percentage values for both answers must equal a minimum of 100%.

d. For each answer, select a grading scheme:

- If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
- If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
- If you want to use a PERL regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.

e. For each answer, select the following from the *Allow in answer box* drop-down list:

- For the correct answer, select *All answers*.
- For the correct answer with bonus, select the answer number that corresponds to the answer text box number.

EXAMPLE: For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

15. If you want to preview the question to ensure it appears correctly, do the following:

a. Click **Preview**. The question appears in preview mode.

b. If you want to test the grading scheme and feedback:

i. Select your answer and click **Grade**. The grade appears in preview mode.

ii. If you want to test another answer, click **Back**. The question appears in preview mode.

iii. When you are finished previewing the question, click **Close**. The question appears.

16. Click **Save**. Your changes are saved.

Creating or Editing Short Answer Questions with One Correct Answer

A short answer question requires Students to write a word or short phrase as their answer. The following are examples of short answer questions:

EXAMPLE: What is the birth date of Albert Einstein? The correct answer is *March 14, 1879*.

EXAMPLE: Name the four planets in the inner solar system. The correct answer is *Mercury, Venus, Earth, and Mars*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

NOTE: If you want to award bonus marks for your short answer questions, see *Creating or Editing Short Answer Questions with Bonus Marks*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Short Answer**. The *Create Short Answer Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Short Answer Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

  a. Select *Use HTML*.

  b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

   - If the image file you want to add is on your computer:

     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

     ii. Locate and select the file. The image is added.

   - If the image file you want to add is in WebCT:

     i. Navigate to the file and select it.

     ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

   a. Click the *Remove Image* icon. A confirmation message appears.

   b. Click **OK**. The image is removed.

7. Scroll to the *Settings* section.
8. Under *Settings*, do the following:

   a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.

   b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.

   c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.

   d. Next to *Answers are case sensitive*, select one of the following:

   - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.

- If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.

9. Scroll to the *Answers* section.
10. Under *Answers*, do the following:
    a. In the *Answer text* text box, enter the correct answer.

    IMPORTANT: The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.

    b. If the answer requires more than one text box, click **Create Additional Answers**. More text boxes appear.
    c. In the *Value (%)* text box, enter the percentage value for the answer. For example, if there is one correct answer, enter 100%. If it is a multi-part answer that is acceptable in any order, enter a percentage for each part so that the total equals 100%.
    d. Select a grading scheme for the answer:
        - If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
        - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
        - If you want to use a PERL regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
        - Depending on whether you want Students to enter answers in a certain order, select one of the following in the *Allow in answer box* drop-down list:
            - If Students can enter answers in order, select *All Answers* for each answer text box.
            - If Students must enter answers in a specific order, select the answer number that corresponds to the answer text box number.

            EXAMPLE: For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database*

but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

  NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

15. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
16. Click **Save**. Your changes are saved.

Creating or Editing True False Questions

With this question type, Students select either *True* or *False* in response to the question.

EXAMPLE: True or false: Albert Einstein was born in Germany.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **True False**. The *Create True False Question* screen appears.
   - If you are editing a question, click the question title. The *Edit True False Question* screen appears.
3. Enter a title. You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

  NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
    b. Enter the question.
  - To hand-code the HTML:
    a. Select *Use HTML*.
    b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:
   a. Click the *Remove Image* icon. A confirmation message appears.
   b. Click **OK**. The image is removed.

7. Under *Answer*, select whether the correct answer is *True* or *False*.
8. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
9. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
10. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
11. Place the question into a category. All questions are automatically stored in the *Question Database*

but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

  NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

12. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
13. Click **Save**. Your changes are saved.

Adding Questions from the Question Database

1. From the edit screen for the assessment, next to the question or part above which you want the new question to appear, select the check box.

   NOTE: If you do not select an insertion point for the new question, the question will be added to the bottom of the list of questions.

2. Click **Add to Assessment**. A menu appears.
3. Click *Existing Questions*. The *Question Database* screen appears.
4. If you want to preview a question before adding it:
   - Locate the question and click the *ActionLinks* icon next to it. A menu appears.
   - Click *Preview*. The *Preview Question* pop-up window appears and the question is displayed as it will appear in the Student view.
   - If you want to try answering and grading the question:
     a. Enter or select an answer, and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, grade, and any feedback displayed.
     b. If you want to try another answer, click **Back**. The *Preview Question* pop-up window appears. Repeat step a.

- Click **Close**. The *Question Database* screen appears.

5. Next to the question you want to add to the assessment, select the check box.
6. Click **Add Selected**. The edit screen for the assessment appears and the question is added in the specified location.

Adding Question Sets

A question set is a group of individual questions from which a random selection is presented to Students. For example, you can select four questions to be added as a set from which one will be randomly selected and presented to Students.

TIP: Because question sets present questions randomly to Students, they help to prevent Students from sharing answers. However, if you add a question set to a quiz that can be taken multiple times, each time a Student takes the quiz, the same questions appear in the same order. This prevents Students from taking and re-taking a quiz until they receive easier answers.

IMPORTANT: If you want unique question sets to be delivered each time a Student takes an attempt of the same assessment, under *Assessment Properties, Attempts*, you can specify that questions in a question set be randomized for each attempt.

NOTE:

- Before you can add a question set, questions must already be added to the *Question Database* tool.
- Once an assessment has been taken by Students, you cannot add or delete questions in a question set.

1. From the edit screen for the assessment, select the check box for the question or part above which you want the question set to appear.

   NOTE: If you do not select a question or part, the question set will be added to the bottom of the list of questions.

2. Click **Add to Assessment**. A menu appears.
3. Click *Add a Question Set*. The *Add Question* screen appears.
4. If you want to preview a question before adding it to the question set:
   a. Locate the question and click the *ActionLinks* icon next to it. A menu appears.
   b. Click *Preview*. The *Preview Question* pop-up window appears.
   c. If you want to preview the graded question:
      i. Enter or select an answer, and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, grade, and any feedback displayed.

ii. If you want to try a different answer, click **Back**. The *Preview Question* pop-up window appears. Repeat step i.

d. Click **Close**. The *Question Database* screen appears.

5. Next to the questions you want to add to the question set, select the check box.

6. Click **Add Selected**. The edit screen for that assessment appears and the question set is added to the specified location.

   Now that you have created the question set, you can specify the number of questions to be randomly selected from the set and how many points each question carries.

7. From the *Select* drop-down list, select the number of questions you want to be selected from the set, and then in the *Points* text box, specify the number of points each question will carry.

   EXAMPLE: In a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are 10 X 2 = 20.

Adding Question Alternates

A question set is a group of individual questions from which a random selection is presented to Students. You can create a question set from an individual question by adding question alternates. You can also add more questions to an existing question set by adding question alternates.

NOTE: Once the assessment has been taken by Students, you cannot add or delete questions in a question set.

1. From the edit screen for the assessment, next to the question or question set to which you want to add question alternates, select the check box.

2. Click **Add Question Alternates**. The *Question Database* screen appears.

3. If you want to preview a question before adding it to the question set:

   a. Locate the question and click the *ActionLinks* icon next to it. A menu appears.

   b. Click *Preview*. The *Preview Question* pop-up window appears.

      i. If you want to grade the question, enter or select an answer, and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, the grade, and any feedback displayed.

      ii. If you want to grade the question, enter or select an answer, and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, the grade, and any feedback displayed.

      iii. If you want to try another answer, click **Back**. The *Preview Question* pop-up window appears. Repeat step a.

iv. Click **Close**. The *Question Database* screen appears.

4. Next to the questions you want to add as question alternates, select the check box.
5. Click **Add Selected**. The question alternates are added.

Organizing Questions Within an Assessment

For Designers

If there are questions in an assessment, you can organize the questions in different sections or parts. For example, you can organize all short answer questions in one part and all paragraph questions in another part of the assessment. You can also move questions from one part to another, rename, reorganize, and delete parts.

Creating Parts

Once questions have been added to an assessment, the questions can be organized into parts, or sections. For example, you may want to organize all short answer questions into one part of the assessment, and all paragraph questions into another part. After creating parts, you can move questions into their appropriate parts.

IMPORTANT: The *Part* menu option will only be available after you have added at least one question to the assessment.

1. From the edit screen for the assessment, click **Add to Assessment**. A menu appears.
2. Click *Part*. The *Create Part* pop-up window appears.
3. In the *Name* text box, enter a name for that part of the assessment, and click **OK**. The edit screen for the assessment updates and the part is added as the final item in the question list of the displayed assessment.

Moving Questions to Parts

NOTE: Selected questions or question sets can belong to multiple parts of an assessment. However, parts cannot be contained within other parts.

1. From the edit screen for the assessment, next to the questions and/or question sets that you want to move to a part, select the check box.

2. From the *Move questions to part* drop-down list, select the part to which you want to move the questions and click the *Go* icon. The questions are moved to the specified part.

Ordering Parts

NOTE: When you reorder a part, all the questions within the part are moved as well.

1. From the edit screen for the assessment, next to the part that you want to reorder, select the check box.
2. Locate the part or question above which you want the selected part to appear and, under *Move*, click the *Insert Selected Items Above* icon. The parts are reordered in the specified format.

Renaming Parts

1. From the edit screen for the assessment, locate the part you want to rename and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Rename*. The *Rename Part* pop-up window appears.
3. In the *Name* text box, enter the new name for the part and click **OK**. The edit screen for the assessment appears and the part is renamed.

Deleting Parts

NOTE: When you remove a part from an assessment, the part and all the questions within the part are removed from the assessment but not from the *Question Database* tool.

1. From the edit screen for the assessment, do one of the following:
   - To remove an individual part:
     a. Locate the part you want to delete and click the *ActionLinks* icon next to it. A menu appears.
     b. Click *Remove*. A confirmation message appears.
   - To remove multiple parts:
     a. Next to the parts you want to delete, select the check box.
     b. Click **Remove**. A confirmation message appears.
   - To remove all parts and questions:
     a. In the table heading row, select the check box. All the parts and questions within the parts are selected.

   b. Click **Remove**. A confirmation message appears.

2. Click **OK**. The selected parts are removed.

Managing Questions

For Designers

You can edit the questions in the *Question Database*. The *Question Database* can contain the following types of questions:

- Calculated: Students must apply a mathematical formula and enter the answer.
- Combination multiple choice: Students select a combination of correct answers from a list.
- Fill in the blank: Students fill in words or phrases left blank in the question.
- Jumbled sentence: Students fill in blanks within a question by selecting a word or phrase from a drop-down list.
- Matching: Students match terms in one column with terms in another column.
- Multiple choice: Students select either one or multiple correct answers from a list.
- Paragraph: Students answer with multiple sentences.
- Short answer: Students answer with a word or phrase.
- True false: Students select whether the question is true or false.

You can also:

- edit question sets.
- assign points to questions.
- assign points to question sets.
- preview questions.
- modify selective release for questions.
- order questions.
- remove questions from an assessment.

Editing Question Sets

A question set is a group of individual questions from which a random selection is presented to Students.

Once you have created a question set, you can edit the number of questions to be randomly selected from the question set.

NOTE: Once the assessment has been completed by at least one Student, you cannot edit the number of questions that are selected from a question set.

1. From the edit screen for the assessment, locate the question set you want to edit and, from the *Select* drop-down list, select the number of questions you want to be selected from the set.
2. Each question selected in the question set will carry the number of points specified in the *Points* text box. To edit the number of points, edit the value in the *Points* text box.

   EXAMPLE: In a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are 10 x 2 = 20.

Assigning Point to Questions

WARNING: Once Students have completed the quiz, updating the points will result in grades that are incorrect.

NOTE: By default, all questions are assigned 10 points once they are added to quizzes.

1. From the edit screen for the assesment, locate the question to which you want to assign points and, under *Points*, in the text box, enter the number of points you want to assign to the question.
2. Click **Update Total**. One of the following happens:
   - If the assessment has not yet been completed by any Students, the total points for the assessment is updated.
   - If the assessment has already been completed by at least one Student, a confirmation message appears. Click **OK**. The total points for the assessment is updated.

Assigning Point to Question Sets

NOTE:
- When assigning points to question sets, each question selected in the question set will carry the value entered in the text box. For example, in a question set of 5 questions, where 2 questions are selected, if you enter 10 in the *Points* text box, the points contributed by this set are 10 X 2 = 20.
- Changing the number of questions selected from a set removes/adds a question. Once Students have completed the assessment, you cannot change the number of questions selected from a question set.
- By default, all question sets are assigned 10 points once they are added to quizzes.

WARNING: Once Students have completed the quiz, updating the points will result in grades that are incorrect.

1. From the edit screen for the assessment, locate the question set to which you want to assign points and, under *Points*, in the text box, enter the number of points.
2. Click **Update Total**. The total points for the assessment are updated. If the assessment has already been completed by at least one Student, a confirmation message appears, warning that changing the total points will result in incorrect grades for completed assessments. Click **OK**. The total points for the assessment is updated.

Previewing Questions

You can preview a question to see how it will appear to Students. To verify question grading, you can answer the question and have the question graded.

1. From the edit screen for the assessment, locate the question you want to preview and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Preview*. The *Preview Question* pop-up window appears and the question is displayed as it will appear in the Student view.
3. If you want to verify question grading:
   a. Answer the question and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, the grade, and any feedback displayed.
   b. If you want to return to the question to try another answer:
      i. Click **Back**. The *Preview Question* pop-up window appears.
      ii. Repeat step a.
4. Click **Close**. The edit screen for the assessment appears.

Removing Questions from an Assessment

NOTE:
- When you remove questions from an assessment, the questions are removed from the assessment but they remain in the *Question Database* tool.
- Once Students have completed an assessment, questions cannot be removed from that assessment. If you want to remove questions after Students have completed the assessment, you need to reset the Students' results.

1. From the edit screen for the assessment, do one of the following:
   - To remove one question:
     - Next to the question you want to remove, select the check box .

    - Click **Remove**. A confirmation message appears
  - To remove multiple questions:
    a. Next to the questions you want to remove, select the check box.
    b. Click **Remove**. A confirmation message appears.
  - To remove all questions:
    a. In the table heading row, select the check box. All the questions are selected.
    b. Click **Remove**. A confirmation message appears.
2. Click **OK**. The selected questions are removed.

Creating Categories

To organize questions, group your questions in categories. You can create as many categories as you need to organize all the questions in the *Question Database*. You can only have one level of categories, i.e., you cannot create categories within categories. Categories allow you to perform tasks on all questions contained in the category at once, such as deleting all questions in a category or exporting all questions in a category to a text file.

1. From the *Question Database* screen, do one of the following:
   - If questions or categories have been added to the database, the screen will contain two views: **Category View** and **Question View**. Click **Category View**. All categories in the *Question Database* are displayed, and the **Create Category** button will be available.
   - If no questions or categories have been added to the database, proceed to step 2.
2. Click **Create Category**. The *Create Category* pop-up window appears.
3. In the *Title* text box, enter the category name.
4. Click **Save**. The *Question Database* screen displays the new category. You can now move questions into this category or create questions that belong to this category.

Managing Assessment Properties

For Designers

Assessment properties control the availability and delivery of assessments. Some properties are set by default when an assessment is created, and can be edited. Other properties have no default settings, but you may want to edit to control a specific aspect of the availability or delivery of the assessment.

Not all properties apply to all types of assessments.

With quizzes, you can edit the following properties:

- Basic
- Dates Available
- Submission
- Security
- Results

With surveys, you can edit the following properties:

- Basic
- Dates Available
- Submission
- Security

With self tests, you can edit the following properties:

- Basic
- Dates Available

About Basic Properties

For Template Designers

Basic properties generally apply to all assessments types. However, some basic properties apply to quizzes and surveys only, and some apply only to quizzes.

With basic *Properties*, you can:

- modify the assessment title and enter descriptive text about the assessment.
- select whether to show or hide an assessment from Students.
- select whether question titles are displayed.
- specify question delivery.
- specify whether to display the assessment in a new browser window.
- for quizzes and surveys only:
  - specify assessment duration.
- for quizzes only:
  - specify the number of attempts allowed and the time Students must wait between attempts.

- specify if and when Student scores are released.
- specify if assessment statistics should be released to Students.

About Basic Properties

For Section Designers

Basic properties generally apply to all assessments types. However, some basic properties apply to quizzes and surveys only, and some apply only to quizzes.

With basic *Properties*, you can:

- modify the assessment title and enter descriptive text about the assessment.
- select whether to show or hide an assessment from Students.
- select whether question titles are displayed.
- specify question delivery.
- specify whether to display the assessment in a new browser window.
- for quizzes and surveys only:
  - change the column name of the assessment in Grade Book.
  - specify assessment duration.
- for quizzes only:
  - specify the number of attempts allowed and the time Students must wait between attempts.
  - specify if and when Student scores are released.
  - specify if assessment statistics should be released to Students.

About Dates Available Properties

Dates Available properties apply to all assessment types. With *Dates Available* properties, you can:

- specify a start and end date and time for the assessment.
- create a corresponding public entry in the *Calendar* tool, letting course members know the assessment is available.

About Security Properties

Security properties apply to quizzes and surveys and allow you to control access to an assessment.

IMPORTANT: If you want to restrict access to an assessment by IP address, you should contact your system administrator for assistance.

With *Security* properties, you can:

- assign a proctor password. A proctor password allows only Student with the password to access the assessment.

  NOTE: You should give the password out to Students just before the start of the assessment.

  Students are prompted for the password when they first access the assessment.
- assign an IP address that Student' machines must match in order to access the assessment.
- set an IP address mask. An IP address mask is used to define a range of valid IP addresses that are allowed to access an assessment.

About Results Properties

Results properties apply to quizzes only. For each question in the quiz, you can:

- Show the question text.
- Show the Student's answer.
- Show the correct answer.
- Show the Student's score.
- Show the value assigned to the question.
- Show the Section Instructor's feedback.

For the entire quiz, you can:

- Show the total score.
- Show the grader's comments.

About Submission Properties

Submission properties apply to quizzes and surveys only. With *Submission* properties, you can:

- specify a message that appears when Students submit their assessments.
- specify an external e-mail address to which submissions are sent.

Editing Quiz Properties

For Template Designers

Quiz properties define how a quiz will be delivered to Students. It also defines how results will be released to Students.

IMPORTANT: You should review the following key properties that are specified by default when you create a quiz. If the default properties are valid for your assessment, you should not need to edit the properties before making the assessment visible to Students.

Question delivery	Deliver questions all at once.
Display Assessment	Display in a new browser window.
Duration	1 hour
Attempts allowed	1
Student score release	Do not release the score.
Dates Available	Start time: Immediate End time: Unlimited

Edit properties if desired as follows:

1. From the *Assessments* screen, locate the quiz for which you want to edit the properties and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Edit Properties*. The *Edit Assessment Properties* screen appears.
3. In the *Edit Assessment Properties* section, enter or edit basic properties:

Title	Enter or edit the quiz title.
Description	Enter or edit descriptive text about the quiz.
Item Visibility	Select to show or hide the quiz from Students.
Question delivery	Specify how questions will be delivered.
Question titles	Select if you want the question titles to be displayed when the quiz is delivered.
Display Assessment	Select to display the quiz in the same or a new browser window.

Duration	To allow Students an unlimited amount of time to complete the quiz, select *Unlimited*. To specify a limited duration: • select the second radio button • enter the length of time • select the unit of time (*Minutes*, *Hours*, or *Days*)
Disallow answer submission if time has expired	Selecting this option allows only answers saved before the survey time expired to be submitted.
Allowed attempts	Select the number of times a Student can attempt the quiz.
Randomize questions in a question set	If the quiz contains a question set, select if you want different questions displayed to a Student each time they take an attempt. **NOTE:** Normally, if you add a question set to an quiz that can be taken multiple times, each time a Student takes the quiz, the same questions appear in the same order. This prevents Students from taking and re-taking a quiz until they receive easier answers.
Minimum attempt time	If *Allowed attempts* is more than 1, set the length of time and the units (*Minutes*, *Hours*, or *Days*) that the Student must wait before making another attempt.
Student score	Select the desired setting for releasing scores to Students.
If multiple attempts are allowed	Specify whether Students receive their first, last, or highest score, or an average of all their attempts for the quiz: • Under *Student score*, under *If multiple attempts are allowed, display the score of the following attempt as the student's grade* from the drop-down list, select *First*, *Last*, *Highest*, or*Average*.
Statistics release	Select to release summary and item statistics to Students. **IMPORTANT:** Because statistics contain Student score details, this setting is not available for selection unless you have selected to release the score under *Student score* settings.

4. In the *More Options* section, specify optional properties as desired, beginning with *Dates Available*

properties.

IMPORTANT: If you have specified release criteria for the quiz, ensure that any date criteria you have set does not conflict with the *Dates Available* properties.

Start Time	If you want to specify a start date and time for the quiz, select month, day, year, and time options
Create a corresponding event in the Calendar	Select if you want to create a corresponding *Calendar* event.
End time	• If you want the quiz to be available for an unlimited amount of time, select *Unlimited*. • If you want to specify an end date and time for the quiz, select month, day, year, and time options

5. In the *Results Settings* section, specify how you would like assessment results displayed to Students:

IMPORTANT:
- For the following settings to take effect, you must select to release the score under *Student score* settings.
- If you have released statistics to Students, because statistics contain score details, full score information will be available to Students regardless of settings in this section.

Student results display	Properties should be self-explanatory, except as noted below:
	• The *Show the question text* check box must be selected for any subordinate check boxes to be selected. The same is true for the *Show the student's response for each question* check box and its subordinates.
	• Under *Show the student's response for each question*:
	  • selecting *Show the evaluation of the student's response* will display the value assigned to the question.
	  • selecting *show the correct answer for each question* will display the answer provided by the Student.
	  • selecting *Show the full evaluation of each question* will display the value assigned to the question, and the response to the question.
	  • selecting items i and ii under *a) Show the student's response for each question* is essentially the same as selecting item iii under *a) Show the student's response for each question*

E-mail results to	Enter the external email address to which you want Students' results to be sent.

6. In the *Submission Settings* section, specify properties as desired:

Submission message	Enter if you want to specify a message that Students will receive once they submit a quiz.
E-mail submissions	Enter an email address if you want Students' submissions to be e-mailed to an external e-mail address.

7. In the *Security Settings* section, specify properties as desired:

Proctor password	Enter if you want to assign a password that Students must enter in order to access the quiz.

IP address	**IMPORTANT:** If you want to restrict access to an assessment by IP address, you should contact your system administrator for assistance. Enter if you want to assign an IP address that Students' machines must match in order to access the quiz. **NOTE:** An IP address uniquely identifies every computer that communicates over the Internet. An IP address is written as four numbers separated by periods.

IP address mask

IMPORTANT! If you want to restrict access to an assessment by IP address mask, you should contact your system administrator for assistance.

An IP address mask is used to define a range of valid IP addresses that are allowed to access the assessment. Setting the *IP address mask* requires that you set the *IP address* as well, as described below.

a. In the *IP address* text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment.

   EXAMPLE: 192.168.1.0

b. In each of the *IP address mask* text boxes, enter one of the following:

   - 0 to indicate the number must match the corresponding number in the *IP address* box.
   - 255 to indicate any number in the range of 0 to 254 is allowed.

   EXAMPLE:
   - If the *IP address* were set to 192.168.1.0, and the *IP address mask* were set to:
     - 0.0.0.255, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 could access the assessment, a total of 255 users.
     - 0.0.255.255, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 could access the

assessment, a total of 65025 users.

8. Click **Save**. The *Assessments* screen appears and your properties are saved.

Editing Quiz Properties

For Section Designers

You can specify how a quiz will appear to Students and also how results will be released to them by editing quiz properties.

IMPORTANT: The following properties are specified by default when you create a quiz.

Property	Description
Question Delivery	Deliver questions all at once. Display question titles.
Display Assessment	Display in a new browser window.
Duration	1 hour
Attempts Allowed	1
Student Score Release	Do not release the score.
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assessment Properties* screen appears.
3. Edit the basic properties:

Property	Description
Title	Title of the assessment.
Description	Description of the assessment.

Property	Description
Item Visibility	Show or hide the assessment from Students.

4. Under *Grade Book Column Name*, edit the name of the assessment as you want it to appear in the *Grade Book* tool.
5. Under *Question Delivery*, specify how you want questions to appear:

Property	Description
Deliver questions all at once.	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
Deliver questions one at a time and allow questions to be revisited.	Show one question at a time and allow Students to advance to another question. They can return to previously viewed or answered questions to change their answers.
Deliver questions one at a time and do not allow questions to be revisited.	Show one question at a time and allow Students to advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they will not be allowed to return to the unanswered or unsaved question later.
Display question titles	Show the question titles in the assessment.

6. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.
7. Under *Duration*, specify the amount of time for Students to complete the assessment:

Property	Description
Unlimited	Give Students an unlimited amount of time to complete the assessment.
Time	Specify the amount of time for Students to complete the assessment: a. Select *Time* and enter the time. b. From the *Units* drop-down list, select *Minutes*, *Hours*, or *Days*.

Property	Description
Disallow answer submission if time has expired	Allow only saved answers to be submitted after the assessment time has expired.

8. Under *Attempts*, specify how you want to manage Student attempts:

Property	Description
Allowed attempts	Specify the number of times Students are allowed to attempt the assessment.
Randomize questions in a question set	If the assessment contains a question set, this setting displays different questions to Students each time they attempt the assessment. This prevents Students from seeing the same questions and changing their answers in multiple attempts. **NOTE:** By default, if you add a question set to an assessment that can be taken multiple times, each time Students take the assessment, the same questions appear in the same order.
Minimum attempt time	If multiple attempts are allowed, specify the amount of time that Students must wait before they can attempt the assessment again: a. Enter the time. b. From the *Units* drop-down list, select *Minutes*, *Hours*, or *Days*.

9. Under *Student Score*, specify how you want to release scores to Student:

Property	Description
Release the score once the assessment has been submitted.	If the assessment contains question types that can be automatically graded by WebCT, release the assessment score to each Student after they have submitted the assessment.
Release the score once the assessment has been submitted and all of the questions have been graded.	If the assessment contains question types that must be manually graded by the Section Instructor, such as paragraph questions, release the assessment score to each Student only after they have submitted the assessment and the Section Instructor has graded questions.

Property	Description
Do not release the score.	Assessment scores are not automatically released to Students.
If multiple attempts are allowed, display the score of the following attempt as the Student's grade	Specify if Students will receive their first, last, or highest score, or an average of all their attempts for the assessment.

10. Under *Statistics Release*, if you want Students to see summary and item statistics, select *Release statistics to Students after releasing the score*

    IMPORTANT: Because statistics contain Student score details, you must also release scores. If you do not release scores, this setting is unavailable.

11. Under *Dates Available*, specify when the assessment is available:

    IMPORTANT: If you have specified release criteria for the assessment, ensure that any date criteria you have set does not conflict with the *Dates Available* properties.

Property	Description
Start Time	Specify the date and time when the assessment becomes available.
Create a corresponding event in the Calendar	Add the assessment to the *Calendar* to help Students organize their schedules.
End time	Specify the date and time when the assessment is no longer available, or select *Unlimited*.

12. Under *Results Settings*, specify how you want results to appear to Students:

    IMPORTANT:
    - For the following settings to take effect, you must also allow scores to be released. See the settings under *Student Score*.
    - If you have released statistics to Students, because statistics contain score details, full score information will be available to Students regardless of settings in this section.

Property	Description
Show the question text.	Show the questions when Students view their results. You can also use the following sub-settings: • *Show the Student's response for each question*. • *Show the evaluation of the student's response*. If the question requires a multiple-part answer, this setting shows the percentage awarded to each part of the Student's answer. • *Show the correct answer for each question*. • *Show the full evaluation of each question*. This shows the percentage awarded to each part of the Student's answer and the correct answer. This setting is the same as selecting both *Show the evaluation of the student's response* and *Show the correct answer for each question*.
Show the feedback for each question.	Show feedback, if any, from the person who created the question.
Show the Student's score for each question.	Show the score awarded for each of the Student's answers.
Show the Student's total score for the assessment.	Show the total score awarded for the assessment.
Show the grader comments for the assessment.	Show a comment, if any, from the person who marked the assessment.
E-mail results to	If you want to e-mail Students' results to an external e-mail address, enter it.

13. Under *Submission Settings*, specify a message or e-mail address:

Property	Description
Submission message	If you want a message to appear to Students after they submit an assessment, enter it.
E-mail submissions	If you want to e-mail each Student's submission to an external e-mail address, enter it.

14. Under *Security Settings*, set security features:

Property	Description
Proctor password	If you want to assign a password that Students must enter before they can access the assessment, enter the password.
IP address	**IMPORTANT:** Contact your system administrator for assistance. If you want to specify an IP address that Students' machines must match before they can access the assessment, enter the IP address. An IP address uniquely identifies every computer that communicates over the Internet. An IP address is written as four numbers separated by periods. **EXAMPLE:** 192.168.1.0

Property	Description
IP address mask	**IMPORTANT:** Contact your system administrator for assistance. If you want to use an IP address mask to define a range of valid IP addresses that are allowed to access the assessment, enter it. To set the *IP address mask*, you must also set the *IP address*. a. In the *IP address* text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment. **EXAMPLE:** 192.168.1.0 b. In each of the *IP address mask* text boxes, enter one of the following: • 0 to indicate the number that must match the corresponding number in the *IP address* box. • 255 to indicate any number in the range of 0 to 254 is allowed. **EXAMPLE:** • If the *IP address* were set to 192.168.1.0, and the *IP address mask* were set to: • 0.0.0.255, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 can access the assessment, a total of 255 users. • 0.0.255.255, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 can access the assessment, a total of 65025 users.

15. Click **Save**. Your changes are saved.

Editing Survey Properties

For Template Designers

Survey properties define how a survey will be delivered to Students.

IMPORTANT: You should review the following key properties that are specified by default when you create a survey. If the default properties are valid for your assessment, you should not need to edit the properties before making the assessment visible to Students.

Question delivery	Deliver questions all at once.
Display Assessment	Display in a new browser window.
Duration	1 hour
Dates Available	Start time: Immediate End time: Unlimited

Edit properties if desired as follows:

1. From the *Assessments* screen, locate the survey for which you want to edit the properties and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Edit Properties*. The *Edit Assessment Properties* screen appears.
3. In the *Edit Assessment Properties* section, enter or edit basic properties:

Title	Enter or edit the survey title.
Description	Enter or edit descriptive text about the survey.
Item Visibility	Select to show or hide the survey from Students.
Question delivery	Specify how questions will be delivered.
Display question titles	Select if you want the question titles to be displayed when the survey is delivered.
Display Assessment	Select to display the survey in the same or a new browser window.
Duration	To allow Students an unlimited amount of time to complete the survey, select *Unlimited*. To specify a limited duration: • select the second radio button • enter the length of time • select the unit of time (*Minutes*, *Hours*, or *Days*)

Disallow answer submission if time has expired	Selecting this option allows only answers saved before the survey time expired to be submitted.

4. In the *More Options* section, specify optional properties as desired, beginning with *Dates Available* properties.

   IMPORTANT: If you have specified release criteria for the survey, ensure that any date criteria you have set does not conflict with the *Dates Available* properties.

Start Time	Enter if you want to specify a start date and time for the survey.
Create a corresponding event in the Calendar	Select if you want to create a corresponding *Calendar* event.
End time	• Select *Unlimited* if you want the survey to be available for an unlimited amount of time. • Select month, day, year, and time options if you want to specify an end date and time for the survey.

5. In the *Submission Settings* section, specify properties as desired:

Submission message	Enter if you want to specify a message that Students will receive once they submit a survey.
E-mail submissions	Enter an email address if you want Students' submissions to be e-mailed to an external e-mail address.

6. In the *Security Settings* section, specify properties as desired:

Proctor password	Enter if you want to assign a password that Students must enter in order to access the survey.

IP address	**IMPORTANT:** If you want to restrict access to an assessment by IP address, you should contact your system administrator for assistance. Enter if you want to assign an IP address that Students' machines must match in order to access the quiz. **NOTE:** An IP address uniquely identifies every computer that communicates over the Internet. An IP address is written as four numbers separated by periods.

IP address mask

IMPORTANT! If you want to restrict access to an assessment by IP address mask, you should contact your system administrator for assistance.

An IP address mask is used to define a range of valid IP addresses that are allowed to access the assessment. Setting the *IP address mask* requires that you set the *IP address* as well, as described below.

a. In the *IP address* text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment.

   EXAMPLE: 192.168.1.0

b. In each of the *IP address mask* text boxes, enter one of the following:

   - 0 to indicate the number must match the corresponding number in the *IP address* box.
   - 255 to indicate any number in the range of 0 to 254 is allowed.

   EXAMPLE:
   - If the *IP address* were set to 192.168.1.0, and the *IP address mask* were set to:
     - 0.0.0.255, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 could access the assessment, a total of 255 users.
     - 0.0.255.255, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 could access the

assessment, a total of 65025 users.

7. Click **Save**. The *Assessments* screen appears and your properties are saved.

Editing Survey Properties

For Section Designers

You can specify how a survey will appear to Students by editing survey properties.

IMPORTANT: The following properties are specified by default when you create a survey.

Property	Description
Question Delivery	Deliver questions all at once. Display question titles.
Display Assessment	Display in a new browser window.
Duration	1 hour
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assessment Properties* screen appears.
3. Edit the basic properties:

Property	Description
Title	Title of the assessment.
Description	Description of the assessment.
Item Visibility	Show or hide the assessment from Students.

4. Under *Grade Book Column Name*, edit the name of the assessment as you want it to appear in the

Grade Book tool.

5. Under *Question Delivery*, specify how you want questions to appear:

Property	Description
Deliver questions all at once.	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
Deliver questions one at a time and allow questions to be revisited.	Show one question at a time and allow Students to advance to another question. They can return to previously viewed or answered questions to change their answers.
Deliver questions one at a time and do not allow questions to be revisited.	Show one question at a time and allow Students to advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they will not be allowed to return to the unanswered or unsaved question later.
Display question titles	Show the question titles in the assessment.

6. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.

7. Under *Duration*, specify the amount of time for Students to complete the assessment:

Property	Description
Unlimited	Give Students an unlimited amount of time to complete the assessment.
Time	Specify the amount of time for Students to complete the assessment: a. Select *Time* and enter the time. b. From the *Units* drop-down list, select *Minutes*, *Hours*, or *Days*.
Disallow answer submission if time has expired	Allow only saved answers to be submitted after the assessment time has expired.

8. Under *Dates Available*, specify when the assessment is available:

IMPORTANT: If you have specified release criteria for the assessment, ensure that any date criteria you have set does not conflict with the *Dates Available* properties.

Property	Description
Start Time	Specify the date and time when the assessment becomes available.
Create a corresponding event in the Calendar	Add the assessment to the *Calendar* to help Students organize their schedules.
End time	Specify the date and time when the assessment is no longer available, or select *Unlimited*.

9. Under *Submission Settings*, specify a message or e-mail address:

Property	Description
Submission message	If you want a message to appear to Students after they submit an assessment, enter it.
E-mail submissions	If you want to e-mail each Student's submission to an external e-mail address, enter it.

10. Under *Security Settings*, set security features:

Property	Description
Proctor password	If you want to assign a password that Students must enter before they can access the assessment, enter the password.
IP address	**IMPORTANT:** Contact your system administrator for assistance. If you want to specify an IP address that Students' machines must match before they can access the assessment, enter the IP address. An IP address uniquely identifies every computer that communicates over the Internet. An IP address is written as four numbers separated by periods. **EXAMPLE:** 192.168.1.0

Property	Description
IP address mask	**IMPORTANT:** Contact your system administrator for assistance. If you want to use an IP address mask to define a range of valid IP addresses that are allowed to access the assessment, enter it. To set the *IP address mask*, you must also set the *IP address*. a. In the *IP address* text boxes, enter the complete IP address of one machine or node on your network that is allowed to access the assessment. **EXAMPLE:** 192.168.1.0 b. In each of the *IP address mask* text boxes, enter one of the following: • 0 to indicate the number that must match the corresponding number in the *IP address* box. • 255 to indicate any number in the range of 0 to 254 is allowed. **EXAMPLE:** • If the *IP address* were set to 192.168.1.0, and the *IP address mask* were set to: • 0.0.0.255, then all IP addresses in the range of 192.168.1.0 to 192.168.1.254 can access the assessment, a total of 255 users. • 0.0.255.255, then all users with addresses in the range of 192.168.0.0 to 192.168.1.245 can access the assessment, a total of 65025 users.

11. Click **Save**. Your changes are saved.

Editing Self Test Properties

Editing Self Test Properties

You can define how a self test will appear to Students by editing self test properties.

IMPORTANT: The following properties are specified by default when you create a self test.

Property	Description
Question Delivery	Deliver questions all at once. Display question titles.
Display Assessment	Display in a new browser window.
Dates Available	Start time: Immediate End time: Unlimited

1. From the *Assessments* screen, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assessment Properties* screen appears.
3. In the *Title* text box, enter or edit the title
4. In the *Description* text box, enter or edit a description.
5. Next to *Item Visibility*, select to show or hide the assessment from Students.
6. Under *Question Delivery*, specify how you want questions to appear:

Property	Description
Deliver questions all at once.	Show all questions as soon as Students begin the assessment. They can answer questions in any order and can also return to previously answered questions to change their answers.
Deliver questions one at a time and allow questions to be revisited.	Show one question at a time and allow Students to advance to another question. They can return to previously viewed or answered questions to change their answers.
Deliver questions one at a time and do not allow questions to be revisited.	Show one question at a time and allow Students to advance to the next question after they have viewed the current question. However, if they do not answer the current question or save it before they advance to the next one, they will not be allowed to return to the unanswered or unsaved question later.
Display question titles	Show the question titles in the assessment.

7. Under *Display Assessment*, specify if you want the assessment to appear in the same or a new browser window.
8. Under *Dates Available*, specify when the assessment is available:

IMPORTANT: If you have specified release criteria for the assessment, ensure that any date criteria you have set does not conflict with the *Dates Available* properties.

Property	Description
Start Time	Specify the date and time when the assessment becomes available.
Create a corresponding event in the Calendar	Add the assessment to the *Calendar* to help Students organize their schedules.
End time	Specify the date and time when the assessment is no longer available, or select *Unlimited*.

9. Click **Save**. Your changes are saved.

Exporting and Importing Assessments

For Designers

If you want to re-use quizzes, surveys, and self tests that were created in this course, you can export them and import them to other WebCT courses and installations. For more information, see *Exporting Assessments*.

If you want to use quizzes, surveys, and self tests that were created in other WebCT courses, you can import them to this course. For more information, see *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.

You can also import exams that was created using Respondus® software. For more information, see *Importing Respondus Exams*.

Exporting Assessments

You can export quizzes, surveys, and self tests and use them in other WebCT courses and installations. For example, if you create a quiz in a Psychology 201 course, you can export it and re-use in a Psychology 205 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot

export assessments.

Assessments are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export an assessment, the questions it contains, the categories the questions belong to, any image files added to the questions, and the assessment properties export. Submission and security settings are not exported.

1. From the *Assessments* screen, do one of the following:
   - To export one assessment, next to the assessment you want to export, click the *ActionLinks* icon. A menu appears.
   - To export multiple assessments, next to each assessment you want to export, select the check box.
   - To export all assessments on the page, in the table heading row, select the check box.

     NOTE: If you want to export assessments that span multiple pages, you must adjust the number of assessments listed on a single page to include all assessments you want to export. For more information, see *Navigating Multiple Pages*.

   All assessments on the page are selected.
2. Click **Export**. The *Content Browser* pop-up window appears.

   When you export assessments, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any image files (for example, `.jpg` files) used in the questions in the assessment.
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the assessments to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.
5. Click **Return**. The course entry screen appears.

Importing WebCT Quizzes, Surveys, Self Tests, and Questions

You can import quizzes, surveys, self tests, and questions that were created in other WebCT courses.

You can import the following:

- all quizzes, surveys, and questions exported from a WebCT Campus Edition (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or WebCT Vista 3.x or later course
  - created using the WebCT Content Interoperability Specification (CIS)

    The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up screen appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the content is imported.

NOTE: If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content*

Import Log.

6. To go to an assessment or the questions:

   a. From the *Build* tab, under *Course Tools*, click **Assessments**. The *Assessments* screen appears, listing the assessments in the tool.

   b. To go to an assessment, click its title.

      NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

   c. To go to the questions, click **Go to Question Database**. The *Question Database* screen appears.

      NOTE:
      - If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it.
      - If you imported questions that were exported from a CE 4.x course and the questions were in a category, which was automatically created by WebCT, called *Default*, the questions are added to the *Uncategorized Questions* category.
      - If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

7. If you imported an assessment, ensure you review, and if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

   NOTE: If you imported an assessment or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

ASSESSMENT MANAGER

About Assessment Manager

For Section Instructors

The *Assessments* tool contains quizzes, surveys, and self tests created for the course:

- Quizzes: A quiz is an online test that Students complete and submit for marks. The marks are recorded in *Grade Book*. You can use quizzes to assess Students performance in the course.
- Surveys: A survey is an online questionnaire that Students complete and submit anonymously. A survey is not worth marks but will be recorded as *Complete* in *Grade Book* after it is submitted. You can use surveys to allow Students to give feedback or opinions.
- Self tests: A self test is an online test that Students complete and submit for marks so they can assess their understanding of course material. The marks are not recorded in *Grade Book*.

The *Assessment Manager* tool allows you to view and grade Student submissions, and run reports to compare the performance of Students.

All assessments questions are saved in the *Question Database* tool. You access the *Question Database* from *Assessments*. For more information, see topics for *Question Database*

Managing Assessments

For Section Instructors

If there are assessments, such as quizzes, surveys, and self tests in your course, you can access them from the *Assessments* tool. You can show assessments to Students, hide them temporarily from Students, and define specific criteria for allowing Students to access assessments. If there are links in other locations of the course to these assessments, you can view a list of these locations.

Showing or Hiding Assessments

You can make an assessment available to Students by showing it in your course. On the *Assessments* screen, an assessment that is unavailable displays *Hidden* next to its title.

NOTE:
- By default, when an assessment is created, it is hidden.
- Before you can show an assessment to students, questions must first be added to the assessment.

- To make a hidden assessment available:
  1. From the *Assessments* screen, locate the assessment you want to make available and click the *ActionLinks* icon next to its title. A menu appears.

2. Click *Show Item*. The *Assessments* screen updates and the assessment no longer displays as *Hidden*.

- To make an assessment currently showing in a course unavailable:
  1. From the *Assessments* screen, locate the assessment you want to make available and click the *ActionLinks* icon next to its title. A menu appears.
  2. Click *Hide Item*. The *Assessments* screen updates and text is displayed next to the assessment indicating that it is hidden

Setting and Modifying Release Criteria for Assessments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Viewing Links to Assessments

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:

- To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

  NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Importing WebCT Quizzes, Surveys, Self Tests, and Questions

For Section Instructors

You can import quizzes, surveys, self tests, and questions that were created in other WebCT courses.

You can import the following:

- all quizzes, surveys, and questions exported from a WebCT Campus Edition (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or WebCT Vista 3.x or later course
  - created using the WebCT Content Interoperability Specification (CIS)

    The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.

- To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.

2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up screen appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the content is imported.

   NOTE: If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.
6. To go to an assessment or the questions:
   a. From the *Build* tab, under *Course Tools*, click **Assessments**. The *Assessments* screen appears, listing the assessments in the tool.
   b. To go to an assessment, click its title.

      NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.
   c. To go to the questions, click **Go to Question Database**. The *Question Database* screen appears.

      NOTE:
      - If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it.
      - If you imported questions that were exported from a CE 4.x course and the questions were in a category, which was automatically created by WebCT, called *Default*, the questions are added to the *Uncategorized Questions*

category.

- If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

7. If you imported an assessment, ensure you review, and if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

   NOTE: If you imported an assessment or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

Editing Assessment Properties

For Section Instructors

You can:

- edit quiz properties.
- edit self test properties.
- edit survey properties.

Managing Assessment Properties

Assessment properties affect the availability and delivery of assessments, and for quizzes and surveys, the delivery of assessment results. The properties are categorized as follows:

- basic properties, including title and description
- *Dates Available* properties
- *Security* properties
- *Submission* properties
- *Results* properties

About Basic Properties

Basic properties generally apply to all assessments types. However, some basic properties apply to quizzes and surveys only, and some apply only to quizzes.

With basic *Properties*, you can:

- modify the assessment title and enter descriptive text about the assessment.
- select whether to show or hide an assessment from Students.
- select whether question titles are displayed.
- specify question delivery.
- specify whether to display the assessment in a new browser window.
- for quizzes and surveys only:
  - change the column name of the assessment in Grade Book.
  - specify assessment duration.
- for quizzes only:
  - specify the number of attempts allowed and the time Students must wait between attempts.
  - specify if and when Student scores are released.
  - specify if assessment statistics should be released to Students.

About Dates Available Properties

Dates Available properties apply to all assessment types. With *Dates Available* properties, you can:

- specify a start and end date and time for the assessment.
- create a corresponding public entry in the *Calendar* tool, letting course members know the assessment is available.

About Security Properties

Security properties apply to quizzes and surveys and allow you to control access to an assessment.

IMPORTANT: If you want to restrict access to an assessment by IP address, you should contact your system administrator for assistance.

With *Security* properties, you can:

- assign a proctor password. A proctor password allows only Student with the password to access the assessment.

NOTE: You should give the password out to Students just before the start of the assessment. Students are prompted for the password when they first access the assessment.

- assign an IP address that Student' machines must match in order to access the assessment.
- set an IP address mask. An IP address mask is used to define a range of valid IP addresses that are allowed to access an assessment.

About Results Properties

Results properties apply to quizzes only. For each question in the quiz, you can:

- Show the question text.
- Show the Student's answer.
- Show the correct answer.
- Show the Student's score.
- Show the value assigned to the question.
- Show the Section Instructor's feedback.

For the entire quiz, you can:

- Show the total score.
- Show the grader's comments.

About Submission Properties

Submission properties apply to quizzes and surveys only. With *Submission* properties, you can:

- specify a message that appears when Students submit their assessments.
- specify an external e-mail address to which submissions are sent.

Managing Submissions

For Section Instructors

You can use *Assessment Submissions* to:

- navigate submissions screens.
- grade submissions.

- edit the scores of individual questions.
- add comments to questions.
- add general comments to attempts.
- reset grades.

Navigating Submissions

From any tab in the *Assessment Manager*, from the drop-down list next to *View by*, select the assessment for which you want to view submissions and click the *Go* icon. The *Assessment Manager* screen updates and submissions for the selected assessment are displayed.

Viewing Submissions from the Assessment Manager

NOTE: As submissions are not available for self tests, this function is available only for quizzes and surveys.

Assessments are automatically graded. Assessments containing paragraph questions are partially graded; paragraph questions must be graded manually.

1. From the *Assessment Manager* screen, click the tab relevant to the submissions you want to see:
   - The *Graded* tab lists all Students with completely graded submissions.
   - The *Not Graded* tab lists all Students with submissions that have not been completely graded. Partially graded assessments containing a paragraph questions would be listed here.
   - The *Not Submitted* tab lists all Students who have not yet submitted an assessment.
   - The *All* tab lists all graded, partially graded, and unsubmitted assessments.
2. Locate the assessment for which you want to view submissions and click the *ActionLinks* icon next to the assessment title. A menu appears.
3. Click *View Submissions.* Student submissions are displayed.

   IMPORTANT:
   - The grade is displayed in the *Grade* column; a number in parentheses displayed next to the grade indicates the original grade prior to editing.

     EXAMPLE: A grade shown as *8 (10)* indicates a current grade of 8 for the attempt. The original grade given to the attempt prior to editing is 10.
   - If you have chosen to display the average grade of all attempts on the *Edit Assessment Properties* screen, only fully graded attempts are used to calculate the average grade, as displayed in the *Grade* column.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

About Grading Submissions

All Assessments will be automatically graded upon submission, except those containing paragraph questions, which require manual grading.

There are two ways to grade Students' submissions:

1. By student: for each student, all questions in an assessment are marked. You can think of this as the traditional way of grading, one paper at a time.
2. By question: for each question in an assessment, all students are marked.

NOTE: When you grade by question, you are able to grade without viewing Student names, if you choose.

Grading by Student

NOTE: All Assessments will be automatically graded upon submission, except those containing paragraph questions, which require manual grading.

To grade submissions by student, that is, for each student, mark all ungraded questions in a submission:

1. From the *Not Graded* tab, under *Attempt*, click the attempt of the student you want to grade. The *View Attempt* screen appears, displaying the entire submission.
2. For each question you want to grade, enter the mark in the *Score* box.
3. Click *Update Grade*.
4. The *Assessment Manager* screen appears.

Grading by Question

NOTE: All Assessments will be automatically graded upon submission, except those containing paragraph questions, which require manual grading.

To grade students by question, that is, for each question in an assessment, grade all students:

1. From the *Teach* tab, *Assessment Manager* tool, in the *Not Graded* tab, click the name of the assessment you want to grade. A list of questions is displayed.
2. Locate the question you want to grade and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click the *Grade all attempts of this question* icon. The *View Attempts* screen appears.
4. A **Display Names/Hide Names** button toggle allows you to grade students without seeing their names if you choose.
   - To display student names while grading, click **Display Names**.
   - To hide student names while grading, click **Hide names**. Students are randomly sorted and displayed by designated number, from 0001 on.
5. Under *Attempt*, click the attempt of a student to grade. The *View Question Attempt* screen appears.
6. In the *Score* text box, enter the grade.
7. In the *Comments for student* text box, enter comments if desired.
8. Depending on whether you are viewing the last attempt for this question or not, you have the following options:
   - If you are viewing the last attempt for this question, do one of the following:
     - To save the current attempt and view the member list, click **Save and View Next Attempt**.
     - To view the member list without saving the current attempt, click **View Member List**.
     - To exit without saving, click **Done**.

- If there are more attempts to be viewed for this question, do one of the following:
  - To save the current attempt and view the next, click **Save and View Next Attempt**.
  - To view the next attempt without saving the current, click **View Next Attempt**.
  - To view the Member List without saving the current attempt, click **View Member List**.
  - To exit without saving, click **Done**.

Editing Grades

The steps described below allow you to modify the grade of an entire assessment. You can also adjust the score of an individual question.

IMPORTANT: Modifying the grade of an entire assessment will override the scores given to individual questions.

1. From the *Graded* tab, click the name of the assessment for which you want to edit grades. A list of Students is displayed.
2. Under *Grade*, click the grade you want to edit. The *Edit Grade* pop-up window appears.
3. In the *Grade* text box, enter the new grade.
4. In the *Audit log comments* text box, enter comments if you wish.
5. Click **Save**. The *Graded* tab appears and the new grade is displayed in the list of grades. The number in parentheses next to the grade indicates the original grade prior to editing.

Editing Scores of Individual Questions

When you edit the score for individual questions, Students can see the specific questions for which you have adjusted their grade. You can also edit the overall grade of an assessment. For more information, see *Editing Overall Grades for Attempts*.

1. From the *View Attempt* screen, locate the question for which you want to override the score and, in the *Override Score* text box, enter the new score.
2. Click **Update Grade**. The new score is saved and you are returned to the screen from which you came.

Adding Comments to Questions

You can provide Students with comments on their responses to questions.

1. From the *View Attempt* screen, locate the question and enter your comments in the *Comments for Student* text box. =
2. Click **Update Grade**. Your comments are saved.

Adding General Comments to Attempts

To provide Students with feedback on their overall performance for an attempt, you can add general comments.

1. From the *View Attempt* screen, scroll to *Total score* at the bottom of the screen.
2. In the *Comments for Student* text box, enter your general comments.
3. Click **Update Grade**. Your comments are saved.

Resetting Grades

Resetting a quiz grade allows you to give Students the opportunity to retake the quiz. For example, if a Student experienced a technical problem that prevented them from finishing the quiz before the allotted time expired, you could reset the submission and re-release the quiz to the Student.

IMPORTANT: If the Student has submitted multiple attempts, resetting the entire submission as described in the steps below deletes all attempts. You can also reset individual attempts. For more information, see *Resetting Attempts*.

1. From the *Graded* tab, the *Not Submitted* tab, or the *All* tab, locate the submission for which you want to reset the grade and click the *Expand* icon next to its title. A student list displays.
2. Select the submission for which you want to reset the grade and click **Reset Entire Submission**. A confirmation message appears.
3. Click **OK**. The submission is reset and the student can re-take the assessment.

Managing Attempts

For Section Instructors

With the *Assessment Manager* tool, you can:

- view attempts.
- view the attempts access log.

- submit attempts in progress.
- edit overall grades for attempts.
- reset attempts.

Viewing Attempts

1. From the *Assessment Manager*, you can view assessment attempts from different tabs, depending on whether the attempt has been graded or not:
   - If the attempt you want to view has been graded, click the **Graded** tab.
   - If the attempt you want to view has not been graded, click the **Not Graded** tab.
   - If you want to view ungraded and graded submissions, click the **All** tab.
2. Next to the name of the assessment whose attempts you want to view, click the *Expand/Collape* icon. A list of students appears.
3. Under *Attempt*, locate and click the attempt you want to view.

Viewing the Access Log

The access log provides information on what time Students began and finished their assessments, how much time the Students spent on each question, and total time spent on the assessment. Only if a student has submitted an assessment will an access log be available.

1. From the *Assessment Manager*, under the appropriate tab (*Graded*, *Not Graded*, or *All*), locate and click the assessment for which you want to view the access log. A list of Students is displayed.
2. Locate the Student whose access log you want to view, and under the *Time* column, click the time displayed. The *Access Log* pop-up window appears and the record of the Student's attempt is displayed.

Forcing the Submission of Attempts

If you view an attempt while the Student is still taking the assessment, you can submit the attempt for the Student.

1. From the *View Attempt* screen, click **Force Submission**. A confirmation message appears.
2. Click **OK**. The *View Attempt* screen updates to display the Student 's grade for the assessment.

NOTE: The Student will receive an error message when they attempt to save any further answers.

Editing Overall Grades for Attempts

When you edit the grade of an attempt, Students can see that their overall assessment grade has been adjusted. You can also edit the score for individual questions. For more information, see *Editing Scores of Individual Questions*.

1. From the *View Attempt* screen, in the *Adjust total score by* text box, enter the number of points by which you want to increase or decrease the grade.

   EXAMPLE: If you want to decrease the attempt grade by 5 points, in the *Adjust total score by* text box, enter *-5*.

2. Click **Update Grade**. The *Assessment Manager* appears and the grade is updated.

Resetting Attempts

Resetting an attempt allows you to give Students the opportunity to retake the attempt. For example, if a Student experienced a technical problem that prevented them from finishing the attempt before the allotted time expired, you could reset the submission and re-release the attempt to the Student.

NOTE: You can also reset all attempts at once. For more information, see *Resetting Grades*.

WARNING: You cannot retrieve grades for attempts once attempts have been reset.

1. From the *View Attempt* screen, click **Reset Attempt**. A confirmation message appears.
2. Click **OK**. The attempt is reset.

Managing Performance Reports

For Section Instructors

Performance Reports display information about Student performance on a quiz or survey. You can:

- preview questions.
- view paragraph answers.
- sort performance pages by column.
- show columns.
- hide columns.

- show all records.
- hide all records.
- query records.
- paste records from the clipboard.
- download records.

Viewing Performance Reports

A *Performance* report displays Students' answers and scores for a quiz or survey.

- Quiz performance reports show the following information for each Student:
  - Last name, first name, and user name
  - Grade for the quiz
  - Number of attempts at the quiz
  - Score for the quiz
  - Answer for each question
- Survey performance reports are anonymous and show only Students' answers.

1. From the **Teach** tab, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessments Reports* screen appears.
3. From the *Assessment Title* drop-down list, select the assessment.
4. Under *Select a Report Type*, select *Performance*.
5. Click **Run Report**. The report appears.

Sorting Performance Pages by Column

You can sort by the following columns in a performance report:

- Last name
- First name
- User name
- Grade

Columns can be sorted in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1).

TIP: The column by which the report is currently sorted displays the *Ascending Order* or *Descending Order* icon, in addition to the *View Options for this Column* icon.

NOTE: Items remain in the specified sort order until you log out.

- To sort items in ascending order:
  1. From the *Performance* screen, locate the column by which you want to sort the performance page, and click its title. A menu appears.
  2. Click *Sort Ascending*. The items are sorted.
- To sort items in descending order:
  1. From the *Performance* screen, locate the column by which you want to sort the performance page, and click its title. A menu appears.
  2. Click *Sort Descending*. The items are sorted.

Showing Columns

1. From the *Performance* screen, click **Manage Columns**. The *Manage Columns* screen appears.
2. Do one of the following:
   - To show one column:
     a. Locate the column and click **Show Item** next to it.
     b. Click **OK**.
   - To show multiple columns:
     a. Select the columns.
     b. Click **Show** and click **OK**.
   - To show all columns:
     a. In the table heading row, select the check box. All columns are selected.
     b. Click **Show** and click **OK**.

Hiding Columns

1. From the *Performance* screen, click **Manage Columns**. The *Manage Columns* screen appears.
2. Do one of the following:
   - To hide one column:
     a. Locate the column and click **Hide Item** next to it.

   b. Click **OK**.

- To hide multiple columns:
   a. Select the columns.
   b. Click **Hide** and click **OK**.
- To hide all columns:
   a. In the table heading row, select the check box. All columns are selected.
   b. Click **Hide** and click **OK**.

Showing All Records

From the *Performance* screen, click **Show All Records**. All of the records are displayed.

Querying Records

1. From the *Performance* screen, click **Query**. The *Query* screen appears.
2. Under *Show members whose* select the criteria for your query:
   a. From the *Column* drop-down list, select the database column whose values you want to query.
   b. From the *Compares to* drop-down list, select the condition to apply to your query:
      - *Contains* specifies that the value in the selected column must contain the text that you enter.
      - *Does not contain* specifies that the value in the selected column can be anything but the exact text that you enter.
      - *Starts with* specifies that the value in the selected column must begin with the text that you enter.
      - *Ends with* specifies that the value in the selected column must end with the text that you enter.
      - *Equals* specifies that the value in the selected column must match exactly with the text that you enter.
      - *Does not equal* specifies that the value in the selected column can be anything but the exact text that you enter.
      - *Blank* specifies that the value in the selected column must be blank.
      - *Not blank* specifies that the value in the selected column can be any value.
      - *Greater than* specifies that the value in the selected column must be greater than the text that

you enter, either alphabetically or numerically.

EXAMPLE: If, for the *Column* you select *Last name*, for the *Criteria* you select *Greater than*, and for the *Value* you enter *be*, records for users with last names Brown, Jones, and Smith will be retrieved. Users with last names Anderson, Barber, and Beatty will not be retrieved.

- *Greater than or equal to* specifies that the value in the selected column must be greater than or equal to the text that you enter, either alphabetically or numerically.

  EXAMPLE: If, for the *Column* you select *Last name*, for the *Criteria* you select *Greater than or equal to*, and for the *Value* you enter *be*, records for users with last names Beatty, Brown, Jones, and Smith will be retrieved. Users with last names Anderson, and Barber will not be retrieved.

- *Less than* specifies that the value in the selected column must be less than the text that you enter, either alphabetically or numerically.

  EXAMPLE: If, for the *Column* you select *Last name*, for the *Criteria* you select *Less than*, and for the *Value* you enter *be*, records for users with last names Anderson and Barber will be retrieved. Users with last names Beatty, Brown, Jones, and Smith will not be retrieved.

- *Less than or equal to* specifies that the value in the selected column must be less than or equal to the text that you enter, either alphabetically or numerically.

  EXAMPLE: If, for the *Column* you select *Last name*, for the *Criteria* you select *Less than or equal to*, and for the *Value* you enter *be*, records for users with last names Anderson, Barber, and Beatty will be retrieved. Users with last names Brown, Jones, and Smith will not be retrieved.

c. In the *Value* text box, enter the text on which to query.

NOTE: If, from the *Compares to* drop-down list, you selected *Blank* or *Not blank*, leave the *Value* text box blank.

3. Select either *Query all records* or *Query listed records*.
4. Click **Query**. The *Performance* screen appears and the results of your query are displayed.

Viewing Paragraph Answers

From the *Performance* screen, locate the paragraph answer you want to view and click **View Answer**. The *Paragraph Question* pop-up window appears and the Student's answer is displayed.

Downloading Performance Reports

You can download records in comma separated value (CSV) format for further analysis and for planning purposes.

1. On the *Performance* screen, click **Download Records**. Your browser's file download dialog box appears.
2. Make your selections to save the file to your local computer.

Viewing Question Statistics

Question statistics are available for all but paragraph questions.

From the *Performance* screen, locate the question for which you want to view statistics. Click the column header and select *Statistics*. The *Question Statistics* screen appears, displaying answers to the question, value assigned to each answer, and the frequency distribution of each answer.

Managing Statistical Reports

For Section Instructors

Note: Statistical Reports contain statistical analysis of Student performance on quizzes only. You can:

- view item statistics.
- view summary statistics.
- view class statistics.
- download records.

Viewing Item Statistics

An *Item Statistics* report shows Students' scores for every question in a quiz and compares each Student against the class. By default, you can run a report showing the scores for individual Students or for the entire class. However, you can also create a custom report based on information entered in *Grade Book* which will provide more meaningful statistics. For example, you can run a report that compares the performance of Students in two laboratory groups. To do this, you create a column in *Grade Book*, such as one titled *Laboratory*. Then, you place Students in two groups, either *Laboratory A* or *Laboratory B*, and enter their laboratory scores. You can use report to compare the performance of these two groups.

An *Item Statistics* report includes the following information for each question:

- *Question Title*
- *N*: Number of Students who answered the question.

- *Percent Answering Correctly* and *Class Performance*:
  - *Whole Group*: Percentage of Students who answered the question correctly.
  - *Upper 25%*: Percentage of Students whose score is in the upper 25% of the class.
  - *Lower 25%*: Percentage of Students whose score is in the lower 25% of the class.
- *Discrimination*: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students.
- *Mean*: Average score for a question.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

1. From the **Teach** tab, locate the quiz and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessments Reports* screen appears.
3. From the *Assessment Title* drop-down list, select the quiz.
4. Under *Select a Report Type*, select *Item Statistics*.
5. From the *Select the report criterion* drop-down list, select one of the following:
   - If you want to run a report for individual Students, select *User ID*.
   - If you want to run a report for the entire class, select *All Class*.
   - If you want to run a report based on information entered in *Grade Book*, select the report.
6. Click **Run Report**. The report appears.

Viewing Summary Statistics

A *Summary Statistics* report shows the mean scores for every Student or the mean score for the entire class in an assessment. By default, you can run a report showing the scores for individual Students or for the entire class. However, you can also create a custom report based on information entered in *Grade Book* which will provide more meaningful statistics. For example, you can run a report that compares the performance of Students in two laboratory groups. To do this, you create a column in *Grade Book*, such as one titled *Laboratory*. Then, you place Students in two groups, either *Laboratory A* or *Laboratory B*, and enter their laboratory scores. You can use report to compare the performance of these two groups.

A *Summary Statistics* report includes the following information:

- *User ID*
- *N*: Number of Students who answered the question.
- *Mean*: Average score.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

1. From the **Teach** tab, locate the quiz and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessments Reports* screen appears.
3. From the *Assessment Title* drop-down list, select the quiz.
4. Under *Select a Report Type*, select *Summary Statistics*.
5. From the *Select the report criterion* drop-down list, select one of the following:
   - If you want to run a report for individual Students, select *User ID*.
   - If you want to run a report for the entire class, select *All Class*.
   - If you want to run a report based on information entered in *Grade Book*, select the report.
6. Click **Run Report**. The report appears.

Viewing Class Statistics

A *Class Statistics* report shows class performance on every question in a quiz. The report includes the following information for each question:

- *Question Title*
- *N*: Number of Students who answered the question.
- *Percent Answering Correctly*:
  - *Whole Group*: Percentage of Students who answered the question correctly.
  - *Upper 25%*: Percentage of Students whose score is in the upper 25% of the class.
  - *Lower 25%*: Percentage of Students whose score is in the lower 25% of the class.
- *Discrimination*: Indication of how well the question distinguishes between Students who have a high score and those who have a low score. The discrimination is between 1 and -1. A negative number indicates that the lower-scoring Students performed better on this question than the high-scoring Students.
- *Mean*: Average score for a question.
- *Standard Deviation*: Average of the amount that the results deviate from the average score.

1. From the **Teach** tab, locate the quiz and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessments Reports* screen appears.
3. From the *Assessment Title* drop-down list, select the quiz.
4. Under *Select a Report Type*, select *Class Statistics*.
5. Click **Run Report**. The report appears.

Previewing Questions in Class Statistics Reports

1. From the *Class Statistics* screen, locate the question you want to preview and, under *Actions*, click its *Preview* icon. The *Preview Question* pop-up window appears and the question is displayed as it appears in the Student view.
2. If you want to answer and grade the question, enter or select an answer, and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, grade, and any feedback displayed.
3. If you want to try another answer, click **Back**. The *Preview Question* pop-up window appears. Repeat step 2.
4. Click **Close**. The *Class Statistics* screen appears.

Downloading Statistical Reports

You can download records for further analysis and for planning purposes.

1. On any of the *Item Statistics*, *Summary Statistics* or *Class Statistics* screens, click **Download Records**. Your browser's file download dialog box appears.
2. Make your selections to save the file to your local computer.

CHAPTER 8: ASSIGNMENTS AND ASSIGNMENT DROPBOX

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT ASSIGNMENTS

For Designers

You can use the *Assignments* tool to create assignments. You can create two types of assignments:

Text with Attachments
A *Text with attachments* assignment requires Students to submit their assignment by entering text in the *Assignments* tool or by attaching their own files.

Web Site
A *Web site* assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

You can set assignments to be distributed to individual Students or groups of Students, or you can allow the Section Instructor to do this. You can also specify the due date and total grade for an assignment.

All assignments appear on the *Assignments* screen. If you set release criteria which controls when and to whom the assignment is available, the assignment is marked *(Conditional)*. You or the Section Instructor can modify the release criteria.

You can also use the *Assignments* tool to:

- edit assignments
- delete assignments
- sort assignments

After you have created an assignment, you can view and test it as a Student. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use

this account for testing purposes.

Section Instructors have access to the *Assignment Dropbox* tool which they use to view, manage, and evaluate submitted assignments.

CREATING ASSIGNMENTS

For Designers

You can create two types of assignments:

- Text with attachments: A *Text with attachments* assignment requires Students to submit their assignment by entering text in the *Assignments* tool or by attaching files.
- Web site: A *Web site* assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

When you create an assignment, you have the following options for selecting assignment recipients:

- Send the assignment later.
- Send the assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send the assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

  EXAMPLE: In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

IMPORTANT: When you send an assignment, you must also show the assignment so it becomes visible to Students. For more information, see *Showing or Hiding Items*.

1. From the *Assignments* screen, click **Create Assignment**. The *Create Assignment* screen appears.
2. In the *Title* text box, enter an assignment title.

3. In the *Description*, enter an assignment description. The description is displayed to Section Instructors and Students.
4. Next to *Item Visibility*, note that the *Hide Item* option is selected by default. Assignments are automatically hidden from Students until you send and show the assignment. For more information, see *Showing or Hiding Items*.
5. If you want to use the *HTML Creator* to create instructions for the assignment, next to *HTML Creator*, select *On*. The *HTML Creator* appears.

   NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

6. In the *Instructions* text box or *HTML Creator* editing area, enter assignment instructions.

   TIP: If you are sending this assignment to groups of Students to work on collaboratively, we recommend that you include instructions advising Students to select one member of the group who will be in charge of submitting their assignment when it is complete.

7. If you want to attach files:
   a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the files are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the files. The files are attached.
      - If the files are in WebCT, locate and select the files. The files are attached.
8. Under *Student Submission Format*, select one of the following:
   - *Text with attachments*
   - *Web site*
9. Under *Assignment Recipients*, select one of the following:
   - If you want to send the assignment to Students later, select *Decide later*.
   - If you want to send the assignment to individual Students, select *All Students individually*.
   - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
     a. Select *Create additional sets of instructions for groups of Students*.
     b. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:
     c. Select the groups that you want to send the assignment to and click **Continue**. The *Additional Instructions* pop-up window appears.

d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

e. Click **Save**.

- If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:

  a. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

  b. Select the groups that you want to send the assignment to.

  c. If you have additional instructions for each group, do the following:

  d. Select *Provide groups with additional instructions* and click **Save**. The *Additional Instructions* pop-up window appears.

  e. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

  f. Click **Save**.

10. Under *Dates*, specify a due date, cutoff date, or both:

    - If there is not a due date or cutoff date, select the blank option.
    - If there is a due date, select the date and time.
    - If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
    - If there is a cutoff date, select the date and time.

11. Under *Grading*, if you want the assignment to be graded, select this option.

    - If you want to use numeric grades, select this option and enter a maximum numeric grade.
    - If you want to use letter grades, select this option.

    IMPORTANT: If you do not specify a grading scheme, the assignment becomes *Not gradable* by default. After you save the assignment, you cannot change the grading scheme.

12. For more options, click the *Expand* icon next to *More Options*. The *More Options* section expands:

    - Under *Grade Release*, if you want this assignment to appear in the *Grade Book* tool, select this option.
    - Under *Taking Back Submissions*, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option.

      TIP: We recommend that you allow Students to take back submissions. If someone in a group inadvertently submits the assignment before it is complete, the group can

re-submit the assignment.

- Under *Publishing Submissions*, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
- Under *Section Instructor Notification*, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

13. Click **Save**. The assignment is created.
14. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*.

EDITING ASSIGNMENTS

For Designers

You can edit an assignment completely if no Students have started it. However, if one or more Students have started the assignment, you can edit everything except the following:

- assignment type

  EXAMPLE: If the assignment type was originally *Text with attachments*, you cannot change it to *Web site*.

- assignment recipients

  EXAMPLE: If the assignment was originally sent to individual Students working independently, you cannot send it to groups of Students working collaboratively.

If you edit an assignment after it is sent to Students, we recommend that you inform Students about the changes.

1. From the *Assignments* screen, locate the assignment that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. In the *Title* text box, edit the assignment title.
4. In the *Description*, edit the assignment description. The description is displayed to Students.
5. Next to *Item Visibility*, select either *Show Item* or *Hide Item*. Assignments are automatically hidden from Students until you send and show the assignment. For more information, see *Showing or Hiding Items*.

6. If you want to use the *HTML Creator* to edit instructions for the assignment, next to *HTML Creator*, select *On*. The *HTML Creator* appears.

   NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

7. In the *Instructions* text box or *HTML Creator* editing area, edit assignment instructions.
8. If you want to attach files:
   a. Click **Add Attachments**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the files are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the files. The files are attached.
      - If the files are in WebCT, locate and select the files. The files are attached.
9. In the *Student submission format* section, select one of the following if available:
   - *Text with attachments*
   - *Web site*
10. Under *Assignment Recipients*, select one of the following if available:
    - If you want to send the assignment to Students later, select *Decide later*.
    - If you want to send the assignment to individual Students, select *All Students individually*.
    - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
      a. Select *Create additional sets of instructions for groups of Students*.
      b. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:
      c. Select the groups that you want to send the assignment to and click **Continue**. The *Additional Instructions* pop-up window appears.
      d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.
      e. Click **Save**.
    - If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:
      a. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

b. Select the groups that you want to send the assignment to.

c. If you have additional instructions for each group, do the following:

d. Select *Provide groups with additional instructions* and click **Save**. The *Additional Instructions* pop-up window appears.

e. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

f. Click **Save**.

11. Under *Dates*, edit the due date, cutoff date, or both:

- If there is not a due date or cutoff date, select the blank option.
- If there is a due date, select the date and time.

NOTE: You can grade assignments only after the due date.

- If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
- If there is a cutoff date, select the date and time.

12. Under *Grading*, if you want the assignment to be graded, select this option.

- If you want to use numeric grades, select this option and enter a maximum numeric grade.
- If you want to use letter grades, select this option.

IMPORTANT: If you do not specify a grading scheme, the assignment becomes *Not gradable* by default. After you save the assignment, you cannot change the grading scheme.

13. For more options, click the *Expand* icon next to *More Options*. The *More Options* section expands:

- Under *Grade Release*, if you want this assignment to appear in the *Grade Book* tool, select this option.
- Under *Taking Back Submissions*, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option.

TIP: We recommend that you allow Students to take back submissions. If someone in a group inadvertently submits the assignment before it is complete, the group can re-submit the assignment.

- Under *Publishing Submissions*, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
- Under *Section Instructor Notification*, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

14. Click **Save**. The assignment is edited.

Editing Group Instructions

When an assignment is created and sent to groups, additional instructions can be provided for each group. You can edit those instructions as necessary.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, click **Edit group instructions**. The *Additional Instructions* pop-up window appears.
4. For each group as necessary, edit the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.
5. Click **Save**. The *Edit Assignment* screen appears.
6. Click **Save**. The instructions are saved.

Removing Groups from an Assignment

If an assignment was originally sent to groups of Student but you no longer want them to work on the assignment, you can remove the groups.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, for each group that you want to remove, click its *Remove* icon. A confirmation message appears.
4. Click **OK**. The *Edit Assignment* screen appears.
5. Click **Save**. The groups are removed.

PREVIEWING AND TESTING ASSIGNMENTS

For Designers

As you are creating or editing an assignment, you can preview it to see how it will appear to Students. You can also test the assignment by completing and submitting it as a Student would. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. To return to the Section Designer interface anytime, click the **Build** tab. To return to the Section Instructor interface anytime, click the **Teach** tab.

1. Click the **Student View** tab. You are logged in to the test Student account.
2. Under *Course Tools*, click *Assignments.* The *Assignments* screen appears.
3. Click the **Inbox** tab.
4. Locate the assignment that you want to test and click its title. The assignment appears.

SENDING ASSIGNMENTS

For Designers

It is possible to create an assignment but not send it to Students immediately. When the assignment is ready, you can send it to Students then. If you keep the assignment in the *Assignments* tool, Students can view, complete, and submit it from the **Inbox** tab in *Assignments*. If you place a link to the assignment from the *Course Content* tool, Students can view, complete, and submit it from there.

You have the following options for sending assignments:

- Send an assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send an assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

  EXAMPLE: In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

IMPORTANT: When you send an assignment, you must also show the assignment so it becomes available

to Students. For more information, see *Showing or Hiding Items*.

1. From the *Assignments* screen, locate the assignment you want to send and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, select one of the following:
   - If you want to send the assignment to individual Students, select *All Students individually* and do the following:
     a. Click **Save** at the bottom of the screen. The *Assignments* screen appears.
     b. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*
   - If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:
     a. Select *Create additional sets of instructions for groups of Students*.
     b. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:
     c. Select the groups that you want to send the assignment to and click **Continue**. The *Additional Instructions* pop-up window appears.
     d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.
     e. Click **Save**. The *Edit Assignment* screen appears.
     f. Click **Save**. The *Assignments* screen appears.
     g. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*
   - If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:
     a. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:
     b. Select the groups that you want to send the assignment to.
     c. Select *Provide groups with additional instructions* and click **Save**. The *Additional Instructions* pop-up window appears
     d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.
     e. Click **Save**. The *Edit Assignment* screen appears.
     f. Click **Save**. The *Assignments* screen appears.

g. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*.

MANAGING ASSIGNMENTS

For Designers

Previewing Assignments

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Showing or Hiding Assignments

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Hide Item**. The item is hidden.

Sorting Assignments

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Moving Assignments

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Above**. The selected item is moved up.
   - To move an item down:
     a. Locate an item below the one that you already selected and click the *Click to view move*

options icon. A menu appears.

b. Click **Move Selected Below**. The selected item is moved down.

Viewing Links to Assignments

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for Assignments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Linking Assignments to the Course Content and Learning Modules Tools

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.

2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Deleting Assignments

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.

2. Click **OK**. The selected items are deleted.

- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

ABOUT ASSIGNMENTS AND ASSIGNMENT DROPBOX

For Section Instructors

In the *Assignments* tool, you can see an inventory of assignments that were created for the course. There are two types of assignments:

Text with Attachments
A *Text with attachments* assignment requires Students to submit their assignment by entering text in the *Assignments* tool or by attaching their own files.

Web Site
A *Web site* assignment requires Students to submit a ZIP file containing linked HTML files that create a Web site. Students specify an entry point for their Web site and use relative links to link all pages.

After Students complete and submit their assignments, you use the *Assignment Dropbox* tool to view, manage, and evaluate submissions. On the **Teach** tab, a link to the *Assignment Dropbox* tool appears under *Instructor Tools*. You can grade submissions or mark them as *complete* if the assignments do not require grades. You can also provide feedback to Students and return submissions if you want Students to

work further on the assignments. You have the option to publish submissions so all members of the course can view them.

All assignments appear on the *Assignments* screen. If the Section Designer has set release criteria which controls when and to whom the assignment is available, the assignment is marked *(Conditional)*. You can modify the release criteria.

Editing Assignments

For Section Instructors

You can edit an assignment completely if no Students have started it. However, if one or more Students have started the assignment, you can edit everything except the following:

- assignment type

  EXAMPLE: If the assignment type was originally *Text with attachments*, you cannot change it to *Web site*.

- assignment recipients

  EXAMPLE: If the assignment was originally sent to individual Students working independently, you cannot send it to groups of Students working collaboratively.

If you edit an assignment after it is sent to Students, we recommend that you inform Students about the changes.

1. From the *Assignments* screen, locate the assignment that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. In the *Title* text box, edit the assignment title.
4. In the *Description*, edit the assignment description. The description is displayed to Students.
5. Next to *Item Visibility*, select either *Show Item* or *Hide Item*. Assignments are automatically hidden from Students until you send and show the assignment. For more information, see *Showing or Hiding Items*.
6. If you want to use the *HTML Creator* to edit instructions for the assignment, next to *HTML Creator*, select *On*. The *HTML Creator* appears.

   NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

7. In the *Instructions* text box or *HTML Creator* editing area, edit assignment instructions.
8. If you want to attach files:

a. Click **Add Attachments**. The *Content Browser* pop-up window appears.

b. Do one of the following:

- If the files are on your computer:

  i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

  ii. Locate and select the files. The files are attached.

- If the files are in WebCT, locate and select the files. The files are attached.

9. In the *Student submission format* section, select one of the following if available:

- *Text with attachments*
- *Web site*

10. Under *Assignment Recipients*, select one of the following if available:

- If you want to send the assignment to Students later, select *Decide later*.
- If you want to send the assignment to individual Students, select *All Students individually*.
- If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:

  a. Select *Create additional sets of instructions for groups of Students*.

  b. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

  c. Select the groups that you want to send the assignment to and click **Continue**. The *Additional Instructions* pop-up window appears.

  d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

  e. Click **Save**.

- If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:

  a. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

  b. Select the groups that you want to send the assignment to.

  c. If you have additional instructions for each group, do the following:

  d. Select *Provide groups with additional instructions* and click **Save**. The *Additional Instructions* pop-up window appears.

  e. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more

information, click **Help** in the pop-up window.

f. Click **Save**.

11. Under *Dates*, edit the due date, cutoff date, or both:

- If there is not a due date or cutoff date, select the blank option.
- If there is a due date, select the date and time.

NOTE: You can grade assignments only after the due date.

- If you want to add the due date to the *Calendar* tool so all Students can see it, select *Create a corresponding event in the Calendar tool*.
- If there is a cutoff date, select the date and time.

12. Under *Grading*, if you want the assignment to be graded, select this option.

- If you want to use numeric grades, select this option and enter a maximum numeric grade.
- If you want to use letter grades, select this option.

IMPORTANT: If you do not specify a grading scheme, the assignment becomes *Not gradable* by default. After you save the assignment, you cannot change the grading scheme.

13. For more options, click the *Expand* icon next to *More Options*. The *More Options* section expands:

- Under *Grade Release*, if you want this assignment to appear in the *Grade Book* tool, select this option.
- Under *Taking Back Submissions*, if you want to allow Students to take back submitted assignments and revise them before the due date, select this option.

TIP: We recommend that you allow Students to take back submissions. If someone in a group inadvertently submits the assignment before it is complete, the group can re-submit the assignment.

- Under *Publishing Submissions*, select whether you want to allow only the Section Instructor or both Section Instructor and Students to publish submissions. Publishing submissions allows all course members to view submitted assignments.
- Under *Section Instructor Notification*, select whether or not you want the Section Instructor to receive e-mails when Students submit assignments.

14. Click **Save**. The assignment is edited.

Editing Group Instructions

When an assignment is created and sent to groups, additional instructions can be provided for each group. You can edit those instructions as necessary.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, click **Edit group instructions**. The *Additional Instructions* pop-up window appears.
4. For each group as necessary, edit the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.
5. Click **Save**. The *Edit Assignment* screen appears.
6. Click **Save**. The instructions are saved.

Removing Groups from an Assignment

If an assignment was originally sent to groups of Student but you no longer want them to work on the assignment, you can remove the groups.

1. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, for each group that you want to remove, click its *Remove* icon. A confirmation message appears.
4. Click **OK**. The *Edit Assignment* screen appears.
5. Click **Save**. The groups are removed.

Previewing and Testing Assignments

For Section Instructors

As you are creating or editing an assignment, you can preview it to see how it will appear to Students. You can also test the assignment by completing and submitting it as a Student would. To do this, you click the **Student View** tab which automatically logs you in to a test Student account. The user name for the test Student account is *Demo Student XXXXX*, where *XXXXX* is a randomly generated number. You can use this account for testing purposes. To return to the Section Designer interface anytime, click the **Build** tab. To return to the Section Instructor interface anytime, click the **Teach** tab.

1. Click the **Student View** tab. You are logged in to the test Student account.
2. Under *Course Tools*, click *Assignments.* The *Assignments* screen appears.
3. Click the **Inbox** tab.

4. Locate the assignment that you want to test and click its title. The assignment appears.

Sending Assignments

For Section Instructors

It is possible to create an assignment but not send it to Students immediately. When the assignment is ready, you can send it to Students then. If you keep the assignment in the *Assignments* tool, Students can view, complete, and submit it from the **Inbox** tab in *Assignments*. If you place a link to the assignment from the *Course Content* tool, Students can view, complete, and submit it from there.

You have the following options for sending assignments:

- Send an assignment to individual Students who work independently and submit their own assignment. Students receive their own grade.
- Send an assignment to individual Students but place them into groups and provide different instructions for each group. Students work independently and submit their own assignment. Students receive their own grade.

  EXAMPLE: In a World Religion course, you have an assignment with instructions to write a paper about a particular religion. You give additional instructions on writing about Taoism to one group and you give additional instructions on writing about Buddhism to another group. Students write their own paper according to the instructions for their group.

- Send an assignment to groups of Students who work collaboratively and submit one assignment per group. Students in the same group receive the same grade.

If you have access to the **Teach** tab, you can use the the *Group Manager* tool to create groups and place Student into the groups. If you do not have access to the *Group Manager* tool, you can still select the option to send an assignment to groups, but the assignment is sent after Students are placed into groups.

IMPORTANT: When you send an assignment, you must also show the assignment so it becomes available to Students. For more information, see *Showing or Hiding Items*.

1. From the *Assignments* screen, locate the assignment you want to send and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Assignment* screen appears.
3. Under *Assignment Recipients*, select one of the following:
   - If you want to send the assignment to individual Students, select *All Students individually* and do the following:
     a. Click **Save** at the bottom of the screen. The *Assignments* screen appears.
     b. Ensure the assignment is shown to Students or they will not be able to access it. For more

information, see *Showing or Hiding Items*

- If you want to send the assignment to individual Students who are placed into groups and you need to provide different instructions for each group, select *All Students individually* and do the following:

  a. Select *Create additional sets of instructions for groups of Students*.

  b. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

  c. Select the groups that you want to send the assignment to and click **Continue**. The *Additional Instructions* pop-up window appears.

  d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

  e. Click **Save**. The *Edit Assignment* screen appears.

  f. Click **Save**. The *Assignments* screen appears.

  g. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*

- If you want to send the assignment to groups of Students who will work collaboratively, select *Groups of Students* and do the following:

  a. Click **Select Groups**. The *Select Learning Groups* pop-up window appears:

  b. Select the groups that you want to send the assignment to.

  c. Select *Provide groups with additional instructions* and click **Save**. The *Additional Instructions* pop-up window appears

  d. In the *Additional Instructions* text box for each group, enter the instructions. If you want to attach a file, click **Browse**. The *Content Browser* pop-up window appears. For more information, click **Help** in the pop-up window.

  e. Click **Save**. The *Edit Assignment* screen appears.

  f. Click **Save**. The *Assignments* screen appears.

  g. Ensure the assignment is shown to Students or they will not be able to access it. For more information, see *Showing or Hiding Items*.

Managing Assignments

For Section Instructors

Showing or Hiding Assignments

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Viewing Links to Assignments

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for Assignments

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.

3. Set or modify the release criteria for the item.

Managing Submissions

For Section Instructors

After Students submit their assignments, you can view and manage them in the *Assignment Dropbox* tool. A link to *Assignment Dropbox* appears under *Instructor Tools* on the course menu. If there are new submissions, a *New* icon appears next to *Assignment Dropbox*.

You can grade submissions or mark them as *complete* if the assignments are not worth grades. You can also provide feedback to Students and return submissions if you want Students to work further on the assignments. You have the option to publish submissions so all members of the course can view them.

You use the *Assignment Dropbox* to manage the following:

- assignments that are submitted
- assignments that are not submitted
- assignments that are graded or marked complete
- assignments that are published
- all assignments, regardless of their status

Viewing Submissions

After Students submit their assignments, you can view them in the *Assignment Dropbox* tool. If there are new submissions, a *New* icon appears next to *Assignment Dropbox*.

You can view submissions for one assignment or submissions for all assignments.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Not Submitted**, **Graded**, or **All** tab.
2. Do one of the following:
   - To view submissions for one assignment, do the following:

     From the *View by* drop-down list, select the assignment and click the *Go* icon. Submissions for the assignment appear.
   - To view submissions for all assignments, do the following:

     From the *View by* drop-down list, select *All assignments* and click the *Go* icon. All submissions appear.

TIP: You can also view submissions from the *Assignments* tool by doing the following:

a. From the *Assignments* screen, locate the assignment and click its *ActionLinks* icon. A menu appears.

b. Click **View Submissions**. The submissions for the assignment appear.

Evaluating Submissions

After Students submit their assignments, you can evaluate them from the *Assignment Dropbox* tool. You have the following options:

- return the submission to the Student or group and ask them do further work.
- save the submission and review it later.
- grade the submission and return it to the Student or group.
- if the submission does not require a grade, mark it as *complete*.

1. From the *Assignment Dropbox* screen, click the **Submitted** tab.
2. Locate the submission and click its title. The submission appears.

   TIP: You can also view the submission by doing the following:

   a. Click the *ActionLinks* icon next to the assignment title. A menu appears.

   b. Click **Review Submission**. The submission appears.

3. Under *Most Recent Comment*, review any comments made by the Student or group.
4. If you previously reviewed the submission and returned it to the Student or group for further work, you can view any previous comments by clicking **View Previous Comments**. The *Comments on Assignment* pop-up window appears.
5. Under *Submission*, evaluate the submission by doing one of the following:
   - If it is a text submission, read the text. If there is an attachment, click the file name under *Student Attachments*. The attachment opens in a separate browser window.
   - If it is a web site submission, click **View Start Page**. The start page for the web site appears in a separate browser window.
6. In the *Grader/Reviewer Comments* text box, enter your comments.
7. If you are evaluating a text submission, you also have the option of attaching a file:

   a. Click **Add Attachments**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

      - If the files are on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your*

Computer screen appears.

ii. Locate and select the files. The files are attached.

- If the files are in WebCT, locate and select the files. The files are attached.

8. Under *Save Options*, select one of the following:
   - If you want the Student or group to work on the submission further and submit it again, select *Return to Student(s) for further editing*.

     NOTE: You cannot return submissions if the cutoff date has passed.

   - If you want to evaluate the submission later, select *Save for further review and editing*.
   - Depending on whether the assignment requires a grade, do one of the following:
     - If the assignment requires a grade, select *Return graded submission to Student(s) with the following grade* and enter the grade.
     - If the assignment does not require a grade, select *Mark as completed and return to Student(s)*.
9. Click **Save**.

Publishing Submissions

You can publish assignment submissions and allow members of the course to view each other's submissions. If the submission was published before, you can republish it.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, or **All** tab.
2. Locate the submission you want to publish and click its *ActionLinks* icon. A menu appears.
3. Click **Publish Controls**. The *Publish Controls* pop-up window appears.
4. Click **Publish** or **Republish**. The submission is published and available from the **Published** tab.

Viewing Graded Submissions

After a submission is graded, you can view a read-only version of the submission.

1. From the *Assignment Dropbox* screen, click the **Graded** tab.
2. Locate the assignment and click its *ActionLinks* icon. A menu appears.
3. Click **Review Submission**. The submission appears.
4. View the submission by doing one of the following:

- If it is a text submission, read the text. If there is an attachment, click its file name. The attachment opens in a separate browser window.
- If it is a web site submission, click **View Start Page**. The start page for the web site appears in a separate browser window.

5. View the most recent comment and if there are previous comments, click **View Previous Comments**.
6. When you are finished, click **OK**.

Viewing Published Submissions

When an assignment submission is published, all members in the course can view it.

1. From the *Assignment Dropbox* screen, click the **Published** tab.
2. Locate the submission you want to view and click its title. The submission appears.
3. Do one of the following:
   - If it is a text submission, read the text. If there is an attachment, click the file name under *Student Attachments*. The attachment opens in a separate browser window.
   - If it is a web site submission, click **View Start Page**. The start page for the web site appears in a separate browser window.
4. When you are finished, click **OK**.

Removing Published Submissions

If you published an assignment submission before, you can remove it so it can no longer be viewed by the class.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, or **All** tab.
2. Locate the submission you want to publish and click its *ActionLinks* icon. A menu appears.
3. Click **Publish Controls**. The *Publish Controls* pop-up window appears.
4. Click **Unpublish**. The published submission is removed.

Creating a Printable View of Submissions

From the *Assignments Dropbox* tool, you can create a printable view of submissions for viewing, printing, saving, or downloading. You can do this from the **Submitted**, **Graded**, **Published**, or **All** tabs.

1. From the *Assignment Dropbox* screen, click the **Submitted**, **Graded**, **Published**, or **All** tab.

2. Do one of the following:
   - To create a printable view of one or multiple submissions:
     a. Select each submission for which you want to create a printable view.
     b. Click **Create Printable View**. The compiled submissions appear.
   - To create a printable view of all submissions listed on the tab:
     a. In the table heading row, select the check box. All submissions are selected.
     b. Click **Create Printable View**. The compiled submissions appear.
3. If you want to print the compiled submissions:
   a. Click **Print**. Your browser's print dialog box appears.
   b. Make your selections to print the compiled submissions.
4. If you want to save the compiled submissions, click **Save to File**. The compiled submissions are saved in *My Files* in *Content Manager* where you can download them. For more information, see *Accessing Content Manager*.
   a. If you want to download the compiled submissions:
      i. From *My Files*, click the file name. Your browser's file download dialog box appears.
      ii. Make your selections to download the compiled submissions.
   b. Click **OK**. The compiled submissions are downloaded.

Viewing Students or Groups by Assignment

You can view a list of Students or groups who are assigned to a particular assignment but have not submitted it yet.

1. From the *Assignment Dropbox* screen, click the **Not Submitted** tab.
2. Do one of the following:
   - To view the Students or groups for an assignment, locate the assignment title and click the *Expand* icon. The list of Students or groups appears.
   - To view the Students or groups for all assignments, click **Expand All**. The list of all Students or groups appears.

Using PeopleLinks

NOTE: Depending on administrator settings, this feature may not be available to you.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLink Options for This User* icon that appears next to the user's name or the group name. A menu appears.
2. Depending on the tool you are accessing *PeopleLinks* from, do one of the following:
   - To create and send a mail message to a user, or to all users in a group, click **Send Mail**. The *Create Message* screen appears.

     NOTE: This option is available only if the *Mail* tool has been added to the course. It is not available from the *Mail* tool.

   - To view a summary, by tool, of the Student's activity in the course, or to view the Student's grades, click **View Performance Report**. The *Individual Student Performance Report* screen appears.
   - From the *Discussions* tool, to view all messages posted by a Student in a gradable topic, click **View Student Posts**. The *Student Discussion Posts* screen appears.
   - From the *Grade Book* tool, to change a user's grades or course access, click **Edit Member**. The *Edit Member* screen appears.
   - From the *Grade Book* tool, to prevent the user from participating in the course, click **Deny Access**. The screen refreshes and the user is denied access.
   - From the *Grade Book* tool, to allow a user with denied access to participate in the course, click **Grant Access**. The screen refreshes and the user is granted access.
   - From the *Grade Book* tool, to unenroll a user from the course, click **Unenroll Member**. The screen refreshes and the user is unenrolled.

     NOTE: Any grade data for the user remains in the *Grade Book*. An icon appears next to the user's name to indicate that they are no longer enrolled in the course. To re-enroll a member that was previously unenrolled, see *Enrolling Members*.

   - From the *Group Manager* tool, to edit a group's name, description, or membership, click **Edit Group**. The *Edit Group* screen appears.
   - From the *Group Manager* tool, to edit the settings for a group's Sign-Up Sheet, click **Edit Sign-Up Sheet**. The *Edit Sign-Up Sheet* screen appears.

Viewing and Printing Individual Student Performance Reports

NOTE: Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view and print the Individual Student Performance report for a Student. The report provides information on the Student’s level of activity in your course and a summary of the Student’s grades.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLinks Options for This*

User icon that appears next to the Student's name. A menu appears.

2. Click **View Performance Report**. The *Individual Student Performance Report* screen appears.
3. To view all sections in the report, do the following:
   a. To move from the *Tool Usage* section to the *Student Grades* section, click **View Student Grades**. The screen refreshes and the Student's grades appear.
   b. To return to the *Tool Usage* section from the *Student Grades* section, click **View Tool Usage**. The screen refreshes and the *Student*'s tool activity information appears.
4. To print the report, each screen must be printed separately.
   - To print the tool usage information:
     a. Under *Tool Usage*, click **Print**. Your computer's print dialog box appears.
     b. Make your selections to print the report on your local printer.
   - To print the Student grade information:
     a. Under *Student Grades*, click **Print**. Your computer's print dialog box appears.
     b. Make your selections to print the report on your local printer.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.

2. In the *Number of records per page* text box, enter the number of items and click **OK**.

CHAPTER 9: BACKUP

IMPORTANT: Topics in this chapter apply to Section Designers and Section Instructors.

ABOUT BACKUPS

For Section Designers and Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you or it may appear by default.

You can create backups of your course that administrators can restore at a later time. This feature is designed as a quick and convenient way to back up your course before making changes that you may want to undo with the help of an administrator. For example, if you wanted to make design changes to your course or delete content, you could back up your course before making the changes so you could restore it as it was before you made the changes.

The following data is included in a course backup:

- enterprise data, including users, enrollments, and other meta-data
- all content and any data that it produces, for example assessments and their submissions
- selective release criteria applied to content
- file and folder structures
- course settings

You can create a backup of your course from the *Course Backups* screen. The number of backups you are permitted to create is controlled by administration settings. The progress of each backup is shown on the *Course Backups* screen under *Status*. Once a backup is completed, you can save it as a file.

Saving backups as files allows you to download them and save them to a storage medium of your choice. Unlike regular backups, backup files can contain tracking data. If you choose to include tracking data, the last processed tracking information collected before the backup was created is used.

BACKING UP YOUR COURSE

For Section Designers and Section Instructors

Course backups contain all the content that makes up your course. This means that course data, from the time when the backup is created, can be restored at a future period by an administrator.

Backups do not include tracking data. If you want to include tracking data in your backup, you must convert the backup to a file. For more information, see *Saving Backups as Files*.

NOTE: You cannot restore backups. If you need to restore your course, contact your WebCT administrator.

1. From the *Course Backups* screen, click **Back Up Course**. A message appears.
2. Depending on the message that appears, do one of the following:
   - If the course you are backing up appears under *The following were added to the backup queue*, click **OK**. The course will be backed up.
   - If the course you are backing up appears under *The following have reached or exceeded the quota of online backups set by the administrator*, do the following:
     a. To skip backing up the course, select *Skip backup*.
     b. To delete the oldest backup of the course to make room in the backup quota, select *Delete oldest backup*.
3. Click **Proceed**. A confirmation screen appears.
4. Click **OK**. The *Course Backups* screen appears.

SAVING COURSE BACKUPS AS FILES

For Section Designers and Section Instructors

You can save a backed up course into an encrypted file with the extension `.bak`. This allows you to download the backup to your computer and save it to a storage medium of you choice.

When saving a backup as a file, you can determine whether you want tracking data included. Tracking data allows users enrolled as Section Instructor and Teaching Assistant to run reports on Student activity in the . If you include tracking data, the last processed tracking information collected before the backup was created is used. Tracking processing is scheduled by the Server Administrator.

NOTE: You cannot restore backups. If you need to restore your course, contact your WebCT

administrator.

1. From the *Backups* screen, locate the course backup you want to save as a file and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Save as File**. The *Content Browser* pop-up window appears.
3. Navigate to the location where you want to save the backup file.
4. If you want to edit the default file name for the backup file, in the *Save as* text box, edit the name.
5. If you want to include tracking data in the backup file, ensure that *Tracking data* is selected.
6. Click **OK**. The backup is saved as a file to the location you selected.

NAVIGATING MULTIPLE PAGES

For Section Designers and Section Instructors

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

DELETING ITEMS

For Section Designers and Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

CHAPTER 10: CALENDAR

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT CALENDAR

For All Roles

Calendar allows you to view and create dated reminders about events. Entries can be viewed for a day, week, or month.

Course members can create course-related entries that are viewable to all course members. Institution Administrators can create institution-related entries that are viewable to all institution members.

NOTE: The ability for Students and Teaching Assistants to create course-related entries that are viewable to all course members is determined by the Section Instructor for the course.

All users can create personal entries that are not related to any course but are for personal reminders. These types of entries are private.

You can access *Calendar* from the *My WebCT* screen or from *Course Tools* in a course.

VIEWING ENTRIES

For All Roles

You can view calendar entries by month, week, or day. You can also choose to display all entries, or only entries that match criteria you specify. For example: personal entries.

1. To view entries for a month, week, or day:
   - The month view displays entries for the current month, with the current date highlighted. Entries show the summary only, not the detail.
     a. To display entries for the previous or next month, on either side of the month name, click the *Previous Month* or *Next Month* icon.

b. To quickly select a month which is not close to the current month, select the month and year from the drop-down lists and click the *Go* icon.

c. To view entries for a single week, next to the week whose entries you want to view, click *View Week*. The week view appears.

d. To view entries for a single day, click the date. The day view appears.

- The week view displays full entries, including summary and detail.

  a. To display entries for the previous or next week, on either side of the week name, click the *Previous Week* or *Next Week* icon.

  b. To quickly select another week, from the *Select a week* drop-down list, select the week and click the *Go* icon.

  c. To view entries for a single day, click the date. The day view appears.

  d. To view entries for the month containing the current displayed week, click *View Month*. The month view appears.

- The day view displays the full entry for the day, including summary and detail.

  a. To display entries for the previous or next day, on either side of the day name, click the *Previous Day* or *Next Day* icon.

  b. To quickly select another day, which is not close to the current day, select the month, day, and year from the drop-down lists and click the *Go* icon. If you prefer, next to the drop-down lists, click the *Date Selection Calendar* icon, and from the pop-up calendar, locate and click the date you want.

  c. To view entries for the week containing the current displayed day, click *View Week*. The week view appears.

  d. To view entries for the month containing the current displayed day, click *View Month*. The month view appears.

2. To choose which entries you want to display, use the *View* drop-down list:

NOTE: The *View* options that are available to you depend on your role. For example, Institution Administrators will see options that Students will not see. In addition, two options are only available when you access *Calendar* from within a course, and not the *My WebCT* screen. These two options are: *This course + personal* and *This course only*.

- To display all institution entries, as well as your personal, private entries, select *Institute + personal*. This displays all possible calendar entries.
- To only display institution entries, select *Institution Only*.
- To only display personal entries, select *Personal Only*.
- To display all entries associated with the course you are currently in, as well as personal, private entries, select *This course + personal*.

- To display only course-related entries for the course you are currently in, select *This course only*.
- To display all entries associated with all the courses in which you are enrolled, as well as your personal, private entries, select *All courses + personal*. This is all the possible calendar entries you can view.
- To display only course-related entries for all the courses in which you are enrolled, select *All courses*.
- To display a custom view of entries, select *Custom view*. You can set what entries to display when you're in custom view mode by setting the *Custom view* options in the *Calendar Settings* screen. For more information, see *Modifying Personal Settings*.

3. If there are new entries since you last visited *Calendar*, the month view displays the **Display New Entries** button.
   a. From the month view, click **Display New Entries**. The *Printable View* screen appears.
   b. View the new entries.
   c. To print the list of new entries, click **Print**. Your browser's print dialog box appears.
   d. Make your selections to print the list of new entries. The dialog box closes.
   e. To return to the month view, click **Cancel**.

ADDING ENTRIES

For Section Designers

You can add the following types of entries to your calendar:

- *Personal*: these entries are not course-related and will display only for you.
- *Course-related*: these entries are related to a course and can display only for you or for all course members.

1. From the month, week or day view, click **Add Entry**. The *Add Entry* screen appears.
2. Enter a title and description.

   NOTE: When users view entries in a month, the title is the only identifier for an entry. Therefore, ensure that your title provides enough description in the space allowed.

   - To create the description in Plain Text format, in the *Description* text box, enter the description.

NOTE: The description will appear exactly as you have typed it.

- To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

    b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
  - To hand code the HTML:
    a. Select *Use HTML*.
    b. In the *Description* text box, enter the HTML code.

3. Under *Dates*, specify a start date and end date.
4. Under *Entry Type*, use the drop-down lists to select the type of entry and who will be able to view the entry.

   From the *Type* drop-down list, select the type of entry:

   - To make this an entry that is not associated with any of your courses, select *Personal*.
   - To make this an entry that is associated with one of your courses, select the course. This allows you to filter calendar entries by course.

   From the *Access* drop-down list, select who will be able to view the entry:

   - To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)
   - To make this an entry that all members of the selected course can view, select *Public*.

   NOTE: The ability for you to make a public course-related entry is controlled by your Section Instructor.

5. If you want to include a link to a web site, content item in the course (for example, an assignment), or file, next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands. Do one of the following:

   NOTE: You can only add a link to a content item or file when you access *Calendar* from within a course, and not when you access *Calendar* from the *My WebCT* screen. In addition, the entry must be associated with a course.

   - To include a link to a content item in the course:

a. Next to *Internal link*, from the drop-down list, select the tool with the content item you want to link to, and then click the *Go* icon. The *Select Item* pop-up window appears.

b. Select the content item, and then click **Add Selected**. The *Select Item* pop-up window closes and the content item you selected appears in the *Add Entry* screen.

- To include a link to a file:

  a. Next to *Internal link*, from the drop-down list, select *File*. The *Content Browser* pop-up window appears.

  b. Do one of the following:

     - If you want to link to a file that is on your computer:

       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

       ii. Locate and select the file. The *Edit Entry* screen appears with the file you selected.

     - If you want to link to a file that is in WebCT:

       i. Navigate to the location of the files and, next to the title of each files, select the option button.

       ii. Click **OK**. The *Add Entry* screen appears with the file you selected.

- To include a link to a web site, in the *Internet URL* text box, enter the address for the web site you want to include in the entry.

6. If you want this to be a recurring entry:

   a. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.

   b. In the *Recurrence* section, select the *This entry repeats* check box.

   c. Ensure that the *Start date* and *End date* are the same date.

   d. Ensure that the time duration for the entry is correct.

   e. Select the days on which the entry will repeat:

      - To make the entry repeat every day after the start date, select *Every day*.

      - To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days.

   f. Next to *Until*, select the last date that the recurring entry can appear.

7. Click **Save**. The entry is added.

ADDING ENTRIES

For Section Instructors

You can add the following types of entries to your calendar:

- *Personal*: these entries are not course-related and will display only for you.
- *Course-related*: these entries are related to a course and can display only for you or for all course members.

1. From the month, week or day view, click **Add Entry**. The *Add Entry* screen appears.
2. Enter a title and description.

   NOTE: When users view entries in a month, the title is the only identifier for an entry. Therefore, ensure that your title provides enough description in the space allowed.

   - To create the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.

   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
3. Under *Dates*, specify a start date and end date. To make the entry an all day event, select *This is an all-day event*.
4. Under *Entry Type*, use the drop-down lists to select the type of entry:

   From the *Type* drop-down list, select the type of entry:

   - To make this an entry that is not associated with any of your courses, select *Personal*.
   - To make this an entry that is associated with one of your courses, select the course. This allows you to filter calendar entries by course.

From the *Access* drop-down list, select who will be able to view the entry:

- To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)
- To make this an entry that all members of the selected course can view, select *Public*.

5. If you want to include a link to a web site, content item in the course (for example: an assignment), or file, next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands. Do one of the following:

   NOTE: You can only add a link to a content item or file when you access *Calendar* from the *My WebCT* screen, and not when you access *Calendar* from the *My WebCT* screen. In addition, the entry must be associated with a course.

   - To include a link to a content item in the course:
     a. Next to *Internal link*, from the drop-down list, select the tool with the content item you want to link to, and then click the *Go* icon. The *Select Item* pop-up window appears.
     b. Select the content link, and then click **Add Selected**. The *Select Item* pop-up window closes and the content link you selected appears in the *Add Entry* screen.
   - To include a link to a file:
     a. Next to *Internal link*, from the drop-down list, select *File*. The *Content Browser* pop-up window appears.
     b. Do one of the following:
        - If you want to link to a file that is on your computer:
          i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
          ii. Locate and select the file. The *Edit Entry* screen appears with the file you selected.
        - If you want to link to a file that is in WebCT:
          i. Locate and select the file.
          ii. Click **OK**. The *Add Entry* screen appears with the file you selected.
   - To include a link to a web site, in the *Internet URL* text box, enter the address for the web site you want to include in the entry.

6. If you want this to be a recurring entry:
   a. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.
   b. In the *Recurrence* section, select the *This entry repeats* check box.
   c. Ensure that the *Start date* and *End date* are the same date.
   d. Ensure that the time duration for the entry is correct.

e. Select the days on which the entry will repeat:

- To make the entry repeat every day after the start date, select *Every day*.
- To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days.

f. Next to *Until*, select the last date that the recurring entry can appear.

7. Click **Save**. The entry is added.

EDITING ENTRIES

For Section Designers

You can only edit entries that you created. Entries can be edited from the week or day view.

1. From the week or day view, locate the entry you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit Entry* screen appears.
3. Edit the entry as desired:

   a. In the *Title* text box, edit the title of the entry.

   NOTE: When viewing entries for a month, the title is the only identifier for an entry. Therefore, you may want to make sure that your title provides enough description in the space allowed to communicate the purpose of the entry when viewed from the month view.

   b. Add or edit the description by doing one of the following:

   - To add or edit the description in Plain Text format, in the *Description* text box, add or edit the description.

     NOTE: The description will appear exactly as you have typed it.

   - To add or edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:

     - To use the *HTML Creator*:

       i. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be

available or may appear by default.

The *HTML Creator* appears.

ii. Add or edit the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

- To hand code the HTML:

  i. Select *Use HTML*.

  ii. In the *Description* text box, enter the HTML code.

c. Under *Dates*, use the *Start date* and *End date* drop-down lists to edit the start/end day and time. To make the entry an all day event, select the *This is an all-day event* check box. (To create an entry that repeats every day, or every week on selected days, go to step g.)

TIP: If you prefer, for either the start and stop date, click the *Date Selection Calendar* icon. In the pop-up window, use the *Previous Month* and *Next Month* icons to navigate to the month containing the date and click the date. You still must use the drop-down lists to select a time.

d. Under *Entry Type*, use the drop-down lists to edit the type of entry:

From the *Type* drop-down list, select the type of entry:

- To make this an entry that is not associated with any of your courses, select *Personal*.
- To make this an entry that is associated with one of your courses, select the course. This allows you to filter calendar entries by course.

From the *Access* drop-down list, edit who will be able to view the entry:

- To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)
- To make this an entry that all members of the selected course can view, select *Public*.

NOTE: The ability for you to make a public course-related entry is controlled by your Section Instructor.

e. If you want to add or edit a link to a web site, content item in the course (for example: an assignment), or file, next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands. Do one of the following:

NOTE: You can only add a link to a content item or file when you access *Calendar* from within a course, and not when you access *Calendar* from the *My WebCT* screen. In addition, the entry must be associated with a course.

- To include a link to a content item in the course:

  a. Next to *Internal link*, from the drop-down list, select the tool with the content item you

want to link to, and then click the *Go* icon. The *Select Item* pop-up window appears.

b. Select the content link, and then click **Add Selected**. The *Select Item* pop-up window closes and the content link you selected appears in the *Edit Entry* screen.

- To include a link to a file:

  a. Next to *Internal link*, from the drop-down list, select *File*. The *Content Browser* pop-up window appears.

  b. Do one of the following:

    - If you want to link to a file that is on your computer:

      i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

      ii. Locate and select the file. The *Edit Entry* screen appears with the file you selected.

    - If you want to link to a file that is in WebCT, locate and select the file. The *Edit Entry* screen appears with the file you selected.

- To include a link to a web site, in the *Internet URL* text box, enter the address for the web site you want to include in the entry.

f. If you want the entry to repeat every day, or every week on selected days:

  i. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.

  ii. In the *Recurrence* section, select the *This entry repeats* check box.

  iii. Ensure that the *Start date* and *End date* are the same date.

  iv. Ensure that the time duration for the entry is correct.

  v. Select the days on which the entry will repeat:

    - To make the entry repeat every day after the start date, select *Every day*.

    - To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days.

  vi. Next to *Until*, select the last date that the recurring entry can appear.

4. Click **Save**. The entry is updated.

EDITING ENTRIES

For Section Instructors

You can only edit entries that you created. Entries can be edited from the week or day view.

1. From the week or day view, locate the entry you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit Entry* screen appears.
3. Edit the entry as desired:
   a. In the *Title* text box, edit the title of the entry.

      NOTE: When viewing entries for a month, the title is the only identifier for an entry. Therefore, you may want to make sure that your title provides enough description in the space allowed to communicate the purpose of the entry when viewed from the month view.

   b. Add or edit the description:
      - To add or edit the description in Plain Text format, in the *Description* text box, add or edit the description.

        NOTE: The description will appear exactly as you have typed it.

      - To add or edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*:
          i. Next to *HTML Creator*, select *On*.

             NOTE: Depending on administrator settings, the *HTML Creator* may not be available or may appear by default.

             The *HTML Creator* appears.

          ii. Add or edit the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
        - To hand code the HTML:
          i. Select *Use HTML*.
          ii. In the *Description* text box, enter the HTML code.

   c. Under *Dates*, use the *Start date* and *End date* drop-down lists to edit the start/end day and time. To make the entry an all day event, select the *This is an all-day event* check box. (To create an entry that repeats every day, or every week on selected days, go to step f.)

TIP: If you prefer, for either the start and stop date, click the *Date Selection Calendar* icon. In the pop-up window, use the *Previous Month* and *Next Month* icons to navigate to the month containing the date and click the date. You still must use the drop-down lists to select a time.

d. Under *Entry Type*, use the drop-down lists to edit the type of entry:

From the *Type* drop-down list, select the type of entry:

- To make this an entry that is not associated with any of your courses, select *Personal*.
- To make this an entry that is associated with one of your courses, select the course. This allows you to filter calendar entries by course.

From the *Access* drop-down list, edit who will be able to view the entry:

- To make this an entry that only you can view, select *Private*. (If you selected *Personal* in the previous step, the only choice is *Private*.)
- To make this an entry that all members of the selected course can view, select *Public*.

e. If you want to add or edit a link to a web site, content item in the course (for example: an assignment), or file, next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands. Do one of the following:

NOTE: You can only add a link to a content item or file when you access *Calendar* from within a course, and not when you access *Calendar* from the *My WebCT* screen. In addition, the entry must be associated with a course.

- To include a link to a content item in the course:
  a. Next to *Internal link*, from the drop-down list, select the tool with the content item you want to link to, and then click the *Go* icon. The *Select Item* pop-up window appears.
  b. Select the content link, and then click **Add Selected**. The *Select Item* pop-up window closes and the content link you selected appears in the *Edit Entry* screen.
- To include a link to a file:
  a. Next to *Internal link*, from the drop-down list, select *File*. The *Content Browser* pop-up window appears.
  b. Do one of the following:
     - If you want to link to a file that is on your computer:
       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       ii. Locate and select the file. The *Edit Entry* screen appears with the file you selected.
     - If you want to link to a file that is in WebCT:
       i. Locate and select the file.

ii. Click **OK**. The *Edit Entry* screen appears with the file you selected.

- To include a link to a web site, in the *Internet URL* text box, enter the address for the web site you want to include in the entry.

f. If you want the entry to repeat every day, or every week on selected days:

i. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.

ii. In the *Recurrence* section, select the *This entry repeats* check box.

iii. Ensure that the *Start date* and *End date* are the same date.

iv. Ensure that the time duration for the entry is correct.

v. Select the days on which the entry will repeat:

- To make the entry repeat every day after the start date, select *Every day*.
- To make the entry repeat on selected days of the week after the start date, select *Every week on these days* and select the days.

vi. Next to *Until*, select the last date that the recurring entry can appear.

4. Click **Save**. The entry is updated.

CREATING A PRINTABLE VIEW OF ENTRIES

For All Roles

You can create a printable view of calendar entries that match criteria you specify. For example: You can specify to only see entries with a specific start and end date that have the word "meeting" in the description, then print all the entries that match this criteria.

1. From the month, week or day view, click **Create Printable View**. The *Create Printable View* screen appears.
2. Under *Date Range*:

- Use the *Start date* and *End date* drop-down lists to specify the date range of entries to be included in the printable view.

TIP: If you prefer, for either the start and stop date, click the *Date Selection Calendar* icon. In the pop-up window, use the *Previous Month* and *Next Month* icons to

navigate to the month containing the date and click the date. You still must use the *Start time between* and *End time between* drop-down lists to select a time.

- Use the *Start time between* and *End time between* drop-down lists to specify the time range of entries to be included in the printable view.

3. To limit the entries that are in the printable view according to text that appears in an entry, under *Filter Results*, enter the text.
4. Under *Course Selection*, the default is to create a printable view of the course-related entries from all the courses in which you are enrolled. To create a printable view of entries from only certain courses, select *Only show entries from these courses* and, next to the courses whose entries you want included, select the check boxes.

   NOTE: Only course-level users (for example, Section Instructors), have this option.

5. Under *Access Level*, select the type of entries you want to include in the printable view.
6. Click **Continue**. The screen displays all entries that match your selected criteria.
7. If you want to print the entries, click **Print**. Your browser's print dialog box appears.
8. Make your selections to print the view. The dialog box closes.
9. When you are finished viewing the printable view, click **Cancel**.

MODIFYING PERSONAL SETTINGS

For Designers

You can customize how *Calendar* works for you by modifying your personal settings. For example, you can specify whether the default view that appears when you first open *Calendar* is the month, week or day view, or which day determines the start of a week.

1. From the month, week or day view, click **Calendar Settings**. The *Calendar Settings* screen appears.
2. Under *Preferred View*, select whether you want the month, week or day view to first display when you enter *Calendar*.
3. From the *Week begins on* drop-down list, select the day that determines the start of the week. You can select any of the seven days of the week.
4. Under *Custom View*, you can create a custom view which can be selected to display a subset of entries in your calendar. If you want your custom view to:

   NOTE: Depending on your role, some of these options may not be available.

a. display entries for all of the courses in which you are enrolled, select the *Show entries from all my courses* option button.

b. display entries for specific courses in which you are enrolled, select the *Only show entries from these courses* option button and, next to the courses you want to display, select the check box.

c. display personal entries in addition to course-related entries, select the *Show personal entries* check box. This includes personal public entries created by the Institution Administrator that are known as institution entries.

5. To change the symbol used to represent any displayed section in which you are enrolled:

NOTE: Depending on your role, this option may not be available.

a. Click that section's symbol. The *Change Symbol* pop-up window appears.

b. Under *Choose new symbol*, click a new symbol. The selected symbol appears next to *Current symbol*.

c. Click **Save**. The pop-up window closes.

6. Click **Save**. Your personal settings are updated.

MODIFYING PERSONAL SETTINGS

For Section Instructors

You can customize how *Calendar* works for you by:

- selecting whether Students can make public entries.

NOTE: This option is only available when you access *Calendar* from within a course, and not the *My WebCT* screen.

- selecting what type of entry (*Public* or *Private)* you create by default.

NOTE: This option is only available when you access *Calendar* from within a course, and not the *My WebCT* screen.

- selecting whether the month, week or day view first appears when you enter *Calendar*.
- selecting the day that starts your calendar week.
- setting which types of entries display for your custom view.
- selecting the symbol used to represent each course in which you are enrolled.

1. From the month, week or day view, click **Calendar**. The *Calendar Settings* screen appears.
2. If you accessed *Calendar* from within a course, you will see the *Entry Settings* options. (These options do not appear when you access *Calendar* from the *My WebCT* screen.) To:
   - allow Students who are enrolled in the course to make calendar entries that are viewable to everyone enrolled in the course, select the *Allow Student public entries* check box. If you do not select this check box, Students will only be able to make private entries for this course.
   - make your own calendar entries automatically default to public or private, select the appropriate option button under *Default Entry Type for Section Instructor*. For example, if you select *Public*, every time you create a calendar entry from within this course, the entry will be available to everyone enrolled in the course, although you will be able to change the entry type back to *Private*.

     NOTE: You can always change the default setting when you create or edit an entry.
3. Under *Preferred View*, select whether you want the month, week or day view to first display when you enter *Calendar*.
4. From the drop-down list, select the day that determines the start of the week. You can select any of the seven days of the week.
5. Under *Custom View*, you can create a custom view which can be selected to display a subset of entries in your calendar. If you want your custom view to:
   a. display entries from all of the course in which you are enrolled, select the *Show entries from all my courses* option button.
   b. only display entries from specific courses in which you are enrolled, select the *Only show entries from these courses* option button and, next to the courses you want to display, select the check box.
   c. display personal entries in addition to course-related entries, select the *Show personal entries* check box. This includes personal public entries created by the Institution Administrator that are known as institution entries.
6. To change the symbol used to represent any displayed course in which you are enrolled:
   a. Click that course's symbol. The *Change Symbol* pop-up window appears.
   b. Under *Choose new symbol*, click a new symbol. The selected symbol appears next to *Current symbol*.
   c. Click **Save**. The pop-up window closes.
7. Click **Save**. Your personal settings are updated.

DELETING ENTRIES

For All Roles

You can delete entries you no longer want to appear in *Calendar*.

NOTE: If you do not see a delete option for an entry, you cannot delete the entry because it is public and not created by you. Only Institution Administrators can delete public entries.

- To delete one entry:
  1. From the week or day view, locate the entry and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears:
     - If the entry is not recurring, click **OK**.
     - If the entry is recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
     - If the entry is recurring and you want to delete all occurrences, click **Delete All**.
- To delete all entries for one day or one week:
  1. From the day or week view, click **Delete All**. A confirmation message appears.
     - If the entry is not recurring, click **OK**.
     - If one or more of the entries are recurring and you want to delete this occurrence only, click **Delete This Occurrence Only**.
     - If one or more of the entries are recurring and you want to delete all occurrences, click **Delete All**.

     All entries for the day or week are deleted.
- To delete all entries in a specified date range:
  1. From the month, week or day view, click **Delete a Range**. The *Delete a Range of Entries* screen appears.
  2. From the *Start date* and *End date* drop-down lists, select a date range.

     NOTE: You can also click the *Date Selection Calendar* icon and in the pop-up calendar, click the date you want.
  3. Click **Delete**. A confirmation message appears.
  4. Click **OK**. All of the entries in the date range you specified are deleted.

CHAPTER 11: CHAT

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT CHAT

For Designers

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in conversations with all users or selected users. You can use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.

ABOUT CHAT

For Section Instructors

The *Chat* tool allows you to communicate in real time with other users in the course. You can use *Chat* to engage in real-time conversations with all users or selected users. You can also use the *Chat* tool's *Whiteboard* to draw objects, enter text, import images, and create slide shows that can be viewed in real time by other users.

EXAMPLE: Use *Chat* to provide information on office hours, online guest speakers, exam reviews, and study groups. Use *Whiteboard* to display images, draw objects or draw freehand, and present slide shows.

You can also manage participation in *Chat* rooms by granting permission to one user at a time to participate and view room logs.

A *Chat and Whiteboard* room, called the *Common Room*, is created by default. You have the option to create other *Chat* rooms, *Whiteboard* rooms, or combined *Chat and Whiteboard* rooms.

WORKING WITH CHAT AND WHITEBOARD ROOMS

IMPORTANT: Topics in this section apply to various roles. See specific topics for your role.

Creating Rooms

For All Roles

NOTE: Depending on administrator settings, this feature may not be available.

You can create a *Chat* room, a *Whiteboard* room, or a combined *Chat and Whiteboard* room.

1. From the *Chat* screen, click **Create Chat or Whiteboard Room**. The *Create Chat or Whiteboard Room* screen appears.
2. In the *Title* text box, enter a name for the room.
3. In the *Description* text box, enter a description in Plain Text or HTML format:
   - To enter a description in Plain Text format, enter the description.

     NOTE: The description will appear exactly as you have typed it.
   - To enter a description in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code.
4. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
5. In the *Maximum users* text box, enter the maximum number of users allowed in the room at one time.
6. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
7. If you want to specify additional room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.
8. Specify the following room settings:

   NOTE: Some of the following settings may not be available.

   a. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.
   b. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.
   c. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.
   d. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.
9. Do one of the following:
   - If you want to create another room, click **Save and Create Another**. The room is created and the *Create Chat or Whiteboard Room* screen is cleared. Repeat steps 2 to 8.
   - If you do not want to create another room, click **Save**. The room is created.

Entering Rooms

For Section Designers and Section Instructors

If available, you can enter one or more rooms.

1. From the *Chat* screen, locate the room you want to enter, and click its *ActionLinks* icon. A menu appears.
2. Click **Go to Chat Room**.
3. To enter a different room, click the appropriate tab.

Editing Room Properties

For Designers and Section Instructors

You can edit the name, description, maximum users allowed, and other properties for a room.

1. From the *Chat* screen, locate the room you want to modify and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Room Properties* screen appears.
3. Edit the room settings as desired:
   a. In the *Title* text box, edit the room name.

b. In the *Description* text box, edit the room description in Plain Text or HTML format:

- To edit the description in Plain Text format, edit the description.

  NOTE: The description will appear exactly as you have typed it.

- To edit the description in HTML format:

  a. Select *Use HTML*.

  b. Edit the HTML code.

If you want to hand-code the description in HTML, select the *Use HTML* check box.

c. Next to *Item Visibility*, select one of the following options:

- If you want to make the item visible to users, ensure the option *Show Item* is selected.
- If you want to temporarily hide the item from users, select *Hide Item*.

d. In the *Maximum users* text box, edit the maximum number of users allowed in the room at the same time.

e. Below *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.

f. If you want to edit additional room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.

g. Specify the following room settings:

NOTE: Some of the following settings may not be available to you.

i. For combined rooms, if you want to allow users to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow users to hide or show Chat or Whiteboard in a combined room*.

ii. If you want to allow users to send private *Chat* messages, select *Allow private Chat messages*.

iii. If you want to allow users to identify themselves in the room using an alias, select *Allow alias*.

iv. If you want to maintain a *Chat* room log, select *Maintain Chat room log*.

4. Click **Save**. The room settings are saved.

Linking Rooms to the Course Content and Learning Modules Tools

For Designers

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Setting an Entry Chime

For Section Designers and Section Instructors

If you want to be notified when a user enters a *Chat* room, you can set an entry chime.

1. From the *Chat* room, click the *Chimes* icon. The *Chime Preferences* pop-up window appears.
2. Select your chime option.
3. Click **Save**. Your chime option is set.

Moving Rooms

For Designers

You can move lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to move, or to select multiple items to move together, hold down the left mouse button and drag the pointer to select the items you want to move. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the **Move** icon.
4. Click the selection handles of a selected item, and keeping the mouse button pressed, move the mouse to drag the item or items to the desired position.

IMPORTANT: Clicking on the selected item itself will not allow you to move it. You must click on a selection handle to move an item.

5. When you have finished moving the item, release the mouse button.
6. If you want to move an item separately from another, follow steps 2 to 5 again for each item.

Setting or Modifying Release Criteria

For All Roles

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Rooms

For All Roles

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.

2. Click **Show Item**. The item is shown.

- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Showing or Hiding One Room in a Combined Chat and Whiteboard Room

For Section Designers and Section Instructors

In combined *Chat and Whiteboard* rooms, you can show or hide one of the rooms.

- To hide the *Chat* room, click **Hide Chat**. Only the *Whiteboard* room is displayed.
- To hide the *Whiteboard* room, click **Hide Whiteboard**. Only *Chat* room is displayed.
- To show the *Chat* room, click **Show Chat**. The *Chat* room is displayed.
- To show the *Whiteboard* room, click **Show Whiteboard**. The *Whiteboard* room is displayed.

Navigating Multiple Pages

For All Roles

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses.

For example, *1 (1-10)* means page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Viewing Links to Rooms

For Designers

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Viewing Chat Room Logs

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can view a record of chat messages sent by users in the room. The messages are organized by date and time.

1. From the *Chat* screen, locate the room you want to view a log for and click its *ActionLinks* icon. A menu appears.
2. Click **View Log**. The *Chat Room Log* screen appears.
3. If you want to print the log, use your browser's print function.

4. If you want to clear the log, click **Clear Log**.

Deleting Rooms

For All Roles

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

USING CHAT

For Section Designers and Section Instructors

Sending Messages

You can send messages to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, type your message.

   IMPORTANT: Pressing the `Enter` key on your keyboard sends the message.

2. Click **Send**. Your message appears in the *Chat* window where all users in the room can see it.

Sending Private Messages

NOTE: Depending on administrator settings, this feature may not be available.

You can send a private message to a specific user in the *Chat* room. If room logging is turned on, your private message will be recorded in the log.

1. From the *Chat* room, in the *Active* participant list, double-click the name of the user that you want to send a private message to. The *Private Chat* pop-up window appears.
2. In the text box at the bottom of the window, type your message.
3. Click **Send**. Your private message is sent to the specific user.

Sending URLs

You can send URLs to all users in the *Chat* room.

1. From the *Chat* room, in the text box at the bottom of the screen, enter the URL. To enter more than one URL, separate each URL with a space.

   EXAMPLE: `www.webct.com` `www.google.ca` `www.yahoo.com`

2. Click **Send**. The URL appears in your *Chat* window where all users in the room can see it.

USING WHITEBOARD

For Section Designers and Section Instructors

Entering Text

You can enter text on the *Whiteboard*. The default color of the text is black but you can select a different text color by using the *Outline Color* icon.

TIP: The *Outline Color* icon is located next to the color palette.

- If you want to use the default text color and start entering text, do the following:
  1. From the *Whiteboard* button bar, click the **Text** button.
  2. Place your cursor on the *Whiteboard*.
  3. Enter your text. The text appears on the *Whiteboard* to all users in the room.
- If you want to select a text color before you start entering text, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click the new color. The icon appears in the new color.
  3. From the button bar, click the **Text** button.
  4. Place your cursor on the *Whiteboard*.
  5. Enter your text. The text appears on the *Whiteboard* to all users in the room.

Selecting Whiteboard Items

You can select one or more *Whiteboard* items to perform other actions on.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Do one of the following:
   - To select a single line or object, click the item you want to change.
   - To select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change.

   Selection handles appear around selected items.

Copying and Pasting Whiteboard Items

You can use computer keystrokes to copy and paste *Whiteboard* lines, objects and text.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Do one of the following:
   - To select one item to copy, click the item.
   - To select more than one item to copy:
     - Hold down the left mouse button and drag the pointer to select the items you want to move.
     - Select one item, then press SHIFT on your keyboard and click on other items.

   Selection handles appear around selected items.
3. Holding down the CTRL and SHIFT keys on your keyboard, press C on your keyboard to copy, then press V to paste.

Selecting Font Attributes

You can select font type, size, and formatting for the text that you enter on the *Whiteboard*.

1. From the *Whiteboard* font options area, select any of the following font attributes:
   a. From the font type drop-down list, select the type.
   b. In the font size text box, enter the font size.
   c. To apply formatting, such as bold, italics, or underscore, click the appropriate icon.
2. From the *Whiteboard* button bar, click the **Text** button.
3. Place your cursor on the *Whiteboard* and enter your text. The text appears with the selected font attributes.

Selecting the Colors for Lines and Objects

By default, freehand drawings, lines, ovals, and rectangles on the *Whiteboard* appear in black and white. However, you can select other colors. For ovals and rectangles, you can select the outline color, fill color, or both.

- To select a color for freehand drawings and lines, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your lines. The lines appear in the selected color.
- To select an outline color for objects, such as ovals and rectangles, do the following:
  1. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your objects. The objects appear in the selected outline color.
- To select a fill color for objects, such as ovals and rectangles, do the following:
  1. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
  2. From the color palette, click a color. The icon appears in the selected color.
  3. Draw your objects. The objects appear in the selected fill color.

Drawing Objects

You can draw the following objects on the *Whiteboard*:

- ovals
- rectangles

1. From the *Whiteboard* button bar, click one of the following buttons:
   - **Oval**
   - **Rectangle**
2. Place your cursor on the *Whiteboard*.
3. Keeping the mouse button pressed, draw your object by moving the mouse.
4. When you are finished drawing, release the mouse button. The object appears on the *Whiteboard* to all users in the room.

Reshaping Objects

You can change the shape of ovals and rectangles that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the *Reshape* icon.
4. For each object you want to reshape, click one of its selection handles and, keeping the mouse button pressed, move the mouse to reshape the object.

Changing the Colors of Objects

You can change the colors of objects, such as ovals and rectangles, on the *Whiteboard*. You can change the outline color, the fill color, or both for an object.

- If you want to change the outline color, do the following:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
  3. Next to the *Whiteboard* color palette, click the *Outline Color* icon.
  4. From the color palette, click a color. The icon appears in the new color.
- If you want to change the fill color, do the following:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to change, or to select multiple items, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
  3. Next to the *Whiteboard* color palette, click the *Fill Color* icon.
  4. From the color palette, click a color. The icon appears in the new color.

Drawing Lines

You can draw the following on the *Whiteboard*:

- freehand drawings
- straight lines

1. From the *Whiteboard* button bar, click one of the following buttons:
   - **Freehand Draw**
   - **Line**
2. Place your cursor on the *Whiteboard*.
3. Keeping the mouse button pressed, draw the line by moving the mouse.
4. When you are finished drawing, release the mouse button. The drawing appears on the *Whiteboard* to all users in the room.

Selecting Line Width

You can select the line width for lines and objects that you draw on the *Whiteboard*. You can also change the line width for existing lines and objects on the *Whiteboard*.

1. From the *Whiteboard* line options area, click the line width that you want to use. Lines and objects that you draw will appear in the selected line width.
2. If you want to apply the selected width to existing lines and objects:
   a. From the *Whiteboard* button bar, click the **Select** button.
   b. Do one of the following:
      - To select a single line or object, click the item you want to change.
      - To select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change.

      Selection handles appear around selected items.
3. From the *Whiteboard* line options area, click the line width that you want to use. The line width is changed.

Changing the Colors of Lines

You can change the colors of lines that are drawn on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to change, or to select multiple lines or objects, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. Next to the *Whiteboard* color palette, click the *Outline Color* icon.

4. From the color palette, click a color. The icon appears in the new color.

Moving Whiteboard Items

You can move lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to move, or to select multiple items to move together, hold down the left mouse button and drag the pointer to select the items you want to move. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the **Move** icon.
4. Click the selection handles of a selected item, and keeping the mouse button pressed, move the mouse to drag the item or items to the desired position.

   IMPORTANT: Clicking on the selected item itself will not allow you to move it. You must click on a selection handle to move an item.

5. When you have finished moving the item, release the mouse button.
6. If you want to move an item separately from another, follow steps 2 to 5 again for each item.

Duplicating Items

You can duplicate lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Select** button.
2. Click the item you want to duplicate, or to select multiple items to duplicate at once, hold down the left mouse button and drag the pointer to select the items you want to change. Selection handles appear around selected items.
3. From the *Whiteboard* button bar, click the **Duplicate** button. Selected items are duplicated.
4. If you want to move the duplicate item, do the following:
   a. From the *Whiteboard* button bar, click the **Select** button.
   b. Click the item you want to move, or to select multiple items to move at once, hold down the left mouse button and drag the pointer to select the items you want to move. Selection handles appear around selected items.
   c. Click the **Move** button.
   d. Click the selection handles of one of the selected items, and keeping the mouse button pressed,

drag the item or items to the desired position.

e. When you are finished moving the item, release the mouse button.

Zooming In and Out

You can get a larger view of objects on the *Whiteboard* by using the **Zoom In** button. You can also get a view of all objects on the *Whiteboard* by using the **Zoom Out** button.

1. From the *Whiteboard* button bar, click the **Zoom In** or **Zoom Out** button. The view is changed.
2. Use the horizontal and vertical scroll bars to bring objects into view.

Undoing Your Last Action

You can undo each *Whiteboard* action that you performed since entering the room, such as drawing an object or entering text.

From the *Whiteboard* room, click the **Undo** button. Your last action is undone.

Using X and Y Coordinates

The coordinates of your cursor on the *Whiteboard* are always displayed.

From the *Whiteboard*, move your cursor. The *X* and *Y* text boxes reflect the coordinates of your cursor.

Deleting Whiteboard Items

You can delete individual lines, objects, and text from the *Whiteboard*, or you can clear the contents of the *Whiteboard* all at once.

- To delete individual items from the *Whiteboard*:
  1. From the *Whiteboard* button bar, click the **Select** button.
  2. Click the item you want to delete, or to select multiple items to delete, hold down the left mouse button and drag the pointer to select the items you want to delete. Selection handles appear

around selected items.

3. From the *Whiteboard* button bar, click the **Delete** button. All selected items are deleted.

- To clear the contents of the *Whiteboard* all at once:

1. From the *Whiteboard* button bar, click the **Clear** button. A confirmation message appears, indicating that the action of clearing *Whiteboard* cannot be undone.
2. Click **OK** to clear the *Whiteboard*, or **Cancel** to back out.

Printing Whiteboard Content

You can print content, such as lines, objects, and text that are on the *Whiteboard*.

1. From the *Whiteboard*, click **Print**. The content appears in a new browser window.
2. Make your selections to print from your browser.

Clearing the Whiteboard

You can remove all content, such as lines, objects, text, and images from the *Whiteboard*.

1. From the *Whiteboard* button bar, click the **Clear** button. A confirmation message appears.
2. Click **OK**. The *Whiteboard* is cleared.

USING WHITEBOARD FILES

For Section Designers and Section Instructors

Loading Files

You can load files and display them on the *Whiteboard* where all participants in the room can see. You can load `.jpg` images, `.gif` images, and *Whiteboard* drawings saved in `.wbd` file format.

1. From the *Whiteboard* room, click **Load File**. The WebCT *Content Browser* pop-up window appears.
2. Do one of the following:
   - If the files you want to display are on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the files. The files are loaded to the *Whiteboard*.
   - If the files you want to display are in WebCT, locate and select the files. The files are loaded to the *Whiteboard*.

Saving Whiteboard Drawings as Files

You can save *Whiteboard* drawings and use them in another session. The drawings are saved in the WebCT *File Manager*.

1. After you complete your drawing on the *Whiteboard*, click **Save**. The *Content Browser* pop-up window appears.
2. Enter a file name.

   NOTE: File names cannot contain spaces.

3. From the file format drop-down list, select *.wbd*. This file format is for *Whiteboard* drawings.
4. Click **Save**. The drawing is saved.

Saving Whiteboard Drawings as Slides

You can save *Whiteboard* drawings as slides and use them to create a slide show. You must save the drawings in either `.jpg` or `.gif` format.

1. After you complete your drawing on the *Whiteboard*, click **Save**. The WebCT *File Browser* appears.
2. Enter a file name.

   NOTE: File names cannot contain spaces.

3. From the file format drop-down list, select either `.jpg` or `.gif`.
4. Click **Save**. The drawing is saved as a slide.

USING WHITEBOARD SLIDE SHOWS

For Section Designers and Section Instructors

Creating a Slide Show

You can use `.jpg` images, `.gif` images, or Whiteboard drawings and organize them to create a slide show presentation. If you use *Whiteboard* drawings, you must first save them as slides.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Click **Create Slide Show**. The *Create Slide Show* pop-up window appears.
3. Enter a title.
4. Click **Add Slides**. The WebCT *Content Browser* appears.
5. Do one of the following:
   - If your slides are on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the files. The *Create Slide Show* pop-up window appears, displaying a list of slides to be used in the slide show.
   - If your slides are in WebCT, locate and select the files. The *Create Slide Show* pop-up window appears, displaying a list of slides to be used in the slide show.
6. If you want to preview a slide, click the slide title. The slide is displayed in the preview area.
7. If you want to change the order of the slides, click a slide title and click the buttons for move up and move down. The slide is moved.
8. Decide how you want to play the slide show:
   - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
   - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
9. If you want to specify the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:

   a. Click a slide title.
   b. In the *Display* text box, enter the number of seconds.

      NOTE: The default display time for each slide is 10 seconds.

   c. Click **OK**. The display time is changed.

10. Click **Save Slide Show**. Your slide show is created.

Editing a Slide Show

You can edit a slide show by doing the following:

- adding or deleting slides from a slide show
- changing the display time of each slide
- changing the order of slides
- enabling autoplay mode
- disabling autoplay mode

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the title of the slide show that you want to edit.
3. Click **Edit Slide Show**. The *Edit Slide Show* pop-up window appears.
4. Edit the slide show:
   - If you want to add slides:
     a. Click **Add Slides**. The *Content Browser* pop-up window appears.
     b. Do one of the following:
        - If the slides you want to add are in WebCT, locate and select the files. The *Edit Slide Show* pop-up window appears, displaying a new list of slides to be used in the slide show.
        - If the slides you want to add are on your computer:
          i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
          ii. Locate and select the slides. The *Edit Slide Show* pop-up window appears, displaying a new list of slides to be used in the slide show.
   - If you want to delete slides, click the title of the slide and click **Delete.** The slide is deleted.
   - If you want to change the order of the slides, click a slide title and click the buttons for move up

and move down. The slide is moved.

- Decide how you want to play the slide show:
  - If you want each slide to advance automatically, select *Enable autoplay for this slide show*.
  - If you want to use the manual controls to advance each slide, clear the *Enable autoplay for this slide show* check box.
- If you want to change the number of seconds for each slide to be displayed when playing the slide show in autoplay mode, do the following:
  a. Click the slide title.
  b. In the *Display* text box, enter the number of seconds.

     NOTE: The default display time for each slide is 10 seconds.

  c. Click **OK**. The display time is changed.

5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Deleting a Slide Show

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the title of the slide show that you want to delete.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The slide show is deleted.

Previewing a Slide Show

If you have created a slide show, you can preview it before you load it to the *Whiteboard* where all participants can view it.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show that you want to preview. The first slide appears in the preview area.
3. Use the preview controls to view each slide.

Loading a Slide Show

If you have created a slide show, you can load it on the *Whiteboard* where all participants in the room can view it. If you want each slide to advance automatically, you use the autoplay setting. If you want to advance each slide yourself, you use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show that you want to load.
3. If you need to verify whether or not you are using the autoplay setting, complete this step. If not, go to the next step.
   a. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
   b. Do one of the following:
      - If you want each slide to advance automatically, select *Enable autoplay for this slide show* and click **Save Changes**.
      - If you want to advance each slide yourself, clear the *Enable autoplay for this slide show* check box and click **Save Changes**.
4. Click **Load Selected Slide Show**. If you are using autoplay mode, click the **Play** button to start the slide show. If you are not using autoplay mode, you must advance the slides by using the manual controls.

Unloading a Slide Show

If a slide show was loaded on the *Whiteboard*, you can unload it so that participants in the room can no longer view it.

1. From the *Whiteboard* room, next to the slide show controls, click the *Unload this slideshow* icon. A confirmation appears.
2. Click **OK**. The slide show is unloaded.

Using Autoplay to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the autoplay setting so that each slide advances automatically. Each slide is displayed for the number of seconds specified on the *Edit Slide Show* screen.

NOTE: If the number of seconds is not specified, the default display time for each slide is 10 seconds.

If you do not use the autoplay setting, you can use the manual controls.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
4. Select *Enable autoplay for this slide show*.
5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Using Manual Controls to Play a Slide Show

When you load a slide show to the *Whiteboard*, you can use the manual controls to advance each slide.

If you do not use the manual controls, you can use the autoplay setting.

1. From the *Whiteboard* room, click **Slide Shows**. The *Slide Shows* pop-up window appears.
2. Under *Slide Show Title*, click the slide show.
3. Click **Edit Slide Show**. The *Edit Slide Show* screen appears.
4. Clear the *Enable autoplay for this slide show* check box.
5. Click **Save Changes**. A confirmation message appears.
6. Click **Yes**. The changes to your slide show are saved.

Drawing Lines and Objects on a Slide Show

If a slide show is loaded to the *Whiteboard*, you can draw any of the following on a slide to highlight or emphasize certain elements:

- freehand drawings
- straight lines
- ovals
- rectangles

You can also save the slide with the drawings as a file.

MANAGING USER PARTICIPATION

For Section Instructors

Granting Access to Students

If Students were previously denied access to a *Chat* or *Whiteboard* room, you can grant them access again. When the Section Instructor is not in the room, the Teaching Assistant can grant access to Students.

1. From the *Denied Access* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Grant Access**. The Student's name appears in the *Active* participant list. The Student receives a message informing them that she is granted access.

Denying Access to Students

You can prevent Students from entering a *Chat* or *Whiteboard* room by using the deny access feature. Once a Student is denied access, she cannot enter the *Chat* or *Whiteboard* room until you grant access. When the Section Instructor is not in the room, the Teaching Assistant can deny access to Students.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Deny Access**. The Student's name appears in the *Denied Access* participant list. The Student receives a message informing them that she is denied access.

Starting Handraise Mode

If you want to give permission to one Student at a time to participate in a *Chat* or *Whiteboard* room, you can start handraise mode. When handraise mode is used, Students must click a button to raise their hand, indicating their desire to participate. A number appears next to each Student name to indicate the order in which Students raised their hands.

When the Section Instructor is not in the room, the Teaching Assistant can start handraise mode.

From the *Chat* or *Whiteboard* room, click **Start Handraise Mode**. The *Handraise* icon appears and a message is sent to all Students informing them that they must raise their hand to participate.

Stopping Handraise Mode

If you want Students to participate without raising their hand in a *Chat* or *Whiteboard* room, you can stop handraise mode.

When the Section Instructor is not in the room, the Teaching Assistant can stop handraise mode.

From the *Chat* or *Whiteboard* room, click **Stop Handraise Mode**. A message is sent to all Students informing them that they can participate.

Allowing Students to Participate

If Students were temporarily disallowed from participating in a *Chat* or *Whiteboard* room, you can allow them to participate again. When the Section Instructor is not in the room, the Teaching Assistant can allow Students to participate.

1. From the *Muted* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Unmute**. The Student's name appears in the *Active* participant list. The Student receives a message informing them that they can participate.

Disallowing Students from Participating

You can temporarily disallow a Student from participating in a *Chat* or *Whiteboard* room by using the mute feature. Once a Student is muted, they cannot participate in the *Chat* or *Whiteboard* room until you allow them to participate again.

When the Section Instructor is not in the room, the Teaching Assistant can use the mute feature.

1. From the *Active* participant list, click the Student name. To select multiple Students, hold the `Ctrl` key while clicking the Student names.
2. Click **Mute**. The Student's name appears in the *Muted* participant list. The Student receives a message informing them that they cannot participate.

Passing the Microphone/Pen

You can pass the microphone/pen and give permission to one Student at a time to participate in *Chat* or *Whiteboard*.

Before you can use the *Pass Microphone/Pen* feature, you must enable *Handraise Mode*.

1. From the *Active* participant list, select the Student that you want to give permission to participate.

   NOTE: For each Student who has raised their hand to participate, a number appears next to their name to indicate the order in which they raised their hand.

2. Click **Pass Microphone/Pen**. An icon appears next to the Student's name and the Student is allowed to use *Chat* or *Whiteboard*. A message is sent to all Students informing them that the selected Student has the microphone/pen.

CHAPTER 12: CONTENT MANAGER

IMPORTANT: Topics for this chapter apply to various roles. See the specific section for your role.

ABOUT CONTENT MANAGER

For Template Designers

Content Manager contains the following tools which allow you to access different types of content:

- *My Files*: allows you to store your own files in WebCT. *My Files* is private and cannot be accessed by other users.
- *Repository*: allows you and other users to store files that can be shared and re-used across your institution.
- *Template Manager*: allows you and other users to store templates that can be shared across learning contexts and then used in many sections.

ABOUT CONTENT MANAGER

For Section Designers and Section Instructors

Content Manager allows you to access *My Files* where you store your own files in WebCT. *My Files* is private and cannot be accessed by other users.

Accessing Content Manager

Content Manager allows you to access *My Files* where you can create and store your personal files in WebCT. You can access *Content Manager* from *My WebCT*.

Depending on your location, do one of the following:

- If you are at *My WebCT*, click the **Content Manager** tab. *Content Manager* appears.
- If you are in a course, click the **My WebCT** link and then click the **Content Manager** tab. *Content Manager* appears.

CHAPTER 13: COURSE CONTENT

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT THE COURSE CONTENT TOOL

For Designers

The *Course Content* tool is available in each WebCT course. It is the first tool under *Course Tools* on the course menu. You can use the *Course Content* tool to create and organize content in logical units that are meaningful to Students.To do this, you use the following:

- *Files*. You can create text or HTML files, or you can select files from *File Manager*.
- *Content Links*. You can add links to content in other course tools, allowing Students to access different content without having to go to each course tool. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can add content links to those assignments and quizzes from the *Course Content* tool. This allows Students to access content items from a central location.
- *Content Folders*. You can create folders to further organize content within the *Course Content* tool.

Organizing content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, you can organize content chronologically or by topic. If you want to organize content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week. Or if you want to organize content by topic, you can create a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic. If there is content that you do not want Students to access yet, you can hide it temporarily.

IMPORTANT: Links to tools may be listed under *Course Tools* on the course menu, which is visible throughout the course. If you want to organize content in the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can access still those tools and content in them. However, if you want to use the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools in your course, links to those tools must remain on the course menu. You cannot organize content in these tools in the *Course Content* tool.

Section Instructors and Students can access content in the *Course Content* tool from the following areas:

- On the *Course Content Home* screen, which is the first screen of the *Course Content* tool. The *Course Content Home* screen is also the top level where you can organize content.
- On the *Course Content Map*, if available. The *Course Content Map* can appear as either an icon next

to the *Course Content* tool or as a drop-down list.

You cannot add or remove the *Course Content* tool.

Accessing Content on the Course Content Home

For Designers

The *Course Content Home* screen is the first screen of the *Course Content* tool. Depending on how the course was designed, you can access the following from the *Course Content Home* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Content Links*. Content links are links to items in other course tools. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can access the assignments and quizzes by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to further organize course material. For example, if course material is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

To access content, do one of the following:

- Click the content item. The item appears.
- Using the *ActionLinks* icon:
  a. Locate the content item and click its *ActionLinks* icon. A menu appears.
  b. Click the **Go to** option. The item appears.

Accessing Content on the Course Content Map

For Designers

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. If the map is available, you can access it from a drop-down list or from an icon next to the *Course Content* tool. You can use the map to access the following:

- *Files*. Files contain course content, such as lecture notes, reading lists, or lesson objectives.

- *Content Links*. Content links are links to items in other course tools. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can access the assignments and quizzes by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to organize course material. For example, if course material is organized chronologically or by topic, you may see content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

Depending on how the *Course Content Map* appears, you can access content by doing one of the following:

- If the *Course Content Map* appears as a drop-down list, select the content item and click the *Go* icon. The item appears.
- If the *Course Content Map* appears as an icon:
  a. Click the *Expand Course Content Map* icon. A list of links appears.
  b. Click the link for the content item. The item appears.

Expanding and Collapsing the Course Menu

For Designers

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

NOTE: The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.
- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

Using the Basic View or Power View

For Designers

When you organize content in the *Course Content* tool, you can place content on a screen called *Course Content Home* or in content folders. The *Course Content Home* screen is the first screen of the *Course Content* tool and also the top level where you can organize content. To organize content further, you use content folders.

You can view content on the *Course Content Home* screen and in content folders in two ways: using the *Basic View* or *Power View*. If you want to view content the way Students and Section Instructors will view it, you use the *Basic View*. If you want to view content in a tree-like structure that shows the hierarchy of items within the *Course Content Home* screen and in content folders, you use the *Power View*.

1. From either the *Course Content Home* screen or a content folder, click **Page Options**. A menu appears.
2. Click **Go to Basic View** or **Go to Power View**. The selected view appears.

WORKING WITH FILES

For Designers

In the *Course Content* tool, you can use files to present course content, such as lessons, reading lists, or lesson objectives. You can create files or browse for files in the WebCT *File Manager*.

Adding Files

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Students to access content from these locations.

To add a file, you have the following options: browse for files that were already uploaded to the WebCT *File Manager* or create an HTML file.

1. From the location where you want to add a file, click **Add File**. A menu appears.

2. Click one of the following options:
   - **Browse for Files**.
   - **Create File**.

Browsing for Files

Creating Files

You can create files to present content in the *Course Content* or *Learning Modules* tools. You can create files in Plain Text or HTML format. To create files in HTML format, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. From the location where you want to add a file, click **Add File**. A menu appears.
2. Click **Create File**. The *Create File* screen appears.
3. Enter a title.
4. Enter your content in Plain Text or HTML format:
   - To enter the content in Plain Text format, in the *Content* text box, enter the content.

     NOTE: The content will appear exactly as you have typed it.
   - To enter the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the content. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want, insert an equation in the file.

   NOTE: You can only insert equations into files while designing a section or template.
6. If you want to specify a file name for the file, in the *File name* text box, enter a name. If you do not

specify a file name, the title of the file will be used as the file name.

7. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
8. If you want to save the file and create another:
   a. Click **Save and Add Another**. The file is saved.
   b. Repeat steps 3 through 8.
9. Click **Save**. The file is created.

Editing Files

IMPORTANT: Editing a file that contains manual media library links removes these links. Therefore, after the file is edited, you must re-link the terms to their media library entries. For more information, see *Creating Manual Links to Media Library Entries*.

If files were added in the *Course Content* or *Learning Module*stools, you can edit the title and content of files. To edit files, you can use HTML or plain text. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. Locate the file that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit File* screen appears.
3. In the *Title* text box, edit the title.
4. In the *Content* text box, edit the content in Plain Text or HTML format:
   - To edit the content in Plain Text format, enter the text.

     NOTE: The content will appear exactly as you have typed it.
   - To edit the content in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       b. Edit the content in the *HTML Creator* editing area. For more information, see *Using the*

HTML Creator.

- To hand code the HTML:
  a. Select *Use HTML*.
  b. Edit the HTML code.

5. If you want, insert an equation in the file.

   NOTE: You can only insert equations into files while designing a section or template.

6. Click **Save**. The file is edited.

Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Showing or Hiding Files

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Hide Item**. The item is hidden.

Customizing Links

From the **Build** tab, you can customize file links and content links in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a **more** link to the rest of the description.

IMPORTANT: When you customize a link, the changes apply to that occurrence of the link only. If the link appears in different locations of the course and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the **Build** tab, locate the link that you want to customize and click its *ActionLinks* icon. A menu appears.
2. Click **Customize Link**. The *Link Settings* screen appears.
3. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
4. In the *Custom Title for this Link* text box, customize the title.
5. If you want this link to open in a new browser window, select this option.
6. In the *Custom Description for this Link* text box, customize the description.
7. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Save**. The original icon is used.
   - If the icon was not changed before, you can customize it by clicking **Replace Image**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser appears.
       b. Locate and select the file. The custom icon appears in preview mode.

c. On the *Course Content Icons* screen, click **Save**. The icon is changed.

- If the file you want to use is in WebCT:

  a. Navigate to the file and select it.

  b. Click **OK**. The custom icon appears in preview mode.

  c. Click **Save**. The icon is changed.

Working with Media Library Links

Media Library is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

EXAMPLE: If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance
- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

Creating Manual Links to Media Library Entries

You can manually link selected occurrences of a term in HTML files to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the *Media Library* entry in a separate window.

IMPORTANT: All of the following must be true if you want to manually link occurrences of a term in an HTML file to a *Media Library* entry:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.
- The title of the *Media Library* entry or term must be entered in the HTML file exactly as it appears in the *Media Library* entry.

1. Locate the HTML file in which you want to link terms to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term to which you want to link a manual *Media Library* entry and click its *ActionLinks* icon. A menu appears.
4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and the current value of each occurrence.

   NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
   - To link one occurrence of a term to its *Media Library* entry, locate the occurrence and, under *Linked*, click **No**. The value is updated to *Yes*, indicating that the occurrence of the term is linked to the relevant *Media Library* entry.
   - To link multiple occurrences of a term to its *Media Library* entry:
     a. Next to each occurrence you want to link, select the check box.
     b. Click **Link**. Under *Linked*, the value for the selected occurrences is updated to *Yes*, indicating that the occurrences of the term are linked to its *Media Library* entry.
   - To link all occurrences of a term to its *Media Library* entry:
     a. In the table heading row, next to *Occurrence*, select the check box. All occurrences are selected.
     b. Click **Link**. Under *Linked*, the value for all occurrences is updated to *Yes*, indicating that all occurrences of the term are linked to its *Media Library* entry.

6. Click **Back**.

Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears displaying all terms in the HTML file that are linked to *Media Library* entries.
3. When you are finished viewing links, click **Back**.

Removing Manual Links to Media Library Entries

Terms in HTML files can be linked manually and automatically to *Media Library* entries. You can selectively remove manual links to *Media Library* entries in HTML files.

1. Locate the HTML file from which you want to remove links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term from which you want to remove manual links to a *Media Library* entry and click its *ActionLinks* icon. A menu appears.
4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and its current value in each occurrence.

   NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
   - To remove one occurrence of a link to a *Media Library* entry, locate the occurrence and, under *Linked*, click **Yes**. The value updates to *No*, indicating that the link is removed.
   - To remove multiple occurrences of a link to a *Media Library* entry:
     - Next to each occurrence from which you want to remove a link, select the check box.
     - Click **Unlink**. Under *Linked*, the value for the selected occurrences updates to *No*, indicating

that the links are removed.

- To remove all occurrences of a link to a *Media Library* entry:
  - In the table heading row, select the check box. All occurrences are selected.
  - Click **Unlink**. Under *Linked*, the value for all occurrences updates to *No*, indicating that the links are removed.

6. Click **Back**.

Moving Items to a Content Folder

In the *Course Content* tool, you can move items to the *Course Content Home* screen or a content folder . If the item is already in a content folder, you can move it to a different content folder.

1. Locate the item that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click **Move to Folder**. A pop-up window appears.
3. Click the folder that you want to move the item to. The item is moved.

Removing Links

If links to files, content folders, or content items, were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link that you want to remove and click its *ActionLinks* icon. A menu appears.
2. Click **Remove**. A warning message appears.
3. Click **OK**. The link is removed.

Moving Links

In the *Basic View* of *Course Content* tool, you can move links to items, such as files, content folders, and content items, to different positions on the screen. Depending on the current position of the links, you can move them up, down, left, or right.

NOTE: This feature is not available in the *Power View*.

1. In the *Basic View* of *Course Content* tool, locate the link that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click the desired **Move** option. The link is moved.

Viewing Links to a File

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a quiz on the *Course Content Home* and several learning modules, you can view a list of these locations.

NOTE: This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to this item.

WORKING WITH CONTENT LINKS

For Designers

In the *Course Content* tool, you can add content links to different content items in course tools. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can add content links to those assignments and quizzes. This allows users to access a variety of content from a central location.

Adding Content Links

If content items exist in course tools, you can add content links to those items from the *Course Content* tool. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can add content links to those assignments and quizzes from the *Course Content* tool. This allows Students to access content items from a central location. They are not required to go to each tool to access different items.

You can add content links on *Course Content Home* screen or any content folder in the *Course Content* tool.

NOTE:

- You cannot add content links to items in the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools. If you want Students to use these tools, you must show these tools on the course menu.
- If you are adding a link to a syllabus, note the following:
  - You can add a link to either a syllabus created in the *Syllabus* tool or a syllabus that you created outside of WebCT.
  - If you added a syllabus in other areas of the course, those areas will automatically link to the syllabus that you use here.

1. From the location where you want to add a link, click **Add Content Link**. A menu appears.
2. Click the tool name. A menu appears.
3. Do one of the following:
   - If the content item is already created, select the item and click **Add Selected**. A content link is created.

     NOTE: Assessments and assignments are automatically hidden from Students. If you are adding links to these items, the links are also hidden from Students. To allow Students to use the links, you must show the assessment or assignment so it becomes visible to Students.

   - If the content item has not been created, click the **Create** option. The item is created and a content link is added. For more information on creating content, see the appropriate topics for each tool under *Using WebCT Features and Tools*.

Editing Content Items

If content links to items were added in the *Course Content* tool, you can edit those items directly from the *Course Content* tool, without having to go to the specific tool. Your changes apply to every occurrence of the item. For example, if an assignment is in the *Assignments* tool and you add a content link to that assignment, the assignment appears as a content item in the *Course Content* tool. If you want to edit the assignment, you can do so from the *Course Content* tool and the changes will also apply to the assignment in the *Assignments* tool.

1. Locate the content item that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit* screen appears.
3. Edit the content item. For help with editing the content item, click **Help** from the *Edit* screen.
4. Click **Save**. Your changes are saved.

Previewing Content Links

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Showing or Hiding Content Links

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Customizing Links

From the **Build** tab, you can customize file links and content links in the *Course Content* tool. This allows you to change the default icon, title, or description of a link.

The default icon is a small image representing the item and is determined by the icon set used in the course. You can use your own images as custom icons.

The default title is the title provided when the item was created. Users can click either the icon or title to view the item.

The default description, which appears below the title, is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. If the description is long, only part of it is displayed with a

more link to the rest of the description.

IMPORTANT: When you customize a link, the changes apply to that occurrence of the link only. If the link appears in different locations of the course and you want all occurrences of the link to have the same customization, you must customize the link in every location.

1. From the **Build** tab, locate the link that you want to customize and click its *ActionLinks* icon. A menu appears.
2. Click **Customize Link**. The *Link Settings* screen appears.
3. Under *Linked To*, note the location of the item and ensure this is the link that you want to customize.
4. In the *Custom Title for this Link* text box, customize the title.
5. If you want this link to open in a new browser window, select this option.
6. In the *Custom Description for this Link* text box, customize the description.
7. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Save**. The original icon is used.
   - If the icon was not changed before, you can customize it by clicking **Replace Image**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser appears.
       b. Locate and select the file. The custom icon appears in preview mode.
       c. On the *Course Content Icons* screen, click **Save**. The icon is changed.
     - If the file you want to use is in WebCT:
       a. Navigate to the file and select it.
       b. Click **OK**. The custom icon appears in preview mode.
       c. Click **Save**. The icon is changed.

Moving Links to a Content Folder

In the *Course Content* tool, you can move items to the *Course Content Home* screen or a content folder . If the item is already in a content folder, you can move it to a different content folder.

1. Locate the item that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click **Move to Folder**. A pop-up window appears.
3. Click the folder that you want to move the item to. The item is moved.

Removing Links

If links to files, content folders, or content items, were added to a location in the course, you can remove those links. Users will no longer be able to access those items from that location. Removing a link does not delete the item itself.

1. Locate the link that you want to remove and click its *ActionLinks* icon. A menu appears.
2. Click **Remove**. A warning message appears.
3. Click **OK**. The link is removed.

Moving Links

In the *Basic View* of *Course Content* tool, you can move links to items, such as files, content folders, and content items, to different positions on the screen. Depending on the current position of the links, you can move them up, down, left, or right.

NOTE: This feature is not available in the *Power View*.

1. In the *Basic View* of *Course Content* tool, locate the link that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click the desired **Move** option. The link is moved.

Viewing Links to an Item

In the *Power View* of the *Course Content* tool, you can view a list of locations containing links to an item. For example, if you have created a link to a quiz on the *Course Content Home* and several learning modules, you can view a list of these locations.

NOTE: This feature is not available in the *Basic View*.

1. From the *Power View* of the *Course Content* tool, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to this item.

WORKING WITH CONTENT FOLDERS

For Designers

In the *Course Content* tool, you can create content folders and use them to organize content. The *Course Content Home* screen is the first screen of the *Course Content* tool and also the top level where you can organize content. To further organize content, you use content folders.

Creating Content Folders

In the *Course Content* tool, you can create content folders on the *Course Content Home* screen or within other content folders. The *Course Content Home* screen is the top level where you can organize content. To further organize content, you use content folders. For example, if you are organizing content chronologically, you can create a different folder for each week. Students open the folder for the current week and access the content for that week.

NOTE: Content folders in the *Course Content* tool are different from folders in *File Manager*.

1. From the *Course Content* tool, click **Create Folder**. The *Create Folder* screen appears.
2. Enter a title and description.
3. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
4. Click **Save**. The content folder is created.

Editing Content Folders

If content folders were added in the *Course Content* tool, you can edit their title, description, and availability. You can also customize the icon for a particular folder by using your own images. If the icon was already changed to a custom one, you can revert to the original icon.

IMPORTANT: Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

1. Locate the folder that you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Folder Properties* screen appears.
3. In the *Title* text box, edit the title.
4. In the *Description* text box, edit the description.
5. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, select *Show Item*.
   - If you want to temporarily hide the item from users, select *Hide Item*.
6. If you want, customize the icon or use the original icon if it was changed before:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Save**. The original icon is used.
   - If the icon was not changed before, you can customize it by clicking **Replace Image**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser appears.
       b. Locate and select the file. The custom icon appears in preview mode.
       c. On the *Course Content Icons* screen, click **Save**. The icon is changed.
     - If the file you want to use is in WebCT:
       a. Navigate to the file and select it.
       b. Click **OK**. The custom icon appears in preview mode.
       c. Click **Save**. The icon is changed.
7. Click **Save**. Your changes are saved.

Showing or Hiding Content Folders

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Moving Folders to a Different Content Folder

In the *Course Content* tool, you can move items to the *Course Content Home* screen or a content folder . If the item is already in a content folder, you can move it to a different content folder.

1. Locate the item that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click **Move to Folder**. A pop-up window appears.
3. Click the folder that you want to move the item to. The item is moved.

Moving Links

In the *Basic View* of *Course Content* tool, you can move links to items, such as files, content folders, and content items, to different positions on the screen. Depending on the current position of the links, you can move them up, down, left, or right.

NOTE: This feature is not available in the *Power View*.

1. In the *Basic View* of *Course Content* tool, locate the link that you want to move and click its *ActionLinks* icon. A menu appears.
2. Click the desired **Move** option. The link is moved.

Deleting Content Folders

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

USING PAGE OPTIONS

For Designers

In the *Course Content* tool, you can use page options to change the appearance of the *Course Content Home* screen or any content folder in the *Course Content* tool. you use page options for:

- Selecting the*Basic View* or *Power View*.
- Customizing the page display.
- Adding or editing headers and footers.
- Deleting headers and footers.

Using the Basic View or Power View

When you organize content in the *Course Content* tool, you can place content on a screen called *Course Content Home* or in content folders. The *Course Content Home* screen is the first screen of the *Course*

Content tool and also the top level where you can organize content. To organize content further, you use content folders.

You can view content on the *Course Content Home* screen and in content folders in two ways: using the *Basic View* or *Power View*. If you want to view content the way Students and Section Instructors will view it, you use the *Basic View*. If you want to view content in a tree-like structure that shows the hierarchy of items within the *Course Content Home* screen and in content folders, you use the *Power View*.

1. From either the *Course Content Home* screen or a content folder, click **Page Options**. A menu appears.
2. Click **Go to Basic View** or **Go to Power View**. The selected view appears.

Using Page Options in the Basic View

If you are in the *Basic View* of the *Course Content* tool, you can use page options to change the appearance of the *Course Content Home* screen or any content folders. In *Basic View*, you use page options for:

- switching from the *Basic View* to the *Power View*.
- customizing the page display, including:
  - selecting a page layout.
  - creating a custom page layout.
  - adding a background image.
  - removing a background image.
  - selecting a background color.
  - reverting to the default background color.
- adding or editing headers and footers.
- deleting headers and footers.

Using Page Options in the Power View

In the *Course Content* tool, the *Power View* displays content in a tree-like structure that shows the hierarchy of items. If you want to switch to the *Basic View* which displays content the way Students and Section Instructors will view it, you do so through *Page Options*.

1. Click **Page Options**. A menu appears.
2. Click **Go to Basic View**. The *Basic View* appears.

Customizing Page Display

NOTE: Depending on administrator settings, these features may not be available.

You can customize the page display of the *Course Content Home* screen or any content folders in the *Course Content* tool. You can do the following:

- Select a page layout.
- Create a custom page layout.
- Select a background image.
- Remove a background image.
- Select a background color.
- Revert to the default background color.

Selecting a Page Layout

NOTE: Depending on administrator settings, this feature may not be available.

You can select a predefined page layout for the *Course Content Home* screen or any content folder in the *Course Content* tool. Page layout defines the following:

- number of columns per page (one, two, or three columns)
- link appearance (show icons and text, or show text only)
- placement of icons in relation to the link text (left or above)
- alignment of the link text within the column (left or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder. A menu appears.

2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Layout Template*, select one of the predefined layout templates. The template appears in preview mode.
4. If you want to change all existing content folders to use this page layout, select this option.
5. If you want to set the page layout as the default when content folders are created, select this option.
6. Click **Apply**. The page layout is applied.

Creating a Custom Page Layout

NOTE: Depending on administrator settings, this feature may not be available.

You can create a custom page layout for the *Course Content Home* screen or any content folders in the *Course Content* tool. To create the page layout, you define the following:

- number of columns per page (one to eight columns)
- link appearance (show icons and text, text only, or icons only)
- placement of icons in relation to the link text (left, right, or above)
- alignment of link text within the column (left, right, or centered)
- width of the table controlling the page layout (wide or narrow)

You can also apply the page layout to existing content folders or set it as the default when content folders are created.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder. A menu appears.
2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Layout Template*, select *Custom Layout*.
4. Under *Layout Preview*, select the following:
   a. From the *Columns* drop-down list, select the number of columns per page: one to eight.
   b. From the *Icon/Text* drop-down list, select the link appearance: show icons and text, text only, or icons only.

c. From the *Icon Placement* drop-down list, select the place of icons in relation to the link text: left, right, or above.

d. From the *Alignment* drop-down list, select the alignment of the link text within the column: left, right, or centered.

e. From the *Table Width* drop-down list, select the width of the table controlling the page layout: wide or narrow.

5. If you want to change all existing content folders to use this page layout, select this option.
6. If you want to set the page layout as the default when content folders are created, select this option.
7. Click **Apply**. The custom page layout is created.

Adding a Background Image

NOTE: Depending on administrator settings, this feature may not be available.

You can add a background image to the *Course Content Home* screen or any content folder in the *Course Content* tool.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder. A menu appears.
2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Background Image*, click **Browse**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the file you want to use is on your computer:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the file.
   - If the file you want to use is in WebCT, locate and select the file.
5. If you want to tile the image, select this option.
6. Click **Apply**. The background image is added.

Removing a Background Image

NOTE: Depending on administrator settings, this feature may not be available.

If a background image was added to the *Course Content Home* screen or any content folder in the *Course Content* tool, you can remove it.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to either the *Course Content Home* screen or a content folder. A menu appears.
2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Background Image*, click **Remove Background Image**. The background image is removed.

Changing the Background Color

NOTE: Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. However, you can change the background color of the *Course Content Home* screen or any content folder in the *Course Content* tool. This allows you to override the background color defined in the course color set. You also have the option of reverting to the original background color any time.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder. A menu appears.
2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Background Color*, click **Select Color**. A color palette appears.
4. Do one of the following:
   - Click a color. The color appears in the preview box.
   - In the *Color value* text box, enter the RGB color value and click **Preview**. The color appears in the preview box.
5. Click **Select**. The new color appears in the preview frame.
6. Click **Apply**. The new color is applied.

Reverting to the Default Background Color

NOTE: Depending on administrator settings, this feature may not be available.

By default, a color set is applied to the entire course so that a consistent color scheme is used throughout the course. If the background color of the *Course Content Home* screen or any content folder in the *Course Content* tool was changed before, you can revert to the original background color defined in the course color set.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to a content folder. A menu appears.
2. Click **Customize Page Display**. The *Customize Page Display* screen appears.
3. Under *Background Color*, click **Revert to Default**. The default background color appears in the preview frame.
4. Click **Apply**. The default background color is applied.

Adding or Editing Headers and Footers

You can add or edit headers and footers on *Course Content Home* or any content folders in the *Course Content* tool.

To add headers and footers, you can use HTML or plain text. If you are using HTML, you can hand code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*. A menu appears.
2. Click **Edit header** or **Edit footer**. The *Create or Edit Header* or *Create or Edit Footer* pop-up window appears.

3. Add or edit the text for the header or footer:
   - To add or edit the text in Plain Text format, enter the text.

     NOTE: The header or footer will appear exactly as you have typed it.

   - To add or edit the text in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Add or edit the text in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
4. If you want to use the header or footer as the default for all content folders in the *Course Content* tool, select this option. If you have existing headers or footers, they are kept.
5. Click **Save**. The header or footer is saved.

Deleting Headers and Footers

If headers and footers were added on the *Course Content Home* screen or any content folders in the *Course Content* tool, you can delete them.

1. Depending on whether you are in *Basic View* or *Power View*, do one of the following:
   - If you are in *Basic View*, click **Page Options**. A menu appears.
   - If you are in *Power View*, click the *ActionLinks* icon next to *header* or *footer*. A menu appears.
2. Click **Edit header** or **Edit footer**. The *Create or Edit Header* or *Create or Edit Footer* pop-up window appears.
3. Delete the text for the header or footer.
4. Click **Save**. The header or footer is deleted.

ABOUT THE COURSE CONTENT TOOL

For Section Instructors

The *Course Content* tool is available in each WebCT course. It is the first tool under *Course Tools* on the course menu. Depending on how a course was designed, you may be able to present a variety of content from the *Course Content* tool, including the following:

- *Files*. The Section Designer can create text or HTML files, or upload files from their computer.
- *Content links*. The Section Designer can add links to content in other course tools, allowing Students to access different content without having to go to each course tool. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, content links can be added to those assignments and quizzes. This allows Students to access content items from a central location.
- *Content folders*. The Section Designer can use folders to further organize content within the *Course Content* tool.

Presenting content in the *Course Content* tool is effective because it can mirror the progression of a course. For example, if content is organized chronologically, you can present a different folder for each week. Students open the folder for the current week and access the content for that week. Or if content is organized by topic, you can present a different folder for each topic to be covered in the course. Students open the folder for a particular topic and access the content for that topic. If there is content that you do not want Students to access yet, you can hide it temporarily.

IMPORTANT: Links to tools are listed under *Course Tools* on the menu, which is visible throughout the course. Depending on administrator settings, you may be allowed to hide course tools. If you want Students to access content from the *Course Content* tool only, you must hide other tools listed under *Course Tools* on the course menu. If tools appear here, Students can still access those tools and content in them. However, if the *Announcements*, *Calendar*, *Mail* or *Who's Online* tools are used in your course, links to those tools must remain on the course menu. Content in these tools cannot be organized in the *Course Content* tool.

You and Students can access content in the *Course Content* tool from the following areas:

- On the *Course Content Home* screen, which is the first screen of the *Course Content* tool. The *Course Content Home* screen is also the top level where content is organized.
- On the *Course Content Map*, if available. The *Course Content Map* can appear as either an icon next to the *Course Content* tool or as a drop-down list.

You cannot add or remove the *Course Content* tool.

Accessing Content on the Course Content Home

For Section Instructors

The *Course Content Home* screen is the first screen of the *Course Content* tool. Depending on how the course was designed, you can access the following from the *Course Content Home* screen:

- *Files*. Files contain course material, such as course requirements, lessons, or reading lists.
- *Content Links*. Content links are links to items in other course tools. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can access the assignments and quizzes by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to further organize course material. For example, if course material is organized chronologically or by topic, you may see several content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

To access content, do one of the following:

- Click the content item. The item appears.
- Using the *ActionLinks* icon:
  a. Locate the content item and click its *ActionLinks* icon. A menu appears.
  b. Click the **Go to** option. The item appears.

Accessing Content on the Course Content Map

For Section Instructors

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. If the map is available, you can access it from a drop-down list or from an icon next to the *Course Content* tool. You can use the map to access the following:

- *Files*. Files contain course content, such as lecture notes, reading lists, or lesson objectives.
- *Content Links*. Content links are links to items in other course tools. For example, if there are assignments in the *Assignments* tool and quizzes in the *Assessments* tool, you can access the assignments and quizzes by clicking content links to them. This allows you to access a variety of content from a central location. You are not required to go to each course tool to access different content items.
- *Content Folders*. Content folders are used to organize course material. For example, if course material is organized chronologically or by topic, you may see content folders, each containing the appropriate material to be used at a specific time or for a certain subject area. A content folder can exist within another content folder.

Depending on how the *Course Content Map* appears, you can access content by doing one of the following:

- If the *Course Content Map* appears as a drop-down list, select the content item and click the *Go* icon. The item appears.
- If the *Course Content Map* appears as an icon:
  a. Click the *Expand Course Content Map* icon. A list of links appears.
  b. Click the link for the content item. The item appears.

Expanding and Collapsing the Course Menu

For Section Instructors

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

NOTE: The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.
- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

Editing the Description of Items

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules*, *Media Library*, and

Web Links tools. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

IMPORTANT: When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Description**. The *Edit Description* screen appears.
3. Edit the description and click **Save**. The description is changed.

Showing or Hiding Items

For Section Instructors

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Viewing Assessments Reports

For Section Instructors

If a content link to a quiz or survey is available in the *Course Content* tool, you can view performance or statistical reports. Performance reports contain information about Student performance on quizzes or surveys. Statistical reports contain an analysis of Student performance on quizzes.

NOTE: There are no reports for self tests.

1. From the **Teach** tab, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **View Reports**. The *Assessment Reports* appears.
3. In the *Assessment Title* drop-down list, select the assessment.
4. Select a report type and click **Run Report**. The report appears.

Viewing Assessment Submissions

For Section Instructors

If a content link to a quiz or survey is available in the *Course Content* tool, you can view submissions in the *Assessment Manager*.

NOTE: There are no submissions for self tests.

1. From the **Teach** tab, locate the assessment and click its *ActionLinks* icon. A menu appears.
2. Click **View Submissions**. The submissions appear.

Viewing Chat Room Logs

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available.

If there is a content link to a *Chat* room in the *Course Content* tool, you can view a record of chat messages sent by users in the room. The messages are organized by date and time.

1. From the **Teach** tab, locate the chat room and click its *ActionLinks* icon. A menu appears.
2. Click **View Log**. The *Chat Room Log* screen appears.
3. If you want to print the log, use your browser's print function.
4. If you want to delete the record of messages, click **Clear Log**.

CHAPTER 14: DISCUSSIONS

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT DISCUSSIONS

For All Roles

The *Discussions* tool allows you and all users who are enrolled in the same course to post and reply to messages on topics that are relevant to the course. You can ask questions, generate discussion, and encourage Students to share feedback and ideas. Section Instructors can evaluate the quality of messages, just as they would evaluate participation in a classroom course.

You can create discussion topics and organize them in discussion categories.

EXAMPLE: If you are teaching an English literature course, you can create discussion categories for different literary genres: English Novels and English Plays. In each category, you can create topics for the literary works that are being studied:

- English Novels: *Pride and Prejudice*, *Oliver Twist*, *A Room with a View*.
- English Plays: *Romeo and Juliet*, *She Stoops to Conquer*, *The Importance of Being Ernest*.

To start a discussion on the novel *Pride and Prejudice*, you can post a message such as *Do you think the characters in Pride and Prejudice are conscious of social class?*

CREATING AND MANAGING DISCUSSION CATEGORIES

For various roles. See specific topics for your role.

Creating Categories

For All Roles

You can create discussion categories to group similar or related discussion topics together.

EXAMPLE: You can create a category called *Graded Topics* that contains all the topics that Students will be graded on.

After one category is created, any topics that are not assigned to a category appear under *Uncategorized Topics*.

NOTE: If you want, you can create a new category and a new topic simultaneously. For more information, see *Creating Topics*.

1. From the *Discussions* screen, click **Create Category**. The *Create Category* screen appears.
2. Enter a title and description:
   - To create the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.
   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
3. Click **Save**.

Editing Categories

For All Roles

1. From the *Discussions* screen, locate the discussion category you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Category* screen appears.
3. Edit the category as desired:
   a. In the *Title* text box, edit the category title.
   b. In the *Description* text box, add or edit the category description:
      - To enter the description in Plain Text format, in the *Description* text box, enter the description.

        NOTE: The description will appear exactly as you have typed it.
      - To enter the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*:
          i. Next to *HTML Creator*, select *On*.

             NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

             The *HTML Creator* appears.

          ii. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
        - To hand code the HTML:
          i. Select *Use HTML*.
          ii. In the *Description* text box, enter the HTML code.
4. Click **Save**.

Linking Categories to the Course Content and Learning Module Tools

For Designers

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Moving Categories

For All Roles

You can change the order in which categories appear on the *Discussions* screen.

1. From the *Discussions* screen, click **Reorder Categories**. The *Reorder Discussion Categories* screen appears.
2. If you want to move a category above another category:
   a. Select the category that you want to move. You can select multiple categories.
   b. Locate the category that you want the selected category to appear above and click its *Move Selected Items Above* icon. The selected category is moved to its new location.
3. If you want to move a category to the bottom of the list:
   a. Select the category that you want to move. You can select multiple categories.
   b. In the last row of the table, click the *Move Selected Items to Bottom of List* icon. The selected category is moved to the bottom of the list.
4. Click **OK**. The *Discussions* screen appears and the categories are reordered.

Viewing Links to Categories

For All Roles

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Deleting Categories

For All Roles

WARNING: Deleting a discussion category deletes all topics and messages in the category.

1. From the *Discussions* screen, do one of the following
   - To delete one category, locate the category you want to delete and click its *ActionLinks* icon. A menu appears.
   - To delete several categories, select the categories.
2. Click **Delete**. A confirmation message appears.
3. Click **OK**.
4. If the categories are linked in the *Course Content* tool, another confirmation message appears. Click **OK**.

   The *Discussions* screen refreshes and the categories are deleted.

CREATING AND MANAGING DISCUSSION TOPICS

For various roles. See specific topics for your role.

Creating Topics

For All Roles

Discussion topics allow you to create a forum where users can post messages to exchange ideas, thoughts, and questions on a particular subject.

You can:

- create a topic and leave it uncategorized.
- create a topic in an existing category.
- create a topic and a category simultaneously.

NOTE: You can also create a topic for a group of Students. For more information, see *Creating Discussion Topics for Groups*.

1. From the *Discussions* screen, click **Create Topic**. The *Create Discussion Topic* screen appears.
2. Enter a title and description:
   - To create the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.
   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
3. Next to *Item Visibility*, select one of the following options:

- If you want to make the topic visible to Students, ensure the option *Show Item* is selected.
- If you want to temporarily hide the topic from Students, select *Hide Item*.

4. If you want Students to receive a grade based on their participation in the topic:
   a. Select *Topic is gradable*. A column for the topic is automatically added to *Grade Book*.
   b. If you want the *Grade Book* column to have a name other than the topic title, in the text box next to *Grade Book column title*, enter a new title.
   c. Select a grading scheme:
      - If you want to assign a numeric grade to the topic, select *Numeric grade* and, in the *Out of* text box, enter the maximum grade that can be attained.
      - If you want to assign a letter grade to the topic, select *Alphanumeric grade*.
5. To specify whether Students can edit their own messages after posting them, do one of the following:
   - To allow Students to edit their posted messages, select *Editable Posts*.
   - To prevent Students from editing their posted messages, and if the setting is selected by default, clear the *Editable Posts* check box.
6. If you don't want to allow messages to be posted to the topic, select *Locked*. A *Locked* icon appears next to the topic title on the *Discussions* screen and the messages screen.
7. If you want to post messages anonymously to the topic, select *Anonymous*.

   NOTE: If the topic is gradable, this setting is not available. Author names display to Section Instructors and Teaching Assistants when a topic is graded.

8. If you want to place the topic in a category, next to *More Options*, click the *Expand/Collapse* icon and do one of the following:
   - To place the topic in an existing category, select *Specify an existing category* and, from the *Select* drop-down list, select the category.
   - To create a category to place the topic in:
     a. Select *Create a category*.
     b. In the *Name* text box, enter a name for the category.
     c. If you want to provide Students with information about the category, enter a description. Text entered here appears below the category name and displays to Students.
9. Click **Save**. The topic is created.

Editing Topics

For All Roles

You can change the title, description, and properties for a discussion topic.

1. From the *Discussions* or messages screen, locate the discussion topic you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Properties**. The *Edit Topic Properties* screen appears.
3. Edit the title and description.
   - To enter the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.

   - To enter the description in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       i. Select *Use HTML*.
       ii. In the *Description* text box, enter the HTML code.
4. If you want to change the visibility of the topic, do one of the following:
   - If you want to make the topic visible to Students, select *Show Item*.
   - If you want to temporarily hide the topic from Students, select *Hide Item*.
5. If you want to change whether a topic is gradable, do one of the following:
   - If you want to make the topic gradable:
     i. Select *Topic is gradable*.

     NOTE: A column for the topic is automatically added to *Grade Book*.

     ii. If you want the *Grade Book* column to have a name other than the topic title, in the *Grade Book column title* text box, enter a new name.

iii. Select a grading scheme:

- If you want to assign a numeric grade to the topic, select *Numeric grade* and, in the *Out of* text box, enter the maximum grade that can be attained.
- If you want to assign a letter grade to the topic, select *Alphanumeric grade*.

- If you do not want the topic to be gradable, clear the *Topic is gradable* check box.

NOTE: A column for the topic was automatically added to *Grade Book* when this topic was created. If the column does not already contain grades, ensure the Section Instructor or Teaching Assistant deletes the column for this topic in *Grade Book*.

6. Select whether you want to allow Students to edit their own messages after posting them:
   - To allow Students to edit their posted messages, select *Editable Posts*.
   - To prevent Students from editing their posted messages, clear the *Editable Posts* check box.
7. Select whether you want the topic to be locked:
   - To allow users to post messages to the topic, clear the *Locked* check box.
   - To make the topic available for viewing only, select *Locked*.
8. Click **Save**.

Linking Topics to the Course Content and Learning Module Tools

For Designers

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Copying Topics

For All Roles

You can copy a discussion topic and all its messages:

- above a topic in another discussion category.
- below a topic in another discussion category.
- into a category that does not contain any topics.

NOTE: For the purposes of copying topics, the *Uncategorized Topics* section functions like a category.

1. From the *Discussions* screen, select the topic that you want to copy. You can select multiple topics.
2. Select the location to copy the topic to by doing one of the following:
   - To copy the topic above a topic in another category:
     a. Next to the topic that you want to copy the topic above, click the *Click to view move options* icon. A menu appears.
     b. Click **Copy Selected Items Above**. The topic is copied to its new location.
   - To copy the topic below a topic in another category:
     a. Next to the topic that you want to copy the topic below, click the *Click to view move options* icon. A menu appears.
     b. Click **Copy Selected Items Below**. The topic is copied to its new location.
   - To copy the topic to a category that does not contain any topics:
     a. In the empty category, click the *Click to view move options* icon. A menu appears.
     b. Click **Copy Selected Items Here**. The topic is copied to its new location.

Moving Topics

For All Roles

You can move a discussion topic and all its messages:

- above or below a topic in the same discussion category.
- above or below a topic in another category.
- into a category that does not contain any topics.

NOTE: For the purposes of moving topics, the *Uncategorized Topics* section functions like a category.

1. From the *Discussions* screen, next to the topic that you want to move, select the check box. To move multiple topics, select the check box next to each topic.
2. Select the location to move the topic to by doing one of the following:
   - To move the topic above a topic in the same category or another category:
     a. Next to the topic that you want to move the topic above, click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Items Above**. The *Discussions* screen refreshes and the topic is moved to its new location.
   - To move the topic below a topic in the same category or another category:
     a. Next to the topic that you want to move the topic below, click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Items Below**. The *Discussions* screen refreshes and the topic is moved to its new location.
   - To move the topic to a category that does not contain any topics:
     a. In the empty category, click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Items Here**. The *Discussions* screen refreshes and the topic is moved to its new location.

Viewing Topics

For All Roles

You can view the messages posted to one discussion topic or to all topics.

1. Do one of the following:
   - If you want to view all messages posted to a topic, from the *Discussions* screen, locate the topic that you want to view and click its title. The messages screen for the topic appears.
   - If you want to view all messages posted to all topics in *Discussions*, from the *Discussions* screen,

click **All Topics**. The messages screen appears. The topic that each message is posted to appears in the table under the *Topics* column heading.

2. If you want to read a message, under *Subject*, click its subject. The *Message* pop-up window appears. From this screen you can perform actions on the message and on other messages in the thread.
3. If you want to read all messages in a thread, under *Subject* and next to the message, click the *Display Complete Thread* icon. The *Compiled Messages* pop-up window appears displaying all messages in the thread. From this screen you can perform actions on individual messages or on the entire message thread. For more information, see *Creating a Printable View of Messages*.

Viewing Links to Topics

For All Roles

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Showing or Hiding Topics

For All Roles

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Show Item**. The item is shown.

- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Setting or Modifying Release Criteria for Topics

For All Roles

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Deleting Topics

For All Roles

NOTE: Depending on administrator settings, this function may not be available to Teaching Assistants.

When you delete a discussion topic, all messages contained in the topic are also deleted.

1. From the *Discussions* or messages screen, do one of the following:
   - To delete one topic, locate the topic you want to delete and click its *ActionLinks* icon. A menu appears.
   - To delete several topics, from the *Discussions* screen, select the topics.
2. Click **Delete**. A confirmation message appears.

3. Click **OK**.
4. If the topics are linked in the *Course Content* tool, another confirmation message appears. Click **OK**.

   The *Discussions* screen refreshes and the topics are deleted.

Assigning Grades in Topics

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to Teaching Assistants.

If the course contains a discussion topic that is gradable, you can evaluate each Student's activity in that topic and assign a grade. You can assess the quality of messages posted by each Student. You can also compare the Student's level of participation in the topic to the rest of the class.

Grades assigned to Students in *Discussions* are automatically entered in a corresponding column in *Grade Book*.

1. From the *Teach* tab, from the *Discussions* or messages screen, locate the gradable topic and click its *ActionLinks* icon. A menu appears.
2. Click **Grade Topic**. The *Grade Discussions for* screen appears.
3. If you want to compare a Student's participation in the topic to other Students in the course before you enter a grade, compare the values under *Class Averages* to the corresponding values for the Student under *Student Overview*.

   NOTE: The value for *Total Messages Read* corresponds to the number of messages marked as read by the Student. Therefore, if a Student reads the same message several times, the message is considered to have been read only once.

4. If you want to view the messages posted by a Student before you enter a grade:
   a. Click the *ActionLinks* icon next to the Student's name. A menu appears.
   b. Click **View Student Posts**.
   c. If you want to print all messages posted by the Student, from the *Student Discussion Posts* screen:
      i. Click **Print**. Your browser's print dialog box appears.
      ii. Make your selections to print the compiled messages.
   d. If you want to download all messages posted by the Student, from the *Student Discussion Posts* screen:
      i. Click **Save as File**. Your browser's save file dialog box appears.

ii. Make your selections to save the compiled messages to the desired location on your local computer.

e. To return to the overview screen, click **Back to Discussion Activity Overview**.

5. Locate the Students and enter a grade for each.

TIP: The value displayed next to *Grading Criteria* indicates whether you can enter a numeric grade or an alphanumeric (letter) grade.

6. Click **Save Grades**.

Editing Grades in Topics

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to Teaching Assistants.

You can edit the grades you have assigned to Students for a gradable discussion topic. Any grading changes made in *Discussions* will be reflected in *Grade Book*.

1. From the *Teach* tab, from the *Discussions* or messages screen, locate the gradable topic in which you want to edit grades and click its *ActionLinks* icon. A menu appears.
2. Click **Grade Topic**. The *Grade Discussions for* screen appears.
3. Under *Name*, locate the Student whose grade you want to edit and, under *Grade*, click the displayed value. The *Edit Value for* pop-up window appears.
4. Do one of the following:
   - To change the value back to the first grade that was entered for the Student, select *Revert to Original*.
   - To change the grade to a new value, select *Change To* and enter a new value in the text box.
5. If you want to enter an explanation for the change, in the *Comment* text box, enter a comment.
6. If you want to see a history of all changes made to the Student's grade, click **View Audit History**. The *Grade Audit History* pop-up window appears:
   a. To sort by any column, click that column's title.
   b. To change the sort order, click the column's title again.
   c. To print the audit history, use your web browser's print function.

d. To export the audit history as a comma or tab-delimited file:

   i. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.

   ii. Under *Specify Export Format*, do one of the following:

      - To create a text file where field information is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information is separated by a tab keystroke, select *Tab-delimited*.

   iii. Click **Export**. Your browser's download dialog box appears.

   iv. Make your selections to download the file to the desired location.

   v. Click **Done**. The *Grade Audit History* pop-up window appears.

e. Click **Done**. The *Edit Value for* pop-up window appears.

7. Click **Save**. The *Grade Discussions* screen appears and the grade is edited.

NOTE: You do not need to click **Save Grades**. The grade is already saved.

READING AND POSTING DISCUSSION MESSAGES

For Section Designers and Section Instructors

You can use *Discussions* for:

- reading messages.
- reading new messages.
- posting messages.
- replying to messages.
- forwarding messages.
- viewing all messages that you posted.

If there are enough messages to appear on multiple pages, you can use the paging controls to navigate to the messages. For more information, see *Navigating Multiple Pages*.

Reading Messages

1. From the messages screen, locate the message you want to read and click its subject. The *Message* pop-up window appears and the message is displayed.
2. If the message includes an attached file that you want to view or download, click its file name. The attached file opens.
3. If you originally posted the message and you now want to edit it, click **Edit Message**. The *Edit Message* pop-up window appears. For more information, see *Editing Posted Messages*.

   NOTE: If the topic has been locked, you cannot edit the message.

4. If you want to reply to the message, click **Reply**. The *Reply* pop-up window appears. For more information, see *Replying to Messages*.

   NOTE: If the topic has been locked, you cannot reply to the message.

5. If you want to forward the message to a user's *Mail* inbox, click **Forward**. The *Create Message* pop-up window appears. For more information, see *Forwarding Messages*.

   NOTE: If the topic has been locked, you cannot forward the message.

6. If you want to read the next message in the thread, click **Next Message**. The next message in the thread is displayed.
7. If you want to read the previous message in the thread, click **Previous Message**. The previous message in the thread is displayed.
8. If you want to read another message in the thread, under *Name*, click the subject of the message you want to read. The selected message is displayed.
9. If you want to display all the messages in the thread, click **Display Complete Thread**. The *Compiled Messages* pop-up window appears. For more information on printing or downloading messages from the *Compiled Messages* pop-up window, see *Creating a Printable View of Messages*.

Reading New Messages

All messages that have been posted in a topic since the last time you visited that topic are considered new messages. Topics that contain new messages display a **New** link next to the topic title. A message remains bold, to signify that it is unread, until you open it.

Instead of searching a topic for your new messages, you can compile them into a list and then read and reply to each message. You can also compile new messages for *All Topics* or compile new replies for *All My Posts*.

From the *Discussions* screen, do one of the following:

- If you want to read all new messages posted to a topic, next to the topic title, click **New**. The *Compiled Messages* pop-up window appears displaying the new messages.

- If you want to read all new messages posted in *Discussions*, next to *All Topics*, click **New**. The *Compiled Messages* pop-up window appears displaying all new messages.
- If you want to read all new replies to messages that you have posted:
  a. Next to *All My Posts*, click *New Replies*. The *Compiled Messages* pop-up window appears displaying all messages posted in reply to your messages.
  b. If you want to see your original message, next to *In Reply to*, click the *Expand* icon. The content of your message is displayed.

From the *Compiled Messages* pop-up window, you can perform actions on individual messages or on the entire list of compiled messages. When you return to the *Discussions* screen, the **New** link will no longer be displayed.

Posting Messages

1. From the messages screen, click **Create Message**. The *Create Message* pop-up window appears.
2. If you came from the messages screen for *All Topics*, from the *Topic* drop-down list, select a topic for your message.
3. Enter the subject of your message.
4. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

- To hand code the HTML:
  a. Select *Use HTML*.
  b. In the *Message* text box, enter the HTML code.
  c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

5. If you want to attach files to your message:
   a. Click **Add Attachments**. The *Content Browser* pop-up window appears
   b. Do one of the following:
      - If the files you want to attach are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the files. The files are attached.
      - If the files you want to attach are in WebCT, locate and select the files. The files are attached.
6. Decide if you want to preview your message, save your message as a draft, or post your message:
   - To preview your message, click **Preview**.
     a. If you want to edit your message before posting it, click **Edit**.
     b. If you want to print your message, click **Print**. Your browser's print dialog box appears. Make your selections to print the message.
     c. If you want to post your message, click **Post**.
   - To save your message as a draft, click **Save as Draft**.
   - To post your message, click **Post**.

Replying to Messages

You can reply to discussion messages posted by other members of the course.

NOTE: If a message is locked, you view it but not reply to it.

1. From the messages screen, locate the message and click its subject line. The message appears.
2. Click **Reply**.
3. Enter your reply:
   - To reply in Plain Text format, in the *Message* text box:

a. Enter the message text.

NOTE: The message will appear exactly as you have typed it.

b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

- To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
  - To use the *HTML Creator*:

    a. Next to *HTML Creator*, select *On*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

    The *HTML Creator* appears.

    b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

  - To hand code the HTML:

    a. Select *Use HTML*.

    b. In the *Message* text box, enter the HTML code.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

4. If you want to attach files to the message:

   a. Click **Add Attachments**. The *Content Browser* pop-up window appears

   b. Do one of the following:

      - If the files you want to attach are on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the files. The files are attached.

      - If the files you want to attach are in WebCT, locate and select the files. The files are attached.

5. If you want to preview the message before posting it, click **Preview**

6. If you want to save the message as a draft, click **Save as Draft**.

7. If you want to post the message, click **Post**.

Forwarding Messages

You can forward discussion messages to other members of the course. The messages are forwarded to the *Mail* tool where they can view it.

NOTE: If a message is locked, you view it but not forward it.

1. From the messages screen, locate the message and click its subject line. The message appears.
2. Click **Forward**.
3. Specify one or more recipients for the message:
   - To enter recipient names manually, enter each name in the *To* text box. Use a semi-colon to separate multiple names.
   - To browse for recipients:
     - Click **Browse for Recipients**.
     - Locate the recipients and select them.
     - Click **Save**.
4. If you want to post a copy of the message to one or more recipients, do one of the following:
   - To enter recipient names manually, enter each recipient name in the *CC* text box. Use a semi-colon to separate multiple names.
   - To browse for recipients:
     - Click **Browse for Recipients**.
     - Locate the recipients and select them.
     - Click **Save**.
5. If you want to post a copy of the message to one or more recipients, but you want to hide those recipients from other recipients, do one of the following:
   - To enter recipient names manually, enter each recipient name in the *BCC* text box. Use a semi-colon to separate multiple names.
   - To browse for recipients:
     a. Click **Browse for Recipients**.
     b. Locate the recipients and select them.
     c. Click **Save**.
6. If you want to change the original message's subject, edit the subject line.

7. If you want to mark your message as high priority, select *High priority*.
8. If you want to add text or edit the original message:
   - To add text or edit the original message in Plain Text format, in the *Message* text box:
     a. Add or edit the message text.
     b. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
   - To add or edit the original message in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.
       b. Add or edit the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, add or edit the HTML code.
       c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
9. If you want to attach files to the message:
   a. Click **Add Attachments**. The *Content Browser* pop-up window appears
   b. Do one of the following:
     - If the files you want to attach are on your computer:
       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       ii. Locate and select the files. The files are attached.
     - If the files you want to attach are in WebCT:
       i. Navigate to the location of the files and, next to the title of each file, select the check box.
       ii. Click **OK**. The files are attached.

10. If you want to preview the message, click **Preview**.
11. If you want to save the message as a draft, click **Save as Draft**.
12. If you want to forward the message, click **Send**.

Viewing All Messages that You Posted

You can use the *All My Posts* screen to view all of the messages that you have posted in *Discussions*. You can also view the replies to your messages.

1. From the *Discussions* screen, click **All My Posts**. The *All My Posts* screen appears and all messages that you have posted are displayed.

   TIP: The topic that each message is posted to appears in the table under the *Topics* column heading.

2. If you want to read a message, under *Subject*, click its subject. The *Message* pop-up window appears displaying your message and any replies to your message. From this screen you can perform actions on your message and on other messages in the thread.
3. If you want to read all messages in a thread, under *Subject* and next to the message, click the *Display Complete Thread* icon. The *Compiled Messages* pop-up window appears displaying all messages in the thread. From this screen you can perform actions on individual messages or on the entire message thread. For more information, see *Creating a Printable View of Messages*.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.

  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

MANAGING DISCUSSION THREADS

For Section Designer and Section Instructors

A threaded discussion is a series of messages on the same subject with the originating message listed first, followed by replies to that message. An unthreaded discussion consists of messages that are listed in chronological order.

You can use *Discussions* for:

- viewing threaded and unthreaded discussions.
- expanding and collapsing threads.
- copying threads.
- moving threads.
- deleting threads.
- displaying all messages in a thread.
- locking and unlocking a thread.

Viewing Threaded and Unthreaded Discussions

A threaded discussion is a series of messages on the same subject with the originating message listed first and followed by replies to that message. An unthreaded discussion consists of messages that are listed in chronological order.

You can view discussion messages in threaded or unthreaded view. By default, messages are listed in threaded view.

From the messages screen, do one of the following:

- To display messages in the unthreaded view, click **Unthreaded**. The messages are displayed.
- To display messages in the threaded view, click **Threaded**. The messages are displayed.

Expanding and Collapsing Threads

A thread is a series of replies to the same subject, with the original message at the top of the thread.

From the messages screen, do one of the following:

- To expand a thread, next to the thread's subject, click the *Expand* icon. The collapsed thread is expanded.
- To expand all threads within the topic, in the table heading row, click **Expand All**. All threads in the topic are expanded.
- To collapse a thread, next to the thread's subject, click the *Collapse* icon. The expanded thread is collapsed.
- To collapse all threads within the topic, in the table heading row, click **Collapse All**. All threads in the topic are collapsed.

Copying Threads

You can copy a message thread from one discussion topic to another. You copy to topics in the same category, in different categories, or in *Uncategorized Topics*.

1. From the messages screen, select the first message in each thread you want to copy. All messages in the selected threads will also be copied.
2. From the *Copy to* drop-down list, select the topic to which you want to copy the threads, and click the *Go* icon. A confirmation message appears.
3. Click **OK**. Either the messages screen or the *Specify Thread* pop-up window appears:
   - If the messages screen appears, the topic you selected was empty. Each selected thread is copied to the topic as a new thread.
   - If the *Specify Thread* pop-up window appears, select a location for the threads to be copied to within the existing threads in the topic by doing the following:
     a. Under *Name*, select *Start a new thread* or the message that you want the threads to appear under.
     b. Click **OK**.

Moving Threads

You can move an entire thread from one discussion topic to another. The topics can be in the same category, in different categories, or in the *Uncategorized Topics* section.

1. From the messages screen, select the first message in each thread you want to move. All messages in the selected threads will also be moved.
2. From the *Move to* drop-down list, select the topic to which you want to move the threads, and click the *Go* icon. A confirmation message appears.
3. Click **OK**. Either the messages screen or the *Specify Thread* pop-up window appears:
   - If the messages screen appears, the topic you selected was empty. The threads have been moved to the topic as a new thread.
   - If the *Specify Thread* pop-up window appears, select a location for the threads to be moved to within the existing threads in the topic by doing the following:
     a. Under *Name*, select *Start a new thread* or the message that you want the threads to appear under.
     b. Click **OK**. The messages screen refreshes and the threads are moved to the selected topic.

Deleting Threads

NOTE: Depending on administrator setting, this feature may not be available to Teaching Assistants.

Deleting a thread deletes the first message in the thread and all of its replies.

1. From the messages screen, do one of the following:
   - To delete one thread, locate the thread and click its *ActionLinks* icon. A menu appears.
   - To delete several threads, select the threads.
   - To delete all threads on the page, select the check box next to *Subject*. All threads on the current page are selected.
2. Click **Delete**. A confirmation message appears.
3. Click **OK**. The threads are deleted.

Displaying All Messages in a Thread

A thread is a series of replies to the same subject. You can follow a discussion by consecutively viewing each message in a thread.

Do one of the following:

- From the messages screen for the topic that contains the thread you want to view:
  a. If you are not already viewing the messages in threaded view, next to *Display*, click **Threaded**.
  b. Locate the first message in the thread that you want to view and click its *Display Complete Thread* icon. The *Compiled Messages* pop-up window appears.
- From the message screen for a message that you have opened, click **Display Complete Thread**. The *Compiled Messages* pop-up window appears.

From the *Compiled Messages* pop-up window, you can reply to and forward individual messages, or print and download the compiled messages.

Locking and Unlocking a Thread

If you want to prevent users from replying to a message, you can lock the message thread. Users can still view the message thread, but they cannot reply to the message or forward it to other users. You can only lock one thread at a time.

1. From the messages screen, locate the thread that you want to lock and click the subject of the first message in the thread. The *Message* pop-up window appears.
2. Do one of the following:
   - If you want to lock the thread, click **Lock Thread**. The screen refreshes and the thread is locked. The **Reply** and **Forward** controls are no longer available.
   - If you want to unlock a locked thread, click **Unlock Thread**. The screen refreshes and the thread is unlocked. The **Reply** and **Forward** controls are now available.

MANAGING DISCUSSION MESSAGES

For Section Designers and Section Instructors

You can use *Discussions* for:

- displaying all messages.

- displaying unread messages.
- copying messages.
- moving messages.
- sorting messages.
- deleting messages.
- selecting and deselecting messages.
- marking messages as read.
- marking messages as unread.
- editing draft messages.
- editing posted messages.
- creating a printable view of messages.

If there are enough messages to appear on multiple pages, you can use the paging controls to navigate to the messages. For more information, see *Navigating Multiple Pages*.

Displaying All Messages

From the messages screen, next to *Display*, click **All**. The screen updates to display all messages.

Displaying Unread Messages

From the messages screen, next to *Display*, click **Unread**. The screen updates to display only unread messages.

Copying Messages

You can copy messages and all replies from one discussion topic to another. You copy to topics in the same category, in different categories, or in *Uncategorized Topics*.

1. From the messages screen, select the messages you want to copy:
    - To copy a message and its replies, select the message. You can select multiple messages.
    - To copy all messages in a thread, select the first message in the thread. All messages in the thread will be copied. You can select multiple threads.

- To copy all messages on the page in the topic, in the table heading row, select the check box. All messages on the page are selected.

2. From the *Copy to* drop-down list, select the topic to which you want to copy the messages, and click the *Go* icon. A confirmation message appears.
3. Click **OK**. Either the messages screen or the *Specify Thread* pop-up window appears:
   - If the messages screen appears, the topic you selected was empty. The messages are copied to the topic as a new thread.
   - If the *Specify Thread* pop-up window appears, select a location for the messages to be copied to:
     a. Under *Name*, select *Start a new thread* or the thread that you want the messages to appear under.
     b. Click **OK**.

Moving Messages

You can move messages from one discussion topic to another. Topics can be in the same category, in different categories, or in the *Uncategorized Topics* section.

Moving a message also moves all replies to that message.

1. From the messages screen, select the messages you want to move:
   - To move a message and its replies, next to the messages you want to copy, select the check box. You can select multiple messages.
   - To move all messages in a thread, next to the first message in the thread, select the check box. All messages in the thread will be moved.
   - To move all messages on a page in a topic, in the table heading row, select the check box. All messages on the page are selected.
2. From the *Move to* drop-down list, select the topic to which you want to move the messages and click the *Go* icon. A confirmation message appears.
3. Click **OK**. Either the messages screen or the *Specify Thread* pop-up window appears:
   - If the messages screen appears, the topic was empty. The messages have been moved to the topic as a new thread.
   - If the *Specify Thread* pop-up window appears, select a location for the messages to be moved to within the existing threads in the topic by doing the following:
     a. Under *Name*, select *Start a new thread* or the message that you want the moved messages to appear under.
     b. Click **OK**. The messages screen refreshes and the messages are moved to the topic.

Sorting Messages

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Deleting Messages

NOTE: Depending on administrator settings, this feature may not be available to Teaching Assistants.

When you delete a message, all replies to the message are also deleted.

1. From the messages screen, do one of the following:
   - To delete one message, locate the message and click its *ActionLinks* icon. A menu appears.
   - To delete several messages, select the messages.
   - To delete all messages on the page, select the check box next to *Subject*.

     NOTE: If you want to delete messages that span multiple pages, you must adjust the number of messages listed on a single page to include all messages you want to delete. For more information, see *Navigating Multiple Pages*.

     All message on the current page are selected.
2. Click **Delete**. A confirmation message appears.
3. Click **OK**. The messages are deleted.

Selecting and Deselecting Messages

You can select or deselect individual messages or all messages in a topic.

NOTE: When selecting a message to copy, move, or delete, all replies to that message are included in the action. For all other functions, the action is applied only to the selected message.

From the messages screen, do one of the following:

- To select individual messages, next to each message you want to select, select the check box. The messages are selected.
- To select all messages on the page, in the table heading row, next to *Subject*, select the check box. All messages on the page are selected.
- To deselect individual messages, next to each message you want to deselect, clear the check box. The messages are deselected.
- To deselect all messages on the page, in the table heading row, next to *Subject*, clear the check box. All messages on the page are deselected.

Marking Messages as Read

1. From the messages screen, select the messages you want to mark as read:
   - To mark selected messages as read, next to the messages you want to mark, select the check box.
   - To mark all messages on the page as read, in the table heading row, next to *Subject*, select the check box. All messages on the page are selected.
2. Click **Mark as Read**. The screen updates and the selected messages are marked as read. The *Unread* indicator under *Messages* is also updated.

Marking Messages as Unread

1. From the messages screen, select the messages you want to mark as unread:
   - To mark individual messages as unread, next to the messages you want to mark, select the check box.
   - To mark all messages on the page as unread, in the table heading row, next to *Subject*, select the check box. All messages on the page are selected.
2. Click **Mark as Unread**. The screen updates and the selected messages are marked as unread. The *Unread* indicator under *Messages* is also updated.

Editing Draft Messages

If you saved a message as a draft, you can edit it and then post it to the topic.

1. From the messages screen of the topic that contains the draft message, click **View Drafts**. The *View Drafts* pop-up window appears.
2. Click the subject line. The *Draft Message* pop-up window appears.
3. Enter the subject of your message.
4. Edit the content of the message in Plain Text or HTML format:
   - To edit the message in Plain Text format, in the *Message* text box:
     a. Edit the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
   - To edit the message in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Edit the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.
       c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
5. If you want to attach files to your message:
   a. Click **Add Attachments**. The *Content Browser* pop-up window appears
   b. Do one of the following:
     - If the files you want to attach are on your computer:
       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your*

Computer screen appears.

ii. Locate and select the files. The files are attached.

- If the files you want to attach are in WebCT, locate and select the files. The files are attached.

6. If you want to preview the message before posting it, click **Preview**.
   a. If you want to edit the message before posting it, click **Edit**.
   b. If you want to print the message, click **Print**. Your browser's print dialog box appears. Make your selections to print the message.
   c. If you want to post the message, click **Post**.

Editing Posted Messages

You can edit messages that you have already posted in a topic, and then repost them. The edited message replaces the original message in the thread.

1. From the messages screen, locate the message you want to edit and, under *Subject*, click its subject.

   NOTE: You can only edit messages that you posted.

   The *Message* pop-up window appears.
2. Click **Edit Message**. The *Edit Message* pop-up window appears.
3. If you want to change the message subject, in the *Subject* text box, edit the text.
4. Edit the content of the message:
   - To edit a message in Plain Text format, in the *Message* text box:
     a. Edit the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.
   - To edit a message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

The *HTML Creator* appears.

b. Edit the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.

- To hand code the HTML:

  a. Select *Use HTML*.

  b. In the *Message* text box, edit the HTML code.

  c. If you want, insert an equation into the message. For more information, see *Creating and Inserting Equations*.

5. If you want to attach files to your message:

   a. Click **Add Attachments**. The *Content Browser* pop-up window appears

   b. Do one of the following:

      - If the files you want to attach are on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the files. The pop-up window closes and the selected files are listed under *Add Attachments*.

      - If the files you want to attach are in WebCT, locate and select the files. The pop-up window closes and the selected files are listed under *Add Attachments*.

   TIP: If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.

6. If you want to preview the message before posting it, click **Preview**. The *Preview Message* pop-up window appears and your message is displayed as it will appear to other members of the course.

   a. If you want to edit the message before posting it, click **Edit**. The *Draft Message* pop-up window appears and you can edit the message as desired.

   b. If you want to print the message, click **Print**. Your browser's print dialog box appears. Make your selections to print the message.

   c. If you want to post the message, click **Post**. The messages screen appears and the message is posted in place of the original message.

7. If you did not post the message from the *Preview Message* pop-up window, do one of the following:

   - If you want to save the message as a draft, click **Save as Draft**. The messages screen appears and the message is saved as a draft.

- If you want to post the message, click **Post**. The messages screen appears and the message is posted in place of the original message.

Creating a Printable View of Messages

You can create a printable view of all or selected messages. This allows you to do the following:

- print or download messages to your local computer so you can read them offline
- create a list of the messages that you want to read and respond to at one time

1. From the messages screen, select the messages for which you want to create a printable view:
   - To create a printable view of one or more messages, next to each message for which you want to create a printable view, select the check box.
   - To create a printable view of all the messages in a thread, next to the first message in the thread, select the check box. All the messages in the thread are selected.
   - To create a printable view of all messages on the current page, in the table heading row, select the check box. All the messages on the page are selected.
2. Click **Create Printable View**. The *Compiled Messages* pop-up window appears.
3. If you want to print the compiled messages:
   a. Click **Print**. Your browser's print dialog box appears.
   b. Make your selections to print the compiled messages.
4. If you want to download the compiled messages:
   a. Click **Save as File**. Your browser's save file dialog box appears.
   b. Make your selections to save the compiled messages to the desired location on your local computer.
5. If you want to reply to a message, click **Reply**. The *Reply* pop-up window appears. For more information, see *Replying to Messages*.
6. If you want to forward a message, click **Forward**. The *Create Message* pop-up window appears. For more information, see *Forwarding Messages*.
7. When you are finished viewing the compiled messages, click **Close this window**. The messages screen appears.

NOTE: After you have compiled messages, they are marked as read.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

CHAPTER 15: EQUATION EDITOR

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT WEBEQ EQUATION EDITOR

WebEQ Equation Editor is used to create, save, and view complex equations. It consists of an Equation Editor and an Equation Viewer.

The Equation Editor allows you to build equations graphically using the toolbar, keyboard characters, and the *WebEQ Symbol Palette*. The equations can then be stored as MathML, a markup language for encoding the structure of mathematical expressions, so that they can be shared over the Internet. MathML files can be saved in the *My Files* area of the *Content Manager* or *File Manager* from *WebEQ Equation Editor*, then imported to *WebEQ Equation Editor* for editing or inserting into messages or questions. You can also get MathML files from your local drive and import them to *WebEQ Equation Editor*.

The Equation Viewer allows MathML to be displayed in any browser.

CREATING AND INSERTING EQUATIONS

You can use the *WebEQ Equation Editor* from a variety of tools to create and insert MathML equations, such as into mail and discussion messages, and into assessment questions.

1. From the *Insert equation* drop-down list, select *New*, and click the *Go* icon. The *Equation Editor* screen appears.
2. Enter a title.

   NOTE: When an equation is saved, the title is used as the file name in the *My Files* area of *Content Manager*.

3. The following options are available:
   - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
   - To increase the size of the edit area, click **Enlarge Editor**.
4. Create an equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

   IMPORTANT: Do not enter spaces between templates, keyboard characters, or symbols, because

spaces appear as boxes when displayed.

- To insert templates outside template slots:
  a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
  b. From the toolbar, click the icon that represents the template you want to insert. The template is inserted.
- To insert templates in template slots:
  a. Click the slot in which you want to insert the templates.
  b. From the toolbar, click the icon that represents the template you want to insert. The template is inserted.
- To enter keyboard characters outside template slots:
  a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.
  b. Using the keyboard, enter the characters.
- To enter keyboard characters in template slots:
  a. Click the slot in which you want to enter the keyboard characters.
  b. Using the keyboard, enter the characters.
- To insert symbols outside template slots:
  a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.
  b. From the toolbar, click the *Symbol Palette* icon. The *WebEQ Symbol Palette* pop-up window appears.
  c. Click the symbols you want to insert. The symbols are inserted.
- To insert symbols in template slots:
  a. Click the slot in which you want to insert the symbols.
  b. From the toolbar, click the *Symbol Palette* icon. The *WebEQ Symbol Palette* pop-up window appears.
  c. Click the symbols you want to insert. The symbols are inserted.

5. If you want to save the equation as a MathML file in the *My Files* area of the *Content Manager* or *File Manager* tool, click **Save**. The equation is saved.
6. Click **Insert**. The equation is assigned an id and is inserted.

NOTE: If the HTML Creator is turned on, the equation is inserted where you placed the cursor. If the HTML Creator is turned off, the equation is inserted at the end of the message or question.

EDITING AND INSERTING EQUATIONS

You can access a MathML equation and make and save changes to it.

NOTE: Equations are never actually edited. Each time you access an equation and save changes made to it, a new equation is created and *WebEQ Equation Editor* assigns the equation a new id number. You will need to remove the reference to the original equation when the edited version has been inserted or viewers will see two equations: the original equation and the edited equation.

1. From the *Insert equation* drop-down list, select the equation you want to edit and click the *Go* icon. The *Equation Editor* screen appears.
2. If you want to save your changes to the equation, you must change the title of the equation, which is used as the file name. In the *Title* text box, change the equation title.
3. The following options are available:
   - To change the font size of the characters in your equation, from the *Font size* drop-down list, select a number.
   - To increase the size of the edit area, click **Enlarge Editor**.
4. Edit the equation by doing any of the following. Equations are created using templates, keyboard characters, and symbols. Templates are blank equation elements with empty slots (squares) for entering keyboard characters or symbols.

   IMPORTANT: Do not enter spaces between templates, keyboard characters, or symbols, because spaces appear as boxes when displayed.

   - To insert templates outside template slots:
     a. Place the cursor where you want to insert the template by clicking the edit area in the appropriate location.
     b. From the toolbar, click the icon that represents the template you want to insert. The template is inserted.
   - To insert templates in template slots:
     a. Click the slot in which you want to insert the templates.
     b. From the toolbar, click the icon that represents the template you want to insert. The template is inserted.
   - To enter keyboard characters outside template slots:
     a. Place the cursor where you want to enter keyboard characters by clicking the edit area in the appropriate location.

   b. Using the keyboard, enter the characters.

- To enter keyboard characters in template slots:
   a. Click the slot in which you want to enter the keyboard characters.
   b. Using the keyboard, enter the characters.
- To insert symbols outside template slots:
   a. Place the cursor where you want to insert symbols by clicking the edit area in the appropriate location.
   b. From the toolbar, click the *Symbol Palette* icon. The *WebEQ Symbol Palette* pop-up window appears.
   c. Click the icons that represent the symbols you want to insert. The symbols are inserted.
- To insert symbols in template slots:
   a. Click the slot in which you want to insert the symbols.
   b. From the toolbar, click the *Symbol Palette* icon. The *WebEQ Symbol Palette* pop-up window appears.
   c. Click the icons that represent the symbols you want to insert. The symbols are inserted.

5. If you want to save the equation as a new MathML file in the *My Files* area of the *Content Manager* tool or the *File Manager* tool, click **Save**. The equation is saved.
6. Click **Insert**. The equation is assigned a new id and the screen from which you came appears with the edited equation at the end of all text in the text box.
7. If you want to delete the original equation, locate the equation string in the text box, select the string, and press `Backspace` or `Delete` on your keyboard.

   EXAMPLE: If the original equation string was `{Equation:id=1, title=eqn_1}` and the edited version was `{Equation:id=2, title=eqn_1}`, select `{Equation:id=1, title=eqn_1}` and press `Backspace` or `Delete` on your keyboard.

DELETING EQUATIONS

Locate the equation string of the equation you want to delete, select the string, and press `Backspace` or `Delete` on your keyboard. The equation is deleted.

CHAPTER 16: EXPORTING CONTENT

IMPORTANT: Topics in this chapter apply to designers.

EXPORTING CONTENT

You can export the following content for use in other WebCT courses and installations:

- learning modules
- quizzes, surveys, and self tests
- questions in the *Question Database* tool

EXPORTING ASSESSMENTS

You can export quizzes, surveys, and self tests and use them in other WebCT courses and installations. For example, if you create a quiz in a Psychology 201 course, you can export it and re-use in a Psychology 205 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export assessments.

Assessments are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export an assessment, the questions it contains, the categories the questions belong to, any image files added to the questions, and the assessment properties export. Submission and security settings are not exported.

1. From the *Assessments* screen, do one of the following:
   - To export one assessment, next to the assessment you want to export, click the *ActionLinks* icon. A menu appears.
   - To export multiple assessments, next to each assessment you want to export, select the check box.
   - To export all assessments on the page, in the table heading row, select the check box.

     NOTE: If you want to export assessments that span multiple pages, you must adjust the number of assessments listed on a single page to include all assessments you want to export. For more information, see *Navigating Multiple Pages*.

All assessments on the page are selected.

2. Click **Export**. The *Content Browser* pop-up window appears.

   When you export assessments, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any image files (for example, `.jpg` files) used in the questions in the assessment.

3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

4. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the assessments to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.

5. Click **Return**. The course entry screen appears.

EXPORTING QUESTIONS

You can export questions and use them in assessments in other WebCT courses and installations. For example, if you create 25 multiple choice questions for a quiz in a Biology 101 course, you can export the questions and re-use them in a quiz in a Biology 110 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export questions.

Questions are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export questions, the categories the questions belong to, question settings, and any linked image files also export.

1. From the *Question Database* screen, from the *Category View* or the *Question View*, do one of the following:

   - To export one question:

     a. Locate the question you want to export and click its *ActionLinks* icon. A menu appears.

b. Click **Export**.

- To export multiple questions:

  a. Next to each question you want to export, select the check box.

  b. Click **Export Questions**.

- To export all questions on the page:

  a. In the table heading row, select the check box.

  NOTE: If you want to export questions that span multiple pages, you must adjust the number of questions listed on a single page to include all questions you want to export. For more information, see *Navigating Multiple Pages*.

  All questions on the page are selected.

  b. Click **Export Questions**.

- To export a question category:

  a. Next to each question in the question category you want to export, select the check box.

  b. Click **Export Questions**.

  The *Content Browser* pop-up window appears.

  When you export questions, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any image files (for example, `.jpg` files) used in the questions.

2. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

3. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the questions to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.

4. Click **Return**. The course entry screen appears.

EXPORTING LEARNING MODULES

You can export learning modules and use them in other WebCT courses and installations. For example, if you create a learning module in a French 101 course, you can export it and re-use in a French 105 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export learning modules.

Learning modules are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging specification. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export a learning module, headings and any assessments and files linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported. All learning module properties and action menu settings export except the following: *Description*, *First page of the Learning Module should be*, and *Action Menu Status*.

1. From the *Learning Modules* screen, do one of the following:
   - To export one learning module, locate the learning module you want to export and click its *ActionLinks* icon. A menu appears.
   - To export multiple learning modules, next to each learning module you want to export, select the check box.
   - To export all learning modules on the page, in the table heading row, select the check box.

     NOTE: If you want to export learning modules that span multiple pages, you must adjust the number of learning modules listed on a single page to include all learning modules you want to export. For more information, see *Navigating Multiple Pages*.

   All learning modules on the page are selected.
2. Click **Export**. The *Content Browser* pop-up window appears.

   When you export learning modules, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any HTML and image files linked in the learning modules (for example, `.jpg` files used in the questions in an assessment).
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the learning modules to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Learning Modules and Content Modules*.
5. Click **Return**. The course entry screen appears.

CHAPTER 17: FILE MANAGER

IMPORTANT: The topics in this chapter apply to designers. See specific topics for your role.

ABOUT FILE MANAGER

For Designers

You can use *File Manager* to create and store files used in a WebCT course. You can use these files for course design activities such as creating HTML files, attaching files to assignments, or creating a syllabus. Each course has a *File Manager*.

You can use *File Manager* for the following tasks:

Locating and Viewing Files and Folders
To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course. To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

Creating and Editing Files and Folders
You can create and edit HTML files by hand-coding HTML or using the *HTML Creator*. For each file, you can create links to media files or glossary definitions stored in *Media Library*. To organize files, you can create folders. Files in WebCT use a default character set selected by the WebCT administrator but you can declare unique character sets for individual files.

Managing Files and Folders
You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

Creating WebDAV Folders
You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage WebCT files and folders from your computer without logging in to WebCT. Any changes you make in WebDAV folders are reflected in WebCT folders. For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

KEY CONCEPTS

About File Subscriptions

For Template Designers

Files that reside outside your template in a sharable location, such as *Repository* or *Template Manager*, can be added to your template by either copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your template.

Whenever you use the *Content Browser* to get a file that is stored in a sharable location, you must indicate whether you want to subscribe to the file or copy the file. Subscribing to the file creates a file subscription which is stored in your template's' *File Manager*. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

EXAMPLE: You create and save a file in *Repository* that you want to use in multiple templates. From within each template, you create a file subscription to the file. Now, when you update the file in *Repository*, the changes will be reflected in the file copies in each template.

In *File Manager*, some actions that are available on files are not available on file subscriptions; you cannot edit, rename, copy, download, zip, or declare character sets for file subscriptions. However, you can perform the following tasks:

- create file subscriptions
- preview file subscriptions
- view file subscription information
- view HREF information on file subscriptions
- move file subscriptions
- delete file subscriptions

You can also cancel file subscriptions. This replaces the file subscription with a file copy meaning that changes to the original file will not be reflected in your template. This gives you ownership of the copied file and all file options become available to you.

About File Subscriptions

For Section Designers

Files that reside outside your course in a sharable location, such as *Repository* or *Template Manager*, can be added to your course by either copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

Whenever you use the *Content Browser* to get a file that is stored in a sharable location, you must indicate whether you want to subscribe to the file or copy the file. Subscribing to the file creates a file subscription which is stored in your course's *File Manager*. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

EXAMPLE: A file exists in *Repository* that you want to use in multiple courses. From within each course, you create a file subscription to the file. Now, when the file in *Repository* is updated, the changes will be reflected in the file copies in each course.

In *File Manager*, some actions that are available on files are not available on file subscriptions; you cannot edit, rename, copy, download, zip, or declare character sets for file subscriptions. However, you can perform the following tasks:

- create file subscriptions
- preview file subscriptions
- view file subscription information
- view content HREF information on file subscriptions
- move file subscriptions
- delete file subscriptions

You can also cancel file subscriptions. This replaces the file subscription with a file copy meaning that changes to the original file will not be reflected in your course. This gives you ownership of the copied file and all file options become available to you.

About WebDAV Folders

For Designers

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add, edit, copy, move, or delete files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

About Referencing Files From HTML Text Boxes

For Designers

You can create links to files and insert image files stored in *File Manager* from all text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them.

References can be created using the *HTML Creator* or hand-coded HTML. The *HTML Creator* allows you to browse *File Manager* to select files. However, if the *HTML Creator* is not available and you know the location of the files you want to reference, you can use relative paths.

Relative paths can be used to locate files referenced in HTML documents instead of using an entire Uniform Resource Locator (URL). Relative paths establish one point of reference from which other files can be found relative to that point of reference. In *File Manager*, this point of reference is the root directory, the top level in your *File Manager* folder hierarchy. All files in *File Manager* can be referenced using relative paths.

In WebCT, relative paths must be prefixed with the following syntax: `RelativeResourceManager/Template/`. This syntax directs the link to the root directory of *File Manager*.

EXAMPLE:

- In a discussion message, if you want to link to an HTML file in *File Manager*, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html">Link to HTML File</a>`
- In an *Syllabus* goal, if you want to link to an HTML file in *File Manager* and specify that the file will open in a new window, you would use a tag similar to the following: `<a href="RelativeResourceManager/Template/HTML_File.html" target="_blank">Link to HTML File</a>`
- In a mail message, if you want to insert an image file from a subfolder of *File Manager*, such as a folder named *Images*, you would use a tag similar to the following: `<img src="RelativeResourceManager/Template/Images/Image_File.gif">`

About the Public Files Folder

For Designers

The *Public Files* folder is a system-created folder in *File Manager*. You use this folder to store the files that you use for creating a *Course Preview Page*. The *Course Preview Page* allows you to present information about the course, so Students can find out more about the course before they are enrolled. For more information, see *Creating a Course Preview Page*.

WARNING: Files that are stored in the *Public Files* folder can be viewed by all WebCT users if they know how to locate them through a URL (Uniform Resource Locator). We recommend that you store only files for the *Course Preview Page* here.

About Case Sensitivity in File and Folder Names

For Designers

File and folder names in WebCT are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html>Link"</a>
```

```
<a href="FOLDER/FILE.html>Link"</a>
```

IMPORTANT: Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in WebCT or Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

About MIME Types

For Designers

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is *text/html*, the browser will display the content as HTML.

When you view a file in WebCT, WebCT sends the MIME type to your browser so that it can identify the type of file and know what to do with the file. WebCT supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml

File Type	File Extension	MIME Type
Extensible Style Sheets	xsl	text/sxl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
Java Server Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg

File Type	File Extension	MIME Type
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave

File Type	File Extension	MIME Type
WebCT e-Pack	epk	application/octet-stream
WebCT file	wct	application/octet-stream
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1
StuffIt™ Compressed Archive	sit	application/x-stuffit
Zip Compressed Archive	zip	application/x-zip-compressed

LOCATING AND VIEWING FILES AND FOLDERS

For Designers

Navigating Folders

You can navigate content in different folders from two views:

- Tree view: In the left frame, folders are displayed in a hierarchical tree. Parent folders can be expanded to display child folders and collapsed to hide child folders. Use tree view to quickly navigate up and down the folder structure.
- List view: In the content display area, the contents of the open folder are displayed. Breadcrumbs appear above the list and can be used to navigate from a child folder to a parent folder. Use list view to perform actions on folder content.

1. To navigate folders from tree view:

   NOTE: Tree view is for navigation only. All actions on files and folders are carried out in list view.

   - To expand a folder, next to the folder you want to expand, click the *Expand* icon. The folders under the collapsed folder are displayed.

- To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon. The folders under the expanded folder are hidden.
- To view the contents of a folder, click the name of the folder. The contents of the folder appear.

2. To navigate folders from the list view:
   - To navigate down the folder structure, under *Title*, click the name of the folder. The contents of the folder appear.
   - To navigate up the folder structure, from the breadcrumbs, click the name of the folder. The contents of the folder appear.
   - If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Sorting Files and Folders

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

EXAMPLE: If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon. Only files of the specified type are listed.

  IMPORTANT: In the *Content Browser* pop-up window, filtering persists until you change the filter criteria or the pop-up window is closed. In all other areas, filtering persists until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon. All types of files are listed.

Previewing Files

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, keywords, and file subscriptions.

1. Navigate to the folder that contains the file for which you want to view information. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **View File Information**. The *File Information* pop-up window appears displaying information about the file.

   NOTE: If you are viewing a file subscription:

   - the path to the original file is displayed next to *Subscribed to*.
   - the tools or areas in each template or section where the file is being used are displayed under *File is Shared by*.
   - the title and location of all templates and sections that contain file subscriptions to the file are displayed under *Subscriptions to File*.

   For more information on subscriptions, see *About File Subscriptions*.

4. When you are finished viewing the information, click **Close this window**. The *File Information* pop-up window closes.

Viewing File HREF

You can view and copy the location of a file in *File Manager*. The copied file location can be used to reference the file in text boxes that support HTML. Text boxes that support HTML have a *Use HTML* check box below them. For more information, see *About Referencing Files from HTML Text Boxes*.

EXAMPLE: In a mail message, you want to insert an image file from a subfolder of *File Manager* named *Images*. You would navigate to the location of the file in *File Manager*, view the location using **View File HREF**, and copy it from the *File HREF* pop-up window. You would then paste the location in your message using a tag similar to the following: `<img src="RelativeResourceManager/Template/Images/Image_File.gif">`

1. Locate the file for which you want to view the location and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View File HREF**. The *File HREF* pop-up window appears with the file location in the *HREF* textbox.

3. To copy the location:
   a. Click the *HREF* textbox. The file location is selected.
   b. On your keyboard, press `CTRL+C` (Windows users) or `COMMAND+C` (Mac users). The location is copied.
4. To paste the location, place your cursor where you want to paste and, on your keyboard, press `CTRL+V` (Windows users) or `COMMAND+V` (Mac users).
5. When you are finished viewing the file location, click **OK**. The *File HREF* pop-up window closes.

CREATING AND EDITING FILES AND FOLDERS

For Designers

Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**. The *Create File* screen appears.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The screen updates and the *HTML Creator* appears.
5. In the *Content* text box or the *HTML Creator* editing area, enter your content.
6. If you want to save the file and create another:
   a. Click **Save and Add Another**. The file is saved and the *Create File* screen is cleared.
   b. Repeat steps 2 through 5.
7. Click **Save**. The file is saved.

Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

WARNING: If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit File* screen appears.
3. Edit the file as desired:
   a. In the *File Name* text box, edit the name of the file.
   b. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
   c. In the *Content* text box or the *HTML Creator* editing area, edit the content.
4. Click **Save**. The file is saved.

Working With Media Library Links

Media Library is a tool that organizes auxiliary course content, such as media files or glossary definitions. Each entry in a *Media Library* collection can be linked to words in HTML files. When the word is clicked, the linked *Media Library* entry is presented. Entries can consist of text only, such as glossary definitions, or text and file attachments in different formats.

EXAMPLE: If you create a *Media Library* entry called Mozart that includes a short biography and a picture of the composer, the word Mozart becomes an active link in HTML files. A Student viewing the HTML file can click on the word Mozart and see the information and image in a new window.

There are three options for linking entries to words in HTML files when a *Media Library* entry is created:

- manual
- automatic: first instance

- automatic: all instances

If the entry is set to *Manual* linking, you need to link each instance of the entry manually. This type of linking is useful when you want to control which instances of a term should offer a link to the entry.

If the entry is set to *Automatic: first instance* linking, entries are automatically linked to the first instance of that term in the HTML file but are not linked to subsequent instances of a term. This type of entry is useful when you only want one link to the entry in the HTML file. You cannot remove links to *Automatic: first instance* entries.

If the entry is set to *Automatic: all instances* linking, entries are automatically linked to all instances of a term. This type of entry is useful when you want every instance of a term to offer a link to the entry in the HTML file. You cannot remove links to *Automatic: all instances* entries.

You can work with *Media Library* links by:

- viewing manual and automatic links to *Media Library* entries.
- creating manual links to *Media Library* entries.
- removing manual links to *Media Library* entries.

Viewing Manual and Automatic Links to Media Library Entries

You can view all terms that are manually or automatically linked to *Media Library* entries. Manual links can be selectively created and removed but automatic links will appear until the *Media Library* entry is deleted or switched to *Manual* linking.

1. Locate the HTML file for which you want to view links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears displaying all terms in the HTML file that are linked to *Media Library* entries.
3. When you are finished viewing links, click **Back**.

Creating Manual Links to Media Library Entries

You can manually link selected occurrences of a term in HTML files to a *Media Library* entry of the same name. When the HTML file is viewed, the terms appear as links that can be clicked to display the *Media Library* entry in a separate window.

IMPORTANT: All of the following must be true if you want to manually link occurrences of a term in an HTML file to a *Media Library* entry:

- The entry you are linking to must already be created in *Media Library*.
- The entry you are linking to must be set to *Manual* linking.

- The title of the *Media Library* entry or term must be entered in the HTML file exactly as it appears in the *Media Library* entry.

1. Locate the HTML file in which you want to link terms to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term to which you want to link a manual *Media Library* entry and click its *ActionLinks* icon. A menu appears.
4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and the current value of each occurrence.

   NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
   - To link one occurrence of a term to its *Media Library* entry, locate the occurrence and, under *Linked*, click **No**. The value is updated to *Yes*, indicating that the occurrence of the term is linked to the relevant *Media Library* entry.
   - To link multiple occurrences of a term to its *Media Library* entry:
     a. Next to each occurrence you want to link, select the check box.
     b. Click **Link**. Under *Linked*, the value for the selected occurrences is updated to *Yes*, indicating that the occurrences of the term are linked to its *Media Library* entry.
   - To link all occurrences of a term to its *Media Library* entry:
     a. In the table heading row, next to *Occurrence*, select the check box. All occurrences are selected.
     b. Click **Link**. Under *Linked*, the value for all occurrences is updated to *Yes*, indicating that all occurrences of the term are linked to its *Media Library* entry.
6. Click **Back**.

Removing Manual Links to Media Library Entries

Terms in HTML files can be linked manually and automatically to *Media Library* entries. You can selectively remove manual links to *Media Library* entries in HTML files.

1. Locate the HTML file from which you want to remove links to *Media Library* entries and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Manage Media Library Links**. The *Manage Media Library Links for File* screen appears.
3. Under *Terms*, locate the term from which you want to remove manual links to a *Media Library* entry

and click its *ActionLinks* icon. A menu appears.

4. Click **Edit**. The *Edit Media Library Links* screen appears displaying all occurrences of the term in the HTML file and its current value in each occurrence.

   NOTE: *No* indicates that the term is not linked to its *Media Library* entry and *Yes* indicates that the term is linked to its *Media Library* entry.

5. Do one of the following:
   - To remove one occurrence of a link to a *Media Library* entry, locate the occurrence and, under *Linked*, click **Yes**. The value updates to *No*, indicating that the link is removed.
   - To remove multiple occurrences of a link to a *Media Library* entry:
     - Next to each occurrence from which you want to remove a link, select the check box.
     - Click **Unlink**. Under *Linked*, the value for the selected occurrences updates to *No*, indicating that the links are removed.
   - To remove all occurrences of a link to a *Media Library* entry:
     - In the table heading row, select the check box. All occurrences are selected.
     - Click **Unlink**. Under *Linked*, the value for all occurrences updates to *No*, indicating that the links are removed.
6. Click **Back**.

Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**. The *Create Folder* pop-up window appears.
3. Enter a title and click **OK**. The folder is created.
4.

Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears

3. Click **Rename**. The *Rename* pop-up window appears.
4. In the *New title* text box, enter a new title for the item.
5. Click **OK**. The item is renamed.

Editing File Properties

You can enter information about the author, title, description and keywords of a file.

1. Navigate to the folder containing the files whose information you want to edit. For more information, see *Navigating Folders*.
2. Locate the file whose information you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Edit Properties**. The *Edit Properties* screen appears.
4. Edit the file properties as desired:
   a. In the *Author* text box, enter or edit the name of the person that created the file.
   b. In the *Title* text box, enter or edit the title of the file.
   c. In the *Description* text box, enter or edit text that will help identify the contents of the file.
   d. In the *Keywords* text box, enter or edit terms that you would use to search for this file.

      NOTE: Separate keywords with commas.
5. Click **Save**. The properties are edited.

Declaring Character Sets

When files are uploaded to WebCT, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

WebCT supports the following character sets:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)

- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)
- Greek (Windows 1253)
- Hebrew (ISO-8859-8)
- Hebrew (Windows 1255)
- Japanese (EUC-JP)
- Japanese (IBM-33722)
- Japanese (Shift_JIS)
- Korean (EUC-KR, KSC5601)
- Korean (ISO-2022-kr)
- Thai (Windows 874)
- Turkish (ISO-8859-9)
- Turkish (Windows 1254)
- Unicode (UCS-2)
- Unicode (UTF-8)
- Western European (ISO-8859-1)
- Western European (Windows 1252)

1. Locate the file or the folder containing the files for which you want to declare a character set and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Declare Character Set**. The *Declare Character Set* screen appears.
3. From the drop-down list, select the character set for the files.
4. If you want to preview a file in the selected character set:

   a. Locate the file and, under *Actions*, click its *Preview* icon. The file appears in a pop-up window.
   b. When you are finished previewing the file, close the pop-up window.
5. Next to the name of each file, ensure that the check box is selected.
6. Click **Save**. The character set is declared on all selected files.

MANAGING FILES AND FOLDERS

For Designers

Getting Files

You can get files from locations within WebCT or from your computer and add them to your current location in *File Manager*.

If you are getting files from a file-sharing location, such as *Repository* or *Template Manager*, you can either copy the files or create subscriptions to the files. For more information on file subscriptions, see *About File Subscriptions*.

1. In *File Manager*, navigate to the location to which you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the files you want to get are in WebCT:
     a. Navigate to the location of the files you want to get. For more information on navigating, see *Navigating with Content Browser*.
     b. Next to the title of each file that you want to get, select the check box, and click **OK**.
     c. If you have selected files that reside in either *Repository* or *Template Manager*, a new *Content Browser* pop-up window appears. Select a subscription option:
        - To create subscriptions to all files, click **Subscribe to all Files** and then click **OK**.
        - To create subscriptions to some files and copy other files, under *What do you want to do?*, individually select *Subscribe* or *Copy* for each file and then click **OK**.
     d. If the destination folder contains files with the same name as the files or file subscriptions

you are creating, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:

- To select a new destination folder, from the *Select another location* drop-down list, select a folder.

  NOTE: Only the original destination folder and sub-folders of the original destination folder are available for selection.

- To create a destination folder:

  i. Click **Create Folder**. The*Create Folder* pop-up window appears.

  ii. In the *Title* text box, enter the name for the folder.

  NOTE: The folder name can include multiple words and spaces.

  iii. Click **OK**. The folder is created and appears in the *Select another location* text box.

- To rename the file or file subscription, select *Rename* and in the text box, enter a new file name.

- To replace the file in the destination folder with the file or file subscription you are creating, select *Replace existing*.

e. Click **OK**. The *File Manager* screen appears and the files and/or file subscriptions appear in the list of files.

NOTE: File subscriptions are identified by the *Subscribed to a remote file* icon that appears next to the file's *ActionLinks* icon.

- If the files you want to get is on your computer:

  a. Click the *My Computer* icon. Your computer's file browser appears.

  b. Locate and select the files. Each file is copied to the *File Manager* folder from which you clicked **Get Files**.

Copying Files and Folders

You can create copies of files and folders and paste them on your computer or to another location in WebCT.

1. Navigate to the folder containing the items you want to copy.
2. Do one of the following:

   - To copy one or more items:

a. Next to each item you want to copy, select the check box.

b. Click **Copy**. The *Content Browser* pop-up window appears.

- To copy all items listed on the current page:

  NOTE: If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.

  b. Click **Copy**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to copy the items to your computer:

  NOTE: Multiple items copied to your computer will be compressed and copied as a single zip file.

  a. Click the *My Computer* icon. A message appears.

  b. Click **Save**. Your browser's download dialog box appears.

  c. Make your selections to copy the items to the desired location.

- If you want to copy the items to another location in WebCT:

  a. Navigate to the location where you want to paste the copied items. For more information on navigating, see *Navigating with Content Browser*.

     NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

     - If there are no naming conflicts, the items are copied and a confirmation message appears.

     - If the destination folder contains items with the same names as the items you want to copy, the *Resolve Naming Conflicts* pop-up window appears:

       a. For each item with a naming conflict, do one of the following:

          - To select a new destination folder:

            i. Select *Select another location for the file or folder*.

            ii. From the *Select another location for the file or folder* drop-down list, select a folder.

                NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

- To create a destination folder:
  i. Select *Select another location for the file or folder*.
  ii. Click **Create Folder**. The *Create Folder* pop-up window appears.
  iii. In the *Title* text box, enter a name for the folder.
  iv. Click **OK**. The folder is created in the original destination folder.
  v. From the *Select another location for the file or folder* drop-down list, select the new folder.
- To rename the item:
  i. Select *Rename file or folder*.
  ii. In the *Rename file or folder* text box, enter a new file name.
- To replace the item in the destination folder with the copy, select *Replace file or folder*.
- If you are copying multiple items and have multiple naming conflicts, to cancel the copy action for a single item, select *Skip*.

b. Click **OK**. The items are copied and a confirmation message appears.

Moving Files and Folders

You can move files and folders to your computer or another location in WebCT.

IMPORTANT: Items moved to your computer are not automatically removed from WebCT. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items you want to move. For more information, see *Navigating Folders*.

   TIP: The items may appear on multiple pages. You can use the paging controls to navigate to items that appear on other pages. For more information, see *Navigating Multiple Pages*.

2. Do one of the following:
   - To move one or more items:
     a. Next to each item you want to move, select the check box.
     b. Click **Move**. The *Content Browser* pop-up window appears.

- To move all items listed on the current page:

  NOTE: If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.

  b. Click **Move**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to move the items to your computer:

  NOTE: Multiple items moved to your computer will be compressed and moved as a single zip file.

  a. Click the *My Computer* icon. A message appears.

  b. Click **Save**. Your computer's download dialog box appears.

  c. Make your selections to move the items to the desired location. The items are moved and a confirmation message appears.

- If you want to move the items to another location in WebCT:

  a. Navigate to the location where you want to move the items. For more information on navigating, see *Navigating with Content Browser*.

     NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

     - If there are no naming conflicts, the items are moved and a confirmation message appears.

     - If the destination folder contains items with the same names as the items you want to move, the *Resolve Naming Conflicts* pop-up window appears:

       a. For each item with a naming conflict, do one of the following:

          - To select a new destination folder:

            i. Ensure *Select another location* is selected.

            ii. From the *Select another location* drop-down list, select a folder.

                NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

          - To create a destination folder:

            i. Ensure *Select another location* is selected.

ii. Click **Create Folder**. The *Create Folder* pop-up window appears.

iii. In the *Title* text box, enter a name for the folder.

iv. Click **OK**. The folder is created in the original destination folder.

v. In the *Select another location* drop-down list, ensure the new folder is selected.

- To rename the item:

  i. Select *Rename*.

  ii. In the *Rename* text box, enter a new file name.

- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

b. Click **OK**. The items are moved and a confirmation message appears.

Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

NOTE: You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zipping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Download**. A message appears.
4. Click **Save**. Your computer's download dialog box appears.
5. Make your selections to download the file to the desired location.

Zipping Files and Folders

You can create a compressed zip file that contains files and folders. Zipping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items you want to compress into a single zip file.
2. Do one of the following:
   - To compress one or more items:
     a. Next to each item you want to compress, select the check box.
     b. Click **Zip**. The *Content Browser* pop-up window appears.
   - To compress all items listed on the current page:

     NOTE: If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

     a. In the table heading row, select the check box. All items listed on the page are selected.
     b. Click **Zip**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If you want to save the zip file to a location in WebCT:
     a. Navigate to the location where you want to save the zip file.
     b. If you want to change the default name for the zip file, in the *Save as* text box, edit the name.
     c. Click **OK**. The compressed zip file is created in the specified location.
   - If you want to save the zip file to your computer:
     a. Click the *My Computer* icon. A message appears.
     b. Click **Save**. Your computer's download dialog box appears.
     c. Make your selections to save the zip file to the desired location. The compressed zip file is created in the specified location.

Unzipping Files

You can extract all the contents of zip files.

1. Navigate to the folder containing the zip file you want to unzip.
2. Locate the zip file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Extract**. A folder is created with the same name as the zip file. The contents of the zip file are extracted to the folder.

Deleting Files and Folders

You can permanently delete files and folders in WebCT.

WARNING: Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  a. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. The item is deleted.
- To delete several items:
  a. Select the items and click **Delete**. A confirmation message appears.
  b. Click **OK**. The selected items are deleted.
- To delete all items listed on the current page:

  NOTE: If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. All items listed on the page are deleted.

MANAGING FILE SUBSCRIPTIONS

For Designers

You can:

- subscribe to files that reside outside of your course.
- cancel file subscriptions.

You can view existing subscription information on a file using the *View File Information* option. You can also preview, move, delete and view file HREF information on file subscriptions in the same way that you do files. For more information on these tasks, see the applicable help topics.

Subscribing to Files

Files that reside outside your course in a sharable location, such as *Repository* or *Template Manager*, can be added to your course by creating file subscriptions. File subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in your course.

NOTE: If you do not want changes to the original file to be reflected in the file in your course, you can create a copy of the file instead.

1. From the *File Manager* screen, navigate to the folder in which you want to create the file subscriptions.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Click the icon for the sharable location, either *Repository* or *Template Manager*, that contains the files that you want to add to your course.
4. Navigate to and locate the files. For more information on navigating, see *Navigating with Content Browser*.
5. Next to each file to which you want to subscribe, select the check box. To subscribe to all files in a learning context, next to *Title*, select the check box.
6. Click **OK**. A new *Content Browser* pop-up window appears.
7. Select a subscription option:
   - To create subscriptions to all files, click **Subscribe to all Files**.
   - To create subscriptions to some files and copy other files, under *What do you want to do?*, individually select *Subscribe* or *Copy* for each file.
8. Click **OK**.
   - If there are no naming conflicts, the *File Manager* screen appears and the file subscription appears in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.
   - If the destination folder contains files or file subscriptions with the same name as the file subscriptions you are creating, the *Resolve Naming Conflicts* screen appears:
     a. For each file subscription with a naming conflict, do one of the following:
        - To select a new destination folder, from the *Select another location* drop-down list, select a folder.

NOTE: Only the original destination folder and sub-folders of the original destination folder are available for selection.

- To create a destination folder:
  i. Click **Create Folder**. The*Create Folder* pop-up window appears.
  ii. In the *Title* text box, enter the name for the folder.

     NOTE: The folder name can include multiple words and spaces.

  iii. Click **OK**. The folder is created and appears in the *Select another location* text box.
- To rename the file subscription, select *Rename* and in the text box, enter a new file name.
- To replace the file in the destination folder with the file subscription you are creating, select *Replace existing*.

b. Click **OK**. The *File Manager* screen appears and the file subscriptions appear in the list of files. All file subscriptions display the *Subscribed to a remote file* icon next to the *ActionLinks* icon.

Unsubscribing From Files

NOTE: Depending on administrator settings, this option may not be available to you.

If you have subscribed to files that reside outside of your course, you can cancel those file subscriptions at any time. Canceling a file subscription replaces the file subscription with a file copy meaning that changes to the original file will no longer be reflected in your course. This gives you ownership of the copied file and all file options become available to you. File subscriptions are identified in *File Manager* by the *Subscribed to a remote file* icon that appears next to a file's *ActionLinks* icon.

NOTE: If you want to delete the file subscription from *File Manager*, see *Deleting Files and Folders*.

1. From the *File Manager* screen, select the checkbox next to each file subscription you want to cancel.
2. Click **Unsubscribe**. A confirmation message appears.
3. Click **OK**. The *File Manager* screen refreshes. The *Subscribed to a remote file* icon for each selected file subscription no longer appears and the subscription has been replaced by a file copy.

CREATING WEBDAV FOLDERS

For Designers

Creating WebDAV Connections on a Windows Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
  c. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `CTRL+C`. The text is copied.
  d. From your Windows desktop, double-click the *My Network Places* icon. The contents of the folder appear.
  e. Double-click **Add Network Place**. The *Add Network Place Wizard* pop-up window appears.

f. Ensure that your cursor is in the *Type the location of the Network Place* text box and, on your keyboard, press `CTRL+V`. The text that you copied is pasted into the *Type the location of the Network Place* text box.

g. Click **Next**. The *Enter Network Password* pop-up window appears.

h. In the *User name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. The *Add Network Place Wizard* pop-up window appears.

i. Click **Next**. Your WebCT user name and password are authenticated.

   NOTE: This may take a few minutes.

j. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.

Creating WebDAV Connections on Mac Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

1. Navigate to *Content Manager* area or folder for which you want to create a web folder and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
3. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `COMMAND+C`. The text is copied.
4. From your Mac desktop, from the *Finder*, click **Go**.
5. Click **Connect to Server**.
6. Ensure that your cursor is in the *Address* text box and, on your keyboard, press `COMMAND+V`. The text that you copied is pasted into the *Address* text box.

7. Click **OK**.
8. In the *User Name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. Your WebCT user name and password are authenticated, and the folder is added to the Mac *Finder*.

CHAPTER 18: GRADE BOOK

IMPORTANT: Topics in this chapter apply to Template Designers and Section Instructors.

ABOUT GRADE BOOK

For Template Designers

When building or editing a template, you can create, edit, and delete columns in *Grade Book*.

NOTE: You cannot enter data into these columns. Member and grade data can only be added to *Grade Book* columns at the section organizational level.

Grade Book is one of the four main course management tools that Section Instructors can use to manage members.

NOTE: The term, "members" simply refers to users that are enrolled in a course in any of the five section roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

Grade Book's main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all section members.

Grade Book is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default or are created using the *Grade Book* tool.

Default columns:	The following columns are system-created: • user-related: *Last Name*, *First Name*, *User ID*, and *Role*. These columns pull their information from the member's user/enrollment record and cannot be modified in *Grade Book*. See your administrator to make edits to values in these columns. • grade-related: *Midterm* and *Final*. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else. • quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column is automatically created in *Grade Book*. Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. • *SCORM* columns: if a *SCORM* module is added to the course, a corresponding grade-related column is automatically created in *Grade Book*.

Columns created using the *Grade Book* tool	You can create the following types of columns: • alphanumeric columns: allow you to enter data that contains text and numbers. **EXAMPLE:** You can use an alphanumeric column to enter an email address for each member. • calculated columns: allow you to specify a formula (that can include other numeric columns) to generate a numeric value. **EXAMPLE:** You can use a calculated column to calculate an interim grade. • letter grade columns: allow you to calculate a letter grade based on the numeric value of another column. • numeric columns: allow you to enter numbers only. **EXAMPLE:** You can use a numeric column to insert grades for an offline assignment and other interim grades. • selection list columns: allow you to specify one or more text values that can then be selected. **EXAMPLE:** You can use a selection list column to describe a Student's overall term effort (fair, good, excellent). • text columns: allow you to enter text only. **EXAMPLE:** You can use a text column to add comments about each member. When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported. You can also determine which columns are released to Students and Auditors in their *My Grades* channel in *My WebCT* and in their *My Grades* tool (if added to the *Course Toolbar*). Students and Auditors will not be able to view other Students' and Auditors' grades. **NOTE:** Member and grade data can only be added to *Grade Book* columns at the section organizational level.

ABOUT GRADE BOOK

For Section Instructors

Grade Book is one of the four main course management tools that Section Instructors can use to manage members.

NOTE: The term, "members" simply refers to users that are enrolled in your course in any of the five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

Grade Book's main purposes are:

- to view, enter, and manage grades for all Students and Auditors.
- to enter descriptive data about Students and Auditors. For example: names, addresses, telephone numbers, areas of interest.
- to grant or deny access to the course for all members.

Grade Book is a spreadsheet-like tool, in that it contains a grid of rows and columns: each row is a member and each column is a type of data. Unlike a spreadsheet, which is open-ended in the type of data you can enter in each cell, in *Grade Book*, each column can only contain a certain type of data, such as numbers or letter grades. This ensures the integrity and standardization of data for export and other operations. Columns either appear by default in *Grade Book* or are added by you.

Default columns:	The following columns are system-created: • user-related: *Last Name*, *First Name*, *User ID*, and *Role*. These columns pull their information from the member's user/enrollment record and cannot be modified in *Grade Book*. See your administrator to make edits to values in these columns. • grade-related: *Midterm* and *Final*. These columns cannot be deleted and are used to calculate a Student's midterm and final grade. These columns are unique because only their values can be exported to Student Information Systems (SIS). These two columns are, by default, calculated columns, but you can change the column type to something else. • cross-listing related: if the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in. The *Cross-listing Information* column only appears if the course has been cross-listed. • quiz, assignment, and discussion topic columns: if there are any quizzes, assignments, or gradable discussion topics created in the course, a corresponding grade-related column will be automatically created in *Grade Book*. Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not.

Columns added by you:	You can create columns of the following types: • text columns: allow you to enter text only **EXAMPLE:** You could use a text column to add comments about each member or to track member data, like birth dates or hometown. • numeric columns: allow you to enter numbers only **EXAMPLE:** You could use a numeric column to insert grades for an offline assignment and other interim grades. • calculated columns: allow you to specify a formula (that can include other numeric columns) to come up with a numeric value **EXAMPLE:** You could use a calculated column to calculate an interim grade. • selection list columns: allow you to specify one or more text values that can then be selected **EXAMPLE:** You could use a selection list column to describe a Student's overall term effort (fair, good, excellent). • letter grade columns: to calculate a letter grade based on the numeric values of another column. When adding a column, you specify whether the column is grade-related or not. Only grade-related columns can be exported.

Grade Book is divided into tabs. These tabs present different groups of data columns to give you a different view of all entered information for members.

- *Grades* displays all default columns and any created columns that are tagged as grade-related. This tab is used to view, enter, or override grade-related information.
- *Members* displays all default columns (except quiz, survey, assignment and discussion topic columns), and any created columns that are not tagged as grade-related. This view is meant to hold descriptive information about Students and Auditors, according to the information that you want to store.

  EXAMPLE: You could create columns to add your comments about each Student, their first language, their role in the course, or anything else you wanted to remember.

- *View All* displays all columns, grade-related or not.
- *Custom View*, similar to the *View All* tab, also displays all columns, grade-related or not, but you can use it to create your own "custom view" of member information.
- *SCORM Grades* displays columns that are automatically added for gradable SCORM modules.

NOTE: You can choose to hide any columns from displaying in all tabs.

Besides helping you grade and describe Students and Auditors, you can also determine which columns are released to Students and Auditors, in their *My Grades* channel in *My WebCT* and in their *My Grades* tool (if added to *My Tools*). Students and Auditors will not be able to view other Students' and Auditors' grades.

From *Grade Book*, you can enroll new users in roles, as long as user records have already been created for them by an administrator and you know their user name.

WORKING WITH COLUMNS

For Designers

Creating Columns

Creating Alphanumeric Columns

You can create data columns in *Grade Book* to store specific types of information. An alphanumeric column can contain data in the form of a short string of text or numbers.

EXAMPLE: Create an alphanumeric column to store Student campus registration numbers that contain both letters and numbers.

1. From the *Grade Book* screen, click **Create Column**. A menu appears.
2. Click *Alphanumeric*. The *Alphanumeric Column* screen appears.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. Determine whether the column is grade-related or not:
   - If the column will contain grade data, next to *Grade-related column*, select the check box.
   - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
6. If you chose to make your column grade-related, determine whether the column is released to Students or not:

- If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
- If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

7. Click **Save**. The column is created.

Creating Calculated Columns

You can create columns in *Grade Book* to store specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

EXAMPLE: Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:
`AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}`

1. Create the column:
   a. From the *Grade Book* screen, click **Create Column**. A menu appears.
   b. Click *Calculated*. The *Calculated Column* screen appears.
   c. In the *Column label* text box, enter the column name.
   d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
   e. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
   f. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

      NOTE: With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

   g. Determine whether the column is grade-related or not:
      - If the column will contain grade data, next to *Grade-related column*, select the check box.
      - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
   h. If you chose to make your column grade-related, determine whether the column is released to Students or not:
      - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.

- If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

i. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:

- To only release the average score, select *Average Only*.
- To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.

j. Click **Save**. The column is created.

2. Create a formula for the calculated column:

a. Locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.

b. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

IMPORTANT: This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

c. Create the formula:

NOTE: You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), ***** (multiply), or **/** (divide) buttons.
- To nest an argument:

NOTE: You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

i. To open a nested argument, click the **Left Parenthesis** button.

ii. Enter the argument.

iii. To close the argument, click the **Right Parenthesis** button.

- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column, but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. Once there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

NOTE: A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

  NOTE: You can add the following four functions to your formula:

  - SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.

  i. At a valid point in the formula, click the function button. The function name and its left brace are inserted.

  ii. Enter the function's first argument.

  iii. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.

  iv. To complete the function, click **End Function**.

- To clear the last entry, click **Undo**.
- To clear the entire formula, click **Clear All**.

3. Click **Save**. The formula is created.

Rules for Calculated Columns that Reference Empty Numeric Columns

When creating or editing the formula for a calculated column, you can insert a reference to another numeric column in order to use its value in your formula. However, if the numeric column you reference is empty, the empty column will either be treated as 0 in the formula, or will be ignored.

Empty Numeric Column References that are Treated as 0

When a formula uses the + (add), - (subtract), * (multiply), / (divide) operators, empty column references are treated as 0. For example: If a calculated column uses this formula: `[x]*[y]`, but there is only a value for `[x]`, the reference to `[y]` is treated as 0. The running total would therefore be 0.00

EXAMPLE: [Midterm = 65.00]*[Final = Empty] displays *(0.00)* as a running total because the empty value is treated as 0.

Empty Numeric Column References that are Ignored

When a formula uses the SUM, AVG, MIN, MAX operators, empty column references are ignored. For example: If a calculated column uses this formula: `AVG{[x][y]}`, but there is only a value for `[x]`, the reference to `[y]` is ignored. The running total would therefore be the `[x]` value.

EXAMPLE: AVG{[Midterm = 65.00][Final = Empty]} displays *(65.00)* as a running total because the empty value is ignored.

NOTE: Running totals are italicized and appear in parenthesis.

Creating Letter Grade Columns

You can create columns in *Grade Book* to store specific types of information. A *Letter grade* column displays a letter grade for each Student based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

EXAMPLE: Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

1. Create the column:
   a. From the *Grade Book* screen, click **Create Column**. A menu appears. Click *Letter grade*. The *Letter Grade Column* screen appears.
   b. In the *Column label* text box, enter the column name.
   c. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
   d. Determine whether the column is grade-related or not:
      - If the column will contain grade data, next to *Grade-related column*, select the check box.
      - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
   e. If you chose to make your column grade-related, determine whether the column is released to Students or not:
      - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
      - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

f. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.

g. Click **Save**. The column is created.

2. If you want to view and/or edit the numerical ranges that determine letter grades (the letter grade scheme):

   a. From the *Grade Book* screen, locate the letter grade column you created, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon. The *Edit Letter Grade Scheme* screen appears.

   b. Do one of the following:

      - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
      - To create a custom letter grade scheme:

        i. Under *Grade*, enter a letter value for each letter grade in your scheme.

        ii. Under *Range*, enter the upper range for each letter grade.

        EXAMPLE: If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an A will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

        iii. If you need to add a letter grade:

          i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears

          ii. Under *Grade*, enter a letter value for the letter grade.

          iii. Under *Range*, enter the upper range for the letter grade.

        iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.

        v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.

   c. Save your letter grade scheme:

      - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**. The letter grade scheme is updated.
      - To save the letter grade scheme for this column only, click **Save**. The letter grade scheme is updated.

Creating Numeric Columns

You can create columns in *Grade Book* to store specific types of information. A *Numeric* column can

contain only numeric values.

EXAMPLE: Use a numeric column to manually enter scores for an assessment.

1. From the *Grade Book* screen, click **Create Column**. A menu appears.
2. Click *Numeric*. The *Numeric Column* screen appears.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
6. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

   NOTE: With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

7. Determine whether the column is grade-related or not:
   - If the column will contain grade data, next to *Grade-related column*, select the check box.
   - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
8. If you chose to make your column grade-related, determine whether the column is released to Students or not:
   - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
   - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.
9. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
   - To only release the average score, select *Average Only*.
   - To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.
10. Click **Save**. The column is created.

Creating Selection List Columns

You can create columns in *Grade Book* to store specific types of information. A *Selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

EXAMPLE: Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

1. Create the column:
   a. From the *Grade Book* screen, click **Create Column**. A menu appears.
   b. Click *Selection List*. The *Selection List Column* screen appears.
   c. In the *Column label* text box, enter the column name.
   d. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
   e. Determine whether the column is grade-related or not:
      - If the column will contain grade data, next to *Grade-related column*, select the check box.
      - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
   f. If you chose to make your column grade-related, determine whether the column is released to Students or not:
      - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
      - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.
   g. Click **Save**. The column is created.
2. Create values for the selection list:
   a. From the *Grade Book* screen, locate the selection list column you created, and from the *Actions* toolbar, click the column's *Edit Column Selection List* icon. The *Edit Selection List* screen appears.
   b. Under *Item*, in the text box, enter the first value that you want to appear in the list.
   c. To add an item to your selection list, do one of the following:

      NOTE: The values will display in the order that they appear in the list on this screen.

      - To add an item after the last item in the list, click **Add Item**. An item is added to the bottom of the list.
      - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**. An item is added above the selected item.
   d. Enter a value in the text box of the added item.
   e. If you want to add more items, repeat steps c and d for each item you want to add to your selection list.
   f. To delete an item, click its *Delete* icon.

g. To change the order of the list:

- To move an item above another item:

  i. Next to the item you want to move, select the check box.

  ii. In the row for the item above which you want to insert the selected item, click the *Move Selected Items Above* icon. The selected item is moved.

- To move an item to the bottom of the list:

  i. Next to the item that you want to move, select the check box.

  ii. In the bottom row, click the *Move Selected Items to Bottom of List* icon. The selected item is moved.

h. Click **Save**. The selection list for the column is set.

Creating Text Columns

You can create columns in *Grade Book* to store specific types of information. Text columns can be used to enter more lengthy text than an Alphanumeric column, such as a sentence or a paragraph.

EXAMPLE: Use a Text column to enter comments.

1. From the *Grade Book* screen, click **Create Column**. A menu appears.
2. Click *Text*. The *Text Column* screen appears.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of text displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. Determine whether the column is grade-related or not:
   - If the column will contain grade data, next to *Grade-related column*, select the check box.
   - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
6. If you chose to make your column grade-related, determine whether the column is released to Students or not:
   - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
   - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.
7. Click **Save**. The column is created.

Editing Columns

Changing Column Types

For any column that you create, as well as the default *Midterm* and *Final* grade-related columns, you can change the column from one type to another.

EXAMPLE: You can change the default *Final* column from a calculated column to a letter-grade column.

You cannot modify the following columns:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course
- *SCORM* grade columns

Each of the different column types can only hold certain types of information, so you may find that a column type no longer serves your needs. Instead of creating a new column and re-entering information, you can change the column type to allow different types of information to be entered.

When you change the column type, any entered values are converted to be consistent with the data allowable in the new column type. You can preview the converted values and decide whether to apply them or cancel the conversion.

The following types of columns are available in *Grade Book*:

- alphanumeric columns: for entering a short line of alphanumeric data.
- calculated columns: for calculating a numerical value, using other columns, if desired.
- letter grade columns: for determining a letter grade, based on a column that contains a numeric value.
- selection list columns: for selecting from a list of text values that you create.
- text columns: for entering a paragraph of text.

1. From the *Grade Book* screen, locate the column that you want to modify, and in its *Type* row, click the current column type that you want to modify. The *Convert Column Type* pop-up window appears.
2. From the *New Value* drop-down list, select a new column type.

NOTE: Depending on the existing column type, only certain column types are available.

3. Click **OK**. The column type is changed.

Editing Formulas for Calculated Columns

For calculated columns, you can enter or modify the formula used to calculate the values for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

EXAMPLE: Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:
`AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}`

1. From the *Grade Book* screen, locate the calculated column containing the formula that you want to edit, and from the *Actions* toolbar, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.
2. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

   IMPORTANT: This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

3. Create the formula:

   NOTE: You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

   - To enter a number, click that number's button.
   - To enter mathematical operators, click the **+** (add), **-** (subtract), ***** (multiply), or **/** (divide) buttons.
   - To nest an argument:

     NOTE: You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

     a. To open a nested argument, click the **Left Parenthesis** button.

     b. Enter the argument.

     c. To close the argument, click the **Right Parenthesis** button.

   - To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears

in the preview box.

In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total appears. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value appears as a running total.

Running totals are italicized and appear in parenthesis. Once there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

NOTE: A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

  NOTE: You can add the following four functions to your formula:

  - SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.

  a. At a valid point in the formula, click the function button. The function name and its left brace are inserted.

  b. Enter the function's first argument.

  c. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.

  d. To complete the function, click **End Function**.

- To clear the last entry, click **Undo**.
- To clear the entire formula, click **Clear All**.

4. Click **Save**. The formula you created will be used to calculate column values.

Rules for Calculated Columns that Reference Empty Numeric Columns

When creating or editing the formula for a calculated column, you can insert a reference to another numeric column in order to use its value in your formula. However, if the numeric column you reference is empty, the empty column will either be treated as 0 in the formula, or will be ignored.

Empty Numeric Column References that are Treated as 0

When a formula uses the + (add), - (subtract), * (multiply), / (divide) operators, empty column references are treated as 0. For example: If a calculated column uses this formula: `[x]*[y]`, but there is only a value for `[x]`, the reference to `[y]` is treated as 0. The running total would therefore be 0.00

EXAMPLE: [Midterm = 65.00]*[Final = Empty] displays *(0.00)* as a running total because the empty value is treated as 0.

Empty Numeric Column References that are Ignored

When a formula uses the SUM, AVG, MIN, MAX operators, empty column references are ignored. For example: If a calculated column uses this formula: `AVG{[x][y]}`, but there is only a value for `[x]`, the reference to `[y]` is ignored. The running total would therefore be the `[x]` value.

EXAMPLE: AVG{[Midterm = 65.00][Final = Empty]} displays *(65.00)* as a running total because the empty value is ignored.

NOTE: Running totals are italicized and appear in parenthesis.

Editing List Values for Selection List Columns

You can edit the list of values used in a selection list column. You can change the existing items in the list, add items, delete items, or change their order.

1. From the *Grade Book* screen, locate the selection list column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Selection List* icon. The *Edit Selection List* screen appears.
2. To change an existing item, in the text box, delete the existing text and enter the new value.
3. To add an item to your selection list:
   a. Do one of the following:

      NOTE: The values will display in the order that they appear in the list on this screen.

      - To add an item after the last item in the list, click **Add Item**. An item is added to the bottom of the list.
      - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**. An item is added above the selected item.

   b. Enter a value in the text box of the added item.
4. To add additional items, repeat step 3 for each item you want to add to your selection list.
5. To delete an item, click its *Delete* icon.
6. To change the order of the list:
   - To move an item above another item:

a. Next to the item you want to move, select the check box.

b. In the row for the item above which you want to insert the selected item, click the *Insert Selected Items Above* icon. The selected item is moved.

- To move an item to the bottom of the list:

a. Next to the item that you want to move, select the check box.

b. In the bottom row, click the *Insert Selected Items Below* icon. The selected item is moved.

7. Click **Save**. The *Grade Book* screen appears and the selection list for the column is updated.

Editing Schemes for Letter Grade Columns

For letter grade columns, you can modify the numerical ranges that determine the letter grade.

1. From the *Grade Book* screen, locate the letter grade column that you want to edit, and from the *Actions* toolbar, click the *Edit Column Letter Grade Scheme* icon. The *Edit Letter Grade Scheme* screen appears.
2. Do one of the following:
   - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
   - To create a custom letter grade scheme:

     i. Under *Grade*, enter a letter value for each letter grade in your scheme.

     ii. Under *Range*, enter the upper range for each letter grade.

     EXAMPLE: If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an A will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

     iii. If you need to add a letter grade:

       i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears

       ii. Under *Grade*, enter a letter value for the letter grade.

       iii. Under *Range*, enter the upper range for the letter grade.

     iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.

     v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
3. Save your letter grade scheme:

- To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**. The letter grade scheme is updated.
- To save the letter grade scheme for this column only, click **Save**. The letter grade scheme is updated.

Renaming Columns

You can rename any column except for the following:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course.

  NOTE: To rename these columns, go to the applicable tool and edit the item's name.

- *SCORM* grade columns

IMPORTANT: If you rename a numeric or calculated column that you have referenced in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.

1. From the *Grade Book* screen, locate the column that you want to rename and click its name. The *Edit Column Value* pop-up window appears, displaying the current column name in the *Current Value* field.
2. In the *New Value* text box, enter the new column name.
3. If you are renaming an alphanumeric, letter grade, selection list, or text column, click **Save**. The pop-up window closes and the column name is updated.
4. If you are renaming a numeric or calculated column:
   a. Click **Save**. A confirmation message appears warning you that if you have referenced this column in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.
   b. Click **OK**. The pop-up window closes and the column name is updated.

Setting Column Alignment

You can set the alignment of the values displayed for any column as left, centered, or right.

1. From the *Grade Book* screen, do one of the following:
   - To set alignment for one column, locate the column and, in its *Alignment* row, click **L**, **C**, or **R**, to select left, center, or right justification, respectively. The selected value appears in bold, indicating the current alignment.
   - To set the same alignment for several columns:
     a. In the table heading row, for each column that you want to set the same alignment, select the check box.
     b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for the selected columns.
   - To set the same alignment for all columns:
     a. Next to *Select All/None*, select the check box. All columns are selected.
     b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The *Grade Book* screen refreshes. The selected value appears in bold, indicating the current alignment for all columns.

Setting Column Decimal Display

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine how many decimal places are displayed for column values. Decimals can be displayed to 0, 1, 2, or 3 places.

EXAMPLE: For a calculated column, you can set the decimal display to 0 decimal places so that column values are displayed as whole numbers.

1. From the *Grade Book* screen, do one of the following:
   - To set the decimal display for one column:
     a. Locate the column and in its *Decimals* row, click the current value. The *Edit Column Value* pop-up window appears.
     b. From the *New Value* drop-down list, select the new number of decimal places.
     c. Click **Save**. The pop-up window closes and the decimal display is updated.
   - To set the same decimal display for multiple columns:
     a. In the table heading row, for each column that you want to set the decimal display, select the check box.
     b. From the *Decimals* drop-down list, select the number of decimal places that you want the selected columns to display and click the *Go* icon. The decimal display for each column is updated.

- To set the same decimal display for all columns:
  a. Next to *Select All/None*, select the check box. All columns are selected.
  b. From the *Decimals* drop-down list, select the number of decimal places that you want all columns to display and click the *Go* icon. The decimal display for all columns is updated.

Setting Column Maximum Value

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine a maximum value. Once you enter a maximum value, the column displays *out of #* next to its name.

EXAMPLE: For a quiz column, you can set the maximum value at 60, so it is apparent that the displayed values for that column are out of 60.

1. From the *Grade Book* screen, locate the column that you want to change, and in its *Maximum Value* row, click the current value. The *Edit Column Value* pop-up window appears.
2. In the *New Value* text box, enter the maximum value and click **Save**. The pop-up window closes and the value is updated.

Setting Columns as Grade-Related

Columns in *Grade Book* contain a setting that indicates whether the column contains grade information or not. Grade-related columns can be released to Students while non-grade-related columns cannot.

Some grade-related columns are created automatically by the following tools:

- *Assignments*
- *Assessments*
- *Discussions*
- *SCORM*

You cannot make the following columns grade-related:

- *First Name*
- *Last Name*
- *User ID*
- *Role*

1. From the *Grade Book* screen, do one of the following:
   - To set one column as grade-related, locate the column and, in its *Grade Column* row, click *No*.

The value is updated to *Yes*, indicating it is a grade-related column.

- To set multiple columns as grade-related:
  a. In the table heading row, for each column that you want to set as grade-related, select the check box.
  b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. The selected columns are converted to grade-related columns.
- To set all columns as grade-related:
  a. Next to *Select All/None*, select the check box. All columns are selected.
  b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. All columns that are eligible to be grade-related are converted to grade-related columns.

2. The *Grade Book* screen refreshes and each selected column is updated.

Setting Columns as Released to Students

Grade Book allows you to determine which columns Students see in their *My Grades* channel in *My WebCT* and in their my *My Grades* tool. When a grade column is released to Students, each Student will see only their value, not all Students' values.

NOTE:
- Students can only see grade-related columns. If you release columns that are not grade-related, Students will not see them.
- You cannot release *SCORM* grade columns to Students.

1. From the *Grade Book* screen, do one of the following:
   - To release one column, locate the column and, in its *Released to Student* row, click *No*. The value is updated to *Yes*, indicating it is released to Students.
   - To release multiple columns:
     a. In the table heading row, for each column that you want to release, select the check box.
     b. Click **Release**. The *Grade Book* screen refreshes and the selected columns are released to Students.
   - To release all columns:
     a. Next to *Select All/None*, select the check box. All columns are selected.
     b. Click **Release**. The *Grade Book* screen refreshes and all columns are released to Students.

Setting Column Statistics as Released to Students

Grade Book lets you specify whether you want to release statistics for the item in a numeric or calculated column. For example, you may want to release the average score for an assignment to Students. You can also specify to release more detailed statistics.

IMPORTANT: You can only release statistics for numeric and calculated columns.

1. From the *Grade Book* screen, do the following:
   a. For each column you want to release statistics for, in its *Release Statistics* row, click the current value. The *Edit Column Value* pop-up window appears.
   b. From the *New Value* drop-down list, select an option:
      - To only release the average score, select *Average Only*.
      - To release detailed statistics, select *All*.

      NOTE: When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

Deleting Columns

For Template Designers

You can only delete columns that contain the *Delete* icon in the *Actions* toolbar. You cannot delete the following columns:

- *First Name*
- *Last Name*
- *User ID*
- *Role*
- *Midterm*
- *Final*
- columns automatically created when a new assignment, gradable discussion topic, survey or quiz is added to the course

  NOTE: To delete these columns, go to the applicable tool.
- *SCORM* grade columns

1. From the *Grade Book* screen, do one of the following:
   - To delete one column, above the column you want to delete, click its *Delete* icon. A confirmation message appears.
   - To delete multiple columns:
     a. Above each column you want to delete, select the check box.
     b. Click **Delete**. A confirmation message appears.
   - To delete all columns:
     a. Next to *Select All/None*, select the check box. All columns are selected.
     b. Click **Delete**. A confirmation message appears.
2. Click **OK**. The selected columns are deleted.

ABOUT THE GRADE BOOK TABS

For Section Instructors

About the Grades Tab

The *Grades* tab allows you to view, enter, or override values for all grade-related columns for all Students and Auditors in your course. The following columns appear in the *Grades* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

  NOTE: Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.

About the Members Tab

The *Members* tab allows you to view, enter, or override values for non grade-related, member information for all Students and Auditors in your course. The following columns appear in the *Members* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- added non-grade-related columns: any added columns that are not set as grade-related.

About the View All Tab

The *View All* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. All columns appear in the *View All* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

  NOTE: Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

About the Custom View Tab

The *Custom View* tab allows you to view, enter, or override values for every column in *Grade Book* (grade-related or not) for all Students and Auditors in your course. You can hide columns you do not need to see to create your own, unique view of the *Grade Book*. The following columns appear in the *Custom View* tab:

- default columns: the *Last Name*, *First Name*, *User ID*, *Role*, *Midterm*, and *Final* columns and columns for any quizzes, assignments, or gradable discussion topics created for the course (grades from submissions are automatically entered in these columns). Creation of a survey also creates a column in the *Grade Book*, contents indicating whether the survey has been completed or not. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.

  NOTE: Auditors do not receive midterm and final grades.

- added grade-related columns: any added columns that are set as grade-related.
- added non-grade-related columns: any added columns that are not set as grade-related.

About the SCORM Grades Tab

The *SCORM Grades* tab allows you to view grades for gradable SCORM modules in your course. The following columns appear in the *SCORM Grades* tab:

- default columns: the *First Name*, *Last Name*, *User ID*, and *Role* columns. If the course has been cross-listed, a *Cross-listing Information* column appears with the name of the course each member was originally enrolled in.
- SCORM grade-related columns: columns that have been automatically added for gradable SCORM modules

LOCATING GRADE BOOK CONTENT

For Section Instructors

Finding Members

As some courses can potentially grow to thousands of members, you can use the following features to locate and display only certain members in the *Grade Book* tabs.

From any of the *Grade Book* tabs, you can determine the list of members that displays:

- You can display only those members of certain roles:
  a. Click **Grade Book Options**. A menu appears.
  b. Click **Find Members**. The *Find Members* screen appears.
  c. Under *Column*, select the *Roles* check box.
  d. Under *Condition*, for the *Roles* row, select *contain*.
  e. Under *Value*, for the *Roles* row, select the roles you want to view.

  TIP: You can select multiple roles:

  - To select consecutive roles in the list, hold the `Shift` key while selecting the roles.

- To select non-consecutive roles in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the roles.

f. Click **Run Query**. In the tab from which you initiated the query, only members enrolled in the selected roles are displayed.

g. To return to displaying all members, click **Grade Book Options**. A menu appears.

h. Click **Show All Members**.

- If you have added members to groups, you can view only those members in a group:

a. Click **Grade Book Options**. A menu appears.

b. Click **Find Members**. The *Find Members* screen appears.

c. Under *Column*, select the *Groups* check box.

d. Under *Condition*, for the *Groups* row, select *contain*.

e. Under *Value*, for the *Groups* row, select the group whose members you want to view.

TIP: You can select multiple groups:

- To select consecutive groups in the list, hold the `Shift` key while selecting the groups.
- To select non-consecutive groups in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the groups.

f. Click **Run Query**. In the tab from which you initiated the query, only the members of the selected groups are displayed.

g. To return to displaying all members, click **Grade Book Options**. A menu appears.

h. Click **Show All Members**.

- If you are working in a cross-listed course, you can display members according to the course they were originally enrolled in:

a. Click **Grade Book Options**. A menu appears.

b. Click **Find Members**. The *Find Members* screen appears.

c. Under *Column*, select the *Courses* check box.

d. Under *Condition*, select the courses.

TIP: You can select multiple courses:

- To select consecutive courses in the list, hold the `Shift` key while selecting the courses.
- To select non-consecutive courses in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the courses.

e. Click **Run Query**. In the tab from which you initiated the query, only members originally enrolled in the selected courses are displayed.

f. To return to displaying all members, click **Grade Book** options. A menu appears.

g. Click **Show All Members**.

- You can perform a more advanced query to display only those members that match entered criteria:

  a. Click **Grade Book Options**. A menu appears.

  b. Click **Find Members**. The *Find Members* screen appears.

  c. Under *Column*, from the drop-down list, select the data column on which you want to search.

  d. Under *Condition*, from the second drop-down list, select a comparison function.

  e. Under *Value*, in the text box, enter a text value that will be compared to members' values for the selected data column.

  NOTE:
  - The value is case-sensitive.
  - You can also use wildcard characters, such as, * or ?.

  f. To add additional critieria, click **Add Criteria** and repeat steps b to d in the next row of fields that appear.

  NOTE: You can enter role and group critieria as already described to further limit the number of displayed members.

  g. Click **Run Query**. In the tab from which you initiated the query, only those members matching the criteria are displayed.

  h. To return to displaying all members, click **Grade Book** options. A menu appears.

  i. Click **Show All Members**.

Freezing and Unfreezing Columns

You can choose whether or not you want the *Last Name* and *First Name* columns in all *Grade Book* tabs to be frozen or unfrozen. When the *Last Name* and *First Name* columns are frozen, they remain locked in the same position while you scroll horizontally through adjacent columns. This allows you to keep track of members when viewing *Grade Book* tabs with numerous columns.

From any of the *Grade Book* tabs, do one of the following:

- To freeze the *Last Name* and *First Name* columns:

  a. Click **Grade Book Options**. A menu appears.

   b. Click *Freeze Columns*. The *Last Name* and *First Name* columns are frozen.

- To unfreeze the *Last Name* and *First Name* columns:
   a. Click **Grade Book Options**. A menu.
   b. Click *Unfreeze Columns*. The *Last Name* and *First Name* columns are unfrozen.

Highlighting Rows

You can highlight rows in *Grade Book* tabs. This allows you to maintain focus on select rows across all columns.

From the *Grades*, *Members*, *View All*, *Custom View*, or *SCORM Grades* tab, do one of the following:

- To highlight rows, locate the rows and click anywhere in each row except on values that can be edited. The rows are highlighted.
- To remove highlighting from rows, locate the highlighted rows and click anywhere in each row except on values that can be edited. The highlighting is removed.

Sorting Members

If a column title is underlined, you can sort members by that column. An arrow appears next to the column title by which members are currently sorted. An arrow pointing up indicates members are sorted in ascending order (i.e., 1 to 10, A to Z); an arrow pointing down indicates members are sorted in descending order (i.e., Z to A; 10 to 1).

From any of the *Grade Book* tabs, click the *Action Links* icon for the column by which you want to sort members and from the menu that appears, click **Sort Column**. If members were not previously sorted by this column, they are now sorted in ascending order. If members were previously sorted by this column, they are now sorted in the reverse order.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

WORKING WITH MEMBERS

For Section Instructors

Enrolling Members

Depending on administrator settings, this feature may not be available to you.

You can enroll users in your course for whom user records have already been created. Once users are enrolled in your course, they are referred to as members. With *Grade Book*, you can only enroll one user at a time.

You must know the user names of the members you want to enroll. Existing users can be enrolled in the following roles:

- Auditor
- Student
- Teaching Assistant
- Section Designer

NOTE: Depending on administrator settings you may not be able to enroll users in some of the above roles.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Enroll Members**. The *Enroll Members into this Course* screen appears.
2. In the *User name* text box, enter the user name.
3. Under *Assign roles*, select the role in which you want the user to be enrolled.

   IMPORTANT: The only roles in which users can be concurrently enrolled are Section Designer and Teaching Assistant.

   - Auditor: can access course content, complete assignments and assessments, but does not receive a final grade.
   - Student: can access course content, complete assignments and assessments, and is assigned a final grade.
   - Teaching Assistant: can grade assignments and assessments and participate in discussions.
   - Section Designer: can create, edit, and delete all course content, communication tools, and assignments and assessments.
4. Click **Enroll**. The *Members Enrolled* section appears with the member listed.

   NOTE: At this point, the member is not yet enrolled. The members listed under *Members Enrolled* are queued to be enrolled.
5. If you want to enroll additional members, repeat steps 2 to 4.
6. If you want to remove members from the *Members Enrolled* queue list:
   a. Next to the members you want to remove, select the check box.
   b. Click **Unenroll**. A confirmation message appears.
   c. Click **OK**. The selected members are removed from the queue list.
7. Click **Save**. The *Enrollment Confirmation* screen appears, displaying a list of all members that you enrolled.
8. Click **OK**. The members are enrolled.

Importing Data from Spreadsheet

You can import data from a spreadsheet that contains grades or other information. You can import the data to existing columns or create new columns during the import process.

NOTE: All new columns created during import are created as text columns. If you want imported columns to be alphanumeric, calculated, letter grade, numeric, or selection list, you must create them first in *Grade Book*. During import you can match the *Grade Book* columns you created to the columns in your imported file.

You must create a comma-delimited or tab-delimited text file containing the information you want to add. The first row of the text file must contain the field names and the remaining rows must contain the user records. Text files can be created by exporting a tab's data to a spreadsheet file and editing it in a spreadsheet application before import.

IMPORTANT: Your text file must contain a *User Name* field and the user names for each member whose data you are importing.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Import from Spreadsheet**. The *Import File* screen appears.
2. Click **Browse**. Your computer's file browser appears.
3. Locate and select the file you want to import. The *Import File* screen appears with the path and file name in the *File* text box.
4. From the *Separator* drop-down list, select the character that separates column data in your file.
5. Click **Upload**. The *Import File* screen updates to display the following information:
   - Under *Import Column*, the field names from your text file are displayed.
   - Under *Match*, a check mark will appear for those fields that could be matched to existing *Grade Book* data columns.
   - Under *Grade Book Column*, for matched fields, the data column that matches your text file field is displayed.
   - Under *Data Preview*, the various user values for that field are displayed.
6. In the row that represents the user name field in your file, from the drop-down list under *Grade Book Column*, select *User Id*.

   NOTE: The User Id column is a required column for matching purposes only and will not be imported.
7. Check that the remaining fields from your text file are matched to data columns. If necessary, under *Grade Book Column*, from the drop-down list, do one of the following:
   - To select a data column to which to import the data, select the column.
   - To create a new data column for the data, select *Add as new column*.
   - If the data is not important and you do not wish to import it, select *Do not import*.
8. Click **Import**. Your data is imported.

Sending Mail to Members

You can send mail messages to members from the *Grades*, *Members*, *View All*, or *Custom View* tab. This feature is useful for contacting select Students about grades.

Mail must be enabled and added to *Course Tools*.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab do one of the following:
   - To send a message to one member:
     a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
     b. Click **Send Mail**. The *Create Message* pop-up window appears.
   - To send a message to multiple members:
     a. Next to each member to which you want to send a message, select the check box.
     b. Click **Send Mail**. The *Create Message* pop-up window appears.
   - To send a message to all members currently displayed:
     a. In the table heading row, select the check box.
     b. Click **Send Mail**. The *Create Message* pop-up window appears.
2. Compose and send your message.

Granting or Denying Access

Members are granted access to a course when they are first added to that course. You can deny access to certain members and grant those members access again at a later time. When members are denied access, they will see the link to that course in the *Course List* channel of their *My WebCT*. However, if they click the link, they receive a message, notifying them that their access has been denied.

EXAMPLE: You may want to deny access to members with outstanding bills. Once the bill is no longer outstanding, you can grant access to the course.

From the *Grades*, *Members*, *View All*, or *Custom View* tab, do one of the following:

- To grant access to members:
  - To grant access to one member:
    a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
    b. Click **Grant Access**. The *Access Denied* icon disappears and the member is granted access to the course.
  - To grant access to multiple members:
    a. Next to each member to whom you want to grant access, select the check box.

    b. Click **Grant Access**. The *Access Denied* icons disappear and all selected members are granted access to the course.

  - To grant access to all members:

    a. In the table heading row, select the check box. All members are selected.

    b. Click **Grant Access**. The *Access Denied* icons disappear and all members are granted access to the course.

- To deny access to members:

  - To deny access to one member:

    a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.

    b. Click **Deny Access**. The *Access Denied* icon appears next to the member's last name and the member is denied access to the course.

  - To deny access to multiple members:

    a. Next to each member to whom you want to deny access, select the check box.

    b. Click **Deny Access**. The *Access Denied* icon appears next to each member's last name and all selected members are denied access to the course.

  - To deny access to all members:

    a. In the table heading row, select the check box. All members are selected.

    b. Click **Deny Access**. The *Access Denied* icon appears next to all members' last names and all members are denied access to the course.

Exporting Data to Spreadsheet

Member information can be exported as a comma-delimited or tab-delimited text file. You can export all column information, except formulas for calculated columns. The data that you can export is determined in part by the tab from which you commence the export.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, do one of the following:

   - To export all members' data, click **Export to Spreadsheet**. The *Export to Spreadsheet* screen appears.

   - To export selected members' data, next to each member that you want to export, select the check box and click **Export to Spreadsheet**.

2. If you did not select members to export in step 1, proceed to step 4.

3. If you selected members to export in step 1, under *Members to Export*, do one of the following:

- To export the selected members, ensure that *Selected members* is selected.
- To export all members instead of the members you selected in step 1, select *All members*.

4. Under *Columns to Export*, do one of the following:
   - To export the information contained in the data columns that appear in the tab from which you initiated the export, select *Visible columns*.
   - To export the information contained in all data columns that have been defined for this course, select *All columns*.
5. Under *Select Export Format*, do one of the following:
   - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
   - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
6. Under *Select Character Set*, select the character set that works best with your spreadsheet application for your language:

   NOTE: Characters in some languages do not work with certain spreadsheet applications in Unicode (UTF-8). If you have difficulty reading the exported file with your spreadsheet application, try exporting in UnicodeLittle.

   - If your spreadsheet application works best with Unicode (UTF-8) in your language, select *Unicode (UTF-8)*.
   - If your spreadsheet application works best with UnicodeLittle in your language, select *UnicodeLittle*.
7. Click **Export**. Your browser's download dialog box appears.
8. Make your selections to download the file to the desired location.

Unenrolling Members

You can unenroll members from a course. The user retains their user name and can access their *My WebCT* and other courses in which they are enrolled, but they will no longer have access to your course.

If you unenroll a Student, their grade information remains in *Grade Book*. You can hide their grade information by using the *Hide Unenrolled Member Data* option. For more information, see *Hiding and Showing Grade Information for Unenrolled Members*.

NOTE: The demo Student cannot be removed from *Grade Book*.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, do one of the following:

- To unenroll one member:
  a. Locate the member and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
  b. Click **Unenroll Member**. A confirmation message appears.
- To unenroll multiple members:
  a. Next to each member you want to remove, select the check box.
  b. Click **Unenroll**. A confirmation message appears.
- To unenroll all members:
  a. In the table heading row, select the check box. All members are selected.
  b. Click **Unenroll**. A confirmation message appears.

2. Click **OK**. The members are unenrolled.

Hiding and Showing Grade Information for Unenrolled Members

The grade information for unenrolled members remains in *Grade Book*. However, you can specify to hide the grade information for unenrolled members. Alternatively, if the grade information for unenrolled members is hidden, you can make it viewable again.

NOTE: Only Section Instructors can unenroll course members.

From any of the *Grade Book* tabs, do one of the following:

- To hide the grade information for unenrolled members:
  a. Click **Grade Book Options**. A menu appears.
  b. Click *Hide Unenrolled Member Data*. The grade information for unenrolled members disappears.
- To show the grade information for unenrolled members:
  a. Click **Grade Book Options**. A menu appears.
  b. Click *Show Unenrolled Member Data*. The grade information for unenrolled members appears.

WORKING WITH COLUMNS

For Section Instructors

Creating Columns

Creating Alphanumeric Columns

You can create your own data columns for *Grade Book* to enter specific types of information. An alphanumeric column allows you to enter a short string of text or numbers.

EXAMPLE: Use an alphanumeric column to enter Student campus registration numbers that contain both letters and numbers.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:
   - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
     a. Click **Create Column**. A menu appears.
     b. Click *Alphanumeric*. The *Alphanumeric Column* screen appears.
   - To create the column from the *Column Settings* screen:
     a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
     b. Click *Column Settings*. The *Column Settings* screen appears.
     c. Click **Create Column**. A menu appears.
     d. Click *Alphanumeric*. The *Alphanumeric Column* screen appears.
2. In the *Column label* text box, enter the column name.
3. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
4. Determine whether the column is grade-related or not:
   - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
   - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs only, next to

Grade-related column, clear the check box.

5. If you chose to make your column grade-related, determine whether the column is released to Students or not:
   - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
   - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.
6. Click **Save**. The column is created.

Creating Calculated Columns

You can create your own columns for *Grade Book* to enter specific types of information. A calculated column will display the numeric result of a formula that you create for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz or assignment columns.

EXAMPLE: Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes: `AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}`.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
   a. Do one of the following:
      - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
        i. Click **Create Column**. A menu appears.
        ii. Click *Calculated*. The *Calculated Column* screen appears.
      - To create the column from the *Column Settings* screen:
        i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
        ii. Click *Column Settings*. The *Column Settings* screen appears.
        iii. Click **Create Column**. A menu appears.
        iv. Click *Calculated*. The *Calculated Column* screen appears.
   b. In the *Column label* text box, enter the column name.
   c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in

this column, from the *Alignment* drop-down list, select your preferred alignment.

d. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.

e. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

NOTE: With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

f. Determine whether the column is grade-related or not:

- If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
- If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.

g. If you chose to make your column grade-related, determine whether the column is released to Students or not:

- If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
- If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

h. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:

- To only release the average score, select *Average Only*.
- To release detailed statistics, select *All*.

NOTE: When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

i. Click **Save**. The column is created.

2. Create a formula for the calculated column:

a. Do one of the following:

- If you created your calculated column from the *Grades*, *Members*, *View All*, or *Custom View* tab:

  i. Locate the calculated column and click its *ActionLinks* icon. A menu appears.

  ii. From the menu that appears, click **Edit Column Formula**. The *Edit Formula* screen appears.

- If you created your calculated column from the *Column Settings* screen, locate the calculated column and, in its *Actions* row, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.

b. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

IMPORTANT: This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

c. Create the formula:

NOTE: You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

- To enter a number, click that number's button.
- To enter mathematical operators, click the **+** (add), **-** (subtract), ***** (multiply), or **/** (divide) buttons.
- To nest an argument:

  NOTE: You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

  i. To open a nested argument, click the **Left Parenthesis** button.

  ii. Enter the argument.

  iii. To close the argument, click the **Right Parenthesis** button.

- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

  In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total displays. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value will appear as a running total.

  Running totals are italicized and appear in parenthesis. Once there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

  NOTE: A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

NOTE: You can add the following four functions to your formula:

- SUM: returns the sum of the arguments within the SUM function braces.
- MAX: returns the maximum value of the arguments within the MAX function braces.
- MIN: returns the minimum value of the arguments within the MIN function braces.
- AVG: returns the average value of the arguments within the AVG function braces.

i. At a valid point in the formula, click the function button. The function name and its left brace are inserted.

ii. Enter the function's first argument.

iii. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.

iv. To complete the function, click **End Function**.

- To clear the last entry, click **Undo**.
- To clear the entire formula, click **Clear All**.

3. Click **Save**. The formula is created.

Rules for Calculated Columns that Reference Empty Numeric Columns

When creating or editing the formula for a calculated column, you can insert a reference to another numeric column in order to use its value in your formula. However, if the numeric column you reference is empty, the empty column will either be treated as 0 in the formula, or will be ignored.

Empty Numeric Column References that are Treated as 0

When a formula uses the + (add), - (subtract), * (multiply), / (divide) operators, empty column references are treated as 0. For example: If a calculated column uses this formula: `[x]*[y]`, but there is only a value for `[x]`, the reference to `[y]` is treated as 0. The running total would therefore be 0.00

EXAMPLE: [Midterm = 65.00]*[Final = Empty] displays *(0.00)* as a running total because the empty value is treated as 0.

Empty Numeric Column References that are Ignored

When a formula uses the SUM, AVG, MIN, MAX operators, empty column references are ignored. For example: If a calculated column uses this formula: `AVG{[x][y]}`, but there is only a value for `[x]`, the reference to `[y]` is ignored. The running total would therefore be the `[x]` value.

EXAMPLE: AVG{[Midterm = 65.00][Final = Empty]} displays *(65.00)* as a running total because the

empty value is ignored.

NOTE: Running totals are italicized and appear in parenthesis.

Creating Letter Grade Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *letter grade* column displays a letter grade for each Student, based on the values of another numeric or calculated column. You can edit the numeric ranges that determine which letter grade is assigned.

EXAMPLE: Use a letter grade column to determine the final grade, based on a calculated column that calculates a value from 0 to 100.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
   a. Do one of the following:
      - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
        i. Click **Create Column**. A menu appears.
        ii. Click *Letter grade*. The *Letter Grade Column* screen appears.
      - To create the column from the *Column Settings* screen:
        i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
        ii. Click *Column Settings*. The *Column Settings* screen appears.
        iii. Click **Create Column**. A menu appears.
        iv. Click *Letter grade*. The *Letter Grade Column* screen appears.
   b. In the *Column label* text box, enter the column name.
   c. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
   d. Determine whether the column is grade-related or not:
      - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
      - If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.
   e. If you chose to make your column grade-related, determine whether the column is released to Students or not:

- If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
- If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

f. From the *Based on numeric/calculated column* drop-down list, select the numeric or calculated column that contains the numeric value on which you want to base the letter grade.

g. Click **Save**. The column is created.

2. If you want to view and/or edit the numerical ranges that determine letter grades (the letter grade scheme):

   a. Do one of the following:

   - If you created your letter grade column from the *Grades*, *Members*, *View All*, or *Custom View* tab:

     i. Locate the letter grade column and click its *ActionLinks* icon. A menu appears.

     ii. Click **Edit Column Letter Grade Scheme**. The *Edit Letter Grade Scheme* screen appears.

   - If you created your letter grade column from the *Column Settings* screen, locate the letter grade column and, in its *Actions* row, click the *Edit Column Letter Grade Scheme* icon. The *Edit Letter Grade Scheme* screen appears.

   b. Do one of the following:

   - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
   - To create a custom letter grade scheme:

     i. Under *Grade*, enter a letter value for each letter grade in your scheme.

     ii. Under *Range*, enter the upper range for each letter grade.

     EXAMPLE: If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an A will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

     iii. If you need to add a letter grade:

       i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears

       ii. Under *Grade*, enter a letter value for the letter grade.

       iii. Under *Range*, enter the upper range for the letter grade.

     iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.

v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.

c. Save your letter grade scheme:

- To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**. The letter grade scheme is updated.
- To save the letter grade scheme for this column only, click **Save**. The letter grade scheme is updated.

Creating Numeric Columns

You can create columns in *Grade Book* to store specific types of information. A *Numeric* column can contain only numeric values.

EXAMPLE: Use a numeric column to manually enter scores for an assessment.

1. From the *Grade Book* screen, click **Create Column**. A menu appears.
2. Click *Numeric*. The *Numeric Column* screen appears.
3. In the *Column label* text box, enter the column name.
4. If you want to determine the alignment (left, right, or center justified) of characters displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
5. If you want the numeric values in this column to display to a certain number of decimal places, from the *Decimals* drop-down list, select the number of decimal places.
6. If you want to limit column values at a certain number, in the *Maximum value* text box, enter the number.

   NOTE: With a value entered here, the column will display *out of [#]* with the number you entered. This is useful for comparing Students' entered values with the maximum possible for this column.

7. Determine whether the column is grade-related or not:
   - If the column will contain grade data, next to *Grade-related column*, select the check box.
   - If the column will not contain grade data, next to *Grade-related column*, clear the check box.
8. If you chose to make your column grade-related, determine whether the column is released to Students or not:
   - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
   - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the

check box.

9. If you want to release statistics to Students to view in their *My Grades* tool, select an option from the *Release Statistics* drop-down list:
   - To only release the average score, select *Average Only*.
   - To release detailed statistics, select *All*. Detailed statistics include the average, median, maximum, minimum, standard deviation, and the grade histogram.
10. Click **Save**. The column is created.

Creating Selection List Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *selection list* column allows you to select from a drop-down (selection) list of one or more values to describe or grade Students. You can create the values and determine the order in which they appear in the list.

EXAMPLE: Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Create the column:
   a. Do one of the following:
      - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:
        i. Click **Create Column**. A menu appears.
        ii. Click *Selection List*. The *Selection List Column* screen appears.
      - To create the column from the *Column Settings* screen:
        i. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
        ii. Click *Column Settings*. The *Column Settings* screen appears.
        iii. Click **Create Column**. A menu appears.
        iv. Click *Selection List*. The *Selection List Column* screen appears.
   b. In the *Column label* text box, enter the column name.
   c. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.
   d. Determine whether the column is grade-related or not:

- If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.
- If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.

e. If you chose to make your column grade-related, determine whether the column is released to Students or not:

- If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
- If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.

f. Click **Save**. The column is created.

2. Create values for the selection list:

a. Do one of the following:

- If you created your selection list column from the *Grades*, *Members*, *View All*, or *Custom View* tab:

  i. Locate the selection list column and click its *Action Links* icon. A menu appears.

  ii. Click **Edit Column Select List**. The *Edit Selection List* screen appears.

- If you created your selection list column from the *Column Settings* screen, locate the selection list column and, in its *Actions* row, click the *Edit Column Selection List* icon. The *Edit Selection List* screen appears.

b. In the text box, enter the first value that you want to appear in the list.

c. To add an item to your selection list, do one of the following:

NOTE: The values will display in the order that they appear in the list on this screen.

- To add an item after the last item in the list, click **Add Item**. An item is added to the bottom of the list.
- To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**. An item is added above the selected item.

d. Enter a value in the text box of the added item. Repeat steps e and f for each item you want to add to your selection list.

e. To delete an item, click its *Delete* icon.

f. To change the order of the list:

- To move an item above another item:

  i. Next to the item you want to move, select the check box.

ii. In the row for the item above which you want to insert the selected item, click the *Move Selected Items Above* icon. The selected item is moved.

- To move an item to the bottom of the list:

  i. Next to the item that you want to move, select the check box.

  ii. In the bottom row, click the *Move Selected Items to Bottom of List* icon. The selected item is moved.

g. Click **Save**. The selection list for the column is set.

Creating Text Columns

You can create your own columns for *Grade Book* to enter specific types of information. A *text* column allows you to enter an extended amount of words, phrases, or paragraphs.

EXAMPLE: Use a text column to enter comments.

All new columns that you create are automatically added to the *View All* and *Custom View* tabs. Columns set as *grade-related* are added to the *Grades* tab. Columns not set as *grade-related* are added to the *Members* tab.

1. Do one of the following:

   - To create the column from the *Grades*, *Members*, *View All*, or *Custom View* tab:

     a. Click **Create Column**. A menu appears.

     b. Click *Text*. The *Text Column* screen appears.

   - To create the column from the *Column Settings* screen:

     a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.

     b. Click *Column Settings*. The *Column Settings* screen appears.

     c. Click **Create Column**. A menu appears.

     d. Click *Text*. The *Text Column* screen appears.

2. In the *Column label* text box, enter the column name.

3. If you want to determine the alignment (left, right, or center justified) of numbers displayed in this column, from the *Alignment* drop-down list, select your preferred alignment.

4. Determine whether the column is grade-related or not:

   - If you want the column to appear in the *Grades*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, select the check box.

- If you want the column to appear in the *Members*, *View All*, and *Custom View* tabs only, next to *Grade-related column*, clear the check box.

5. If you chose to make your column grade-related, determine whether the column is released to Students or not:
   - If you want the column to appear for Students in their *My Grades* tool, next to *Released to Student*, select the check box.
   - If you want the column to appear only in the *Grade Book*, next to *Released to Student*, clear the check box.
6. Click **Save**. The column is created.

Editing Columns

Changing Column Types

For any column that you create, as well as the default *Midterm* and *Final* grade-related columns, you can change the column from one type to another.

EXAMPLE: You can change the default *Final* column from a calculated column to a letter-grade column.

You cannot modify the following columns:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*
- *Role*

These columns come directly from the member's user and enrollment records.

Each of the different column types can only hold certain types of information, so you may find that a column type no longer serves your needs. Instead of creating a new column and re-entering information, you can change the column type to allow different types of information to be entered.

When you change the column type, any entered values are converted to be consistent with the data allowable in the new column type. You can preview the converted values and decide whether to apply them or cancel the conversion.

The types of columns available in *Grade Book* are as follows:

- alphanumeric columns: for entering a short line of alphanumeric data.
- calculated columns: for calculating a numerical value, using other columns, if desired.

- letter grade columns: for determining a letter grade, based on a column that contains a numeric value.
- selection list columns: for selecting from a list of text values that you create.
- text columns: for entering a paragraph of text.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears, displaying all columns.
3. Locate the column that you want to modify, and, in its *Type* row, click the current column type that you want to modify. The *Convert Column Type* pop-up window appears.
4. From the *New Value* drop-down list, select a new column type.

   NOTE: Only certain column types will be available, based on the existing column type.

5. In the *Comment* text box, enter a note about your change.

   NOTE: Comments appear in the audit history for *Grade Book* which, depending on your institution's policies, may be very important.

6. Click **Save**. The *Confirm New Values* screen appears, displaying the old values for the column and the new, converted values.
7. Scroll through and review each new value.
8. Click **Apply**. The column type is changed.

Determining Column Order

You can determine the left-to-right order in which columns display in each of the *Grade Book* tabs. The order of columns is unique to each tab: you can have the *Last Name* column appear left-most in the *Grades* tab and have it as the third column in the *Members* tab.

1. From any of the *Grade Book* tabs, click **Reorder Columns**. The *Reorder Columns* screen appears.

   Each column that is currently in the tab you started from appears in a list. The top-most column in this list is the left-most column in the tab.

2. Next to each column you want to move, select the check box.
3. Do one of the following:
   - To move the selected columns to the left of a column, under *Move*, click the appropriate *Insert Selected Items Above* icon.
   - To move the selected columns to the right of the right-most column in the tab, at the bottom of the list, under *Move*, click the *Insert Selected Items at Bottom of List* icon.
4. Repeat steps 2 and 3 to re-order additional columns.

5. Click **Save**. The columns are re-ordered.

Editing Formulas for Calculated Columns

For calculated columns, you can enter or modify the formula used to calculate the values for that column. The formula can reference any other columns that contain numeric information: numeric columns, other calculated columns, quiz, or assignment columns.

EXAMPLE: Use a calculated column to calculate the final grade for Students. The following formula calculates a final grade by averaging the grades from four quizzes:
`AVG{[Quiz1],[Quiz2],[Quiz3],[Quiz4]}`

1. Do one of the following:
   - To edit formulas from the *Grades*, *Members*, *View All*, or *Custom View* tab:
     a. Locate the calculated column whose formula you want to edit and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Column Formula**. The *Edit Formula* screen appears.
   - To edit formulas from the *Column Settings* screen:
     a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
     b. Click *Column Settings*. The *Column Settings* screen appears.
     c. Locate the calculated column whose formula you want to edit and, in its *Actions* row, click the *Edit Column Formula* icon. The *Edit Formula* screen appears.
2. Construct your formula on paper exactly as you want to enter it, complete with mathematical operators, nested arguments within parentheses, references to other data columns, and any of the available functions.

   IMPORTANT: This formula creator is best suited for entering a formula all at once. The only editing allowed is to undo the last item you entered or to clear the entire formula. You cannot move back and forth between variables in the formula. Consequently, it is easiest to have the formula written out exactly as you want to enter it.

3. Create the formula:

   NOTE: You can only enter characters by clicking the buttons on the screen; you cannot use your keyboard.

   - To enter a number, click that number's button.
   - To enter mathematical operators, click the **+** (add), **-** (subtract), ***** (multiply), or **/** (divide) buttons.
   - To nest an argument:

NOTE: You can use multiple levels of parentheses to nest arguments, but you must ensure that you have the proper number of left and right parentheses. If you do not, you will not be able to save the formula.

a. To open a nested argument, click the **Left Parenthesis** button.

b. Enter the argument.

c. To close the argument, click the **Right Parenthesis** button.

- To insert a reference to a numeric column in order to use its value in your column formula, under *Select a column to add to your formula*, click the name of the column. The column name appears in the preview box.

  In *Grade Book*, if at least one column referenced in the formula for the calculated column has a value, a running total appears. For example: If you create a formula that calculates the sum of the *Midterm* and *Final*, and there is a value in the *Midterm* column but not the *Final* column, the *Midterm* value appears as a running total.

  Running totals are italicized and appear in parenthesis. Once there is a value in the *Final* column, the formula is completed and appears in plain text like other *Grade Book* entries.

  NOTE: A reference to an empty column is either treated as 0 in the formula, or is ignored. For more information, see *Rules for Calculated Columns that Reference Empty Numeric Columns*.

- To insert a function:

  NOTE: You can add the following four functions to your formula:

  - SUM: returns the sum of the arguments within the SUM function braces.
  - MAX: returns the maximum value of the arguments within the MAX function braces.
  - MIN: returns the minimum value of the arguments within the MIN function braces.
  - AVG: returns the average value of the arguments within the AVG function braces.

  a. At a valid point in the formula, click the function button. The function name and its left brace are inserted.

  b. Enter the function's first argument.

  c. To enter another argument, click **Enter Another Value**. A comma is inserted after the previous argument to show that another value may be entered.

  d. To complete the function, click **End Function**.

- To clear the last entry, click **Undo**.
- To clear the entire formula, click **Clear All**.

4. Click **Save**. All values in the column are updated using the formula you edited.

Rules for Calculated Columns that Reference Empty Numeric Columns

When creating or editing the formula for a calculated column, you can insert a reference to another numeric column in order to use its value in your formula. However, if the numeric column you reference is empty, the empty column will either be treated as 0 in the formula, or will be ignored.

Empty Numeric Column References that are Treated as 0

When a formula uses the + (add), - (subtract), * (multiply), / (divide) operators, empty column references are treated as 0. For example: If a calculated column uses this formula: `[x]*[y]`, but there is only a value for `[x]`, the reference to `[y]` is treated as 0. The running total would therefore be 0.00

EXAMPLE: [Midterm = 65.00]*[Final = Empty] displays *(0.00)* as a running total because the empty value is treated as 0.

Empty Numeric Column References that are Ignored

When a formula uses the SUM, AVG, MIN, MAX operators, empty column references are ignored. For example: If a calculated column uses this formula: `AVG{[x][y]}`, but there is only a value for `[x]`, the reference to `[y]` is ignored. The running total would therefore be the `[x]` value.

EXAMPLE: AVG{[Midterm = 65.00][Final = Empty]} displays *(65.00)* as a running total because the empty value is ignored.

NOTE: Running totals are italicized and appear in parenthesis.

Editing Schemes for Letter Grade Columns

For letter grade columns, you can modify the numerical ranges that determine the letter grade.

1. Do one of the following:
   - To edit schemes from the *Grades*, *Members*, *View All*, or *Custom View* tab:
     a. Locate the letter grade column whose scheme you want to edit and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Column Letter Grade Scheme**. The *Edit Letter Grade Scheme* screen appears.
   - To edit schemes from the *Column Settings* screen:
     a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
     b. Click *Column Settings*. The *Column Settings* screen appears.
     c. Locate the letter grade column whose scheme you want to edit and, in its *Actions* row, click

the *Edit Column Letter Grade Scheme* icon. The *Edit Letter Grade Scheme* screen appears.

2. Do one of the following:
   - To populate the letter grade scheme with the current default letter grades and ranges, click **Use Default Scheme**.
   - To create a custom letter grade scheme:
     i. Under *Grade*, enter a letter value for each letter grade in your scheme.
     ii. Under *Range*, enter the upper range for each letter grade.

     EXAMPLE: If you enter 100 as the range for the letter grade *A* and 86 for the letter grade *B*, an A will be granted to the Student who has a value of 86 to 100 in the column on which this letter grade column is based.

     iii. If you need to add a letter grade:
       i. Select the row below which you want to insert the new grade and click **Add Grade**. A blank row appears
       ii. Under *Grade*, enter a letter value for the letter grade.
       iii. Under *Range*, enter the upper range for the letter grade.
     iv. If you want to delete a row, click its *Delete* icon. The letter grade is deleted without confirmation.
     v. If you want to create a comment about your letter grade scheme, under *Comment*, enter a comment.
3. Save your letter grade scheme:
   - To set this scheme as the default on which all future letter grade columns for this course will be based, click **Save and Set as Default**. The letter grade scheme is updated.
   - To save the letter grade scheme for this column only, click **Save**. The letter grade scheme is updated.

Editing List Values for Selection List Columns

You can edit the list of values used in a selection list column.

EXAMPLE: Use a selection list column to grade Student effort. Create a list with the values *Excellent*, *Good*, *Fair*, and *Poor*.

Selection list columns can be used in the *Members* tab as descriptive data or in the *Grades* tab as a grade column. You can choose the order in which the values appear in the list. You can edit selection list column values in any book view in which that column appears.

1. Do one of the following:
   - To edit list values from the *Grades*, *Members*, *View All*, or *Custom View* tab:
     a. Locate the selection list column whose list values you want to edit and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Column Select List**. The *Edit Selection List* screen appears.
   - To edit list values from the *Column Settings* screen:
     a. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click **Grade Book Options**. A menu appears.
     b. Click *Column Settings*. The *Column Settings* screen appears.
     c. Locate the selection list column whose list values you want to edit and, in its *Actions* row, click the *Edit Column Selection List* icon. The *Edit Selection List* screen appears.
2. In the text box, enter the first value that you want to appear in the list.
3. To add an item to your selection list, do one of the following:

   NOTE: The values will display in the order that they appear in the list on this screen.

   - To add an item after the last item in the list, click **Add Item**. An item is added to the bottom of the list.
   - To add an item before another item, next to the item above which you want to add an item, select the check box and click **Add Item**. An item is added above the selected item.
4. Enter a value in the text box of the added item. Repeat steps 2 and 3 for each item you want to add to your selection list.
5. To delete an item, click its *Delete* icon.
6. To change the order of the list:
   - To move an item above another item:
     i. Next to the item you want to move, select the check box.
     ii. In the row for the item above which you want to insert the selected item, click the *Insert Selected Items Above* icon. The selected item is moved.
   - To move an item to the bottom of the list:
     i. Next to the item that you want to move, select the check box.
     ii. In the bottom row, click the *Insert Selected Items Below* icon. The selected item is moved.
7. Click **Save**. The selection list for the column is edited.

Renaming Columns

Renaming a column updates that column's name in each tab in which the column appears.

NOTE: You cannot rename the following columns:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*
- *Role*
- *Cross-listing Information*

  NOTE: This column only appears if the course has been cross-listed.

- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course

IMPORTANT: If you rename a numeric or calculated column that you have referenced in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click *Column Settings*. The *Column Settings* screen appears.

   This screen displays all columns in *Grade Book*. You can rename several columns, but you must do so one at a time.
3. Locate the column that you want to rename and click its name. The *Edit Column Value* pop-up window appears, displaying the current column name in the *Current Value* field.
4. In the *New Value* text box, enter the new column name.
5. If you are renaming an alphanumeric, letter grade, selection list, or text column, click **Save**. The column is renamed.
6. If you are renaming a numeric or calculated column:

   a. Click **Save**. A confirmation message appears warning you that if you have referenced this column in a calculated column formula or to generate a letter grade for a letter grade column, the reference will be broken.

   b. Click **OK**. The column is renamed.

Setting Column Alignment

You can set the justification of the values displayed for any column as left, centered, or right.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click *Column Settings*. The *Column Settings* screen appears.
3. Do one of the following:
   - To set alignment for one column, locate the column and, in its *Alignment* row, click **L**, **C**, or **R**, to select left, center, or right justification, respectively. The selected value appears bold, indicating the current alignment.
   - To set the same alignment for several columns:
     a. In the table heading row, for each column that you want to set the same alignment, select the check box.
     b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The alignment for the selected columns is updated.
   - To set the same alignment for all columns:
     a. Next to *Select All/None*, select the check box. All columns are selected.
     b. From the *Align* drop-down list, select *Left*, *Right*, or *Center* and click the *Go* icon. The alignment for all columns is updated.

Setting Column Decimal Display

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine how many decimal places are displayed for column values. Decimals can be displayed to 0, 1, 2, or 3 places.

EXAMPLE: For a calculated column, you can set the decimal display to 0, so that you know that the displayed values for that column are whole numbers.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. Do one of the following:
   - To set the decimal display for one column:
     a. Locate the column and, in its *Decimals* row, click the current value. The *Edit Column Value* pop-up window appears.
     b. From the *New Value* drop-down list, select the new number of decimal places.
     c. Click **Save**. The decimal display is updated.
   - To set the same decimal display for multiple columns:
     a. In the table heading row, for each column that you want to set the decimal display, select the check box.

b. From the *Decimals* drop-down list, select the number of decimal places that you want the selected columns to display and click the *Go* icon. The decimal display for each column is updated.

- To set the same decimal display for all columns:

  a. Next to *Select All/None*, select the check box. All columns are selected.

  b. From the *Decimals* drop-down list, select the number of decimal places that you want all columns to display and click the *Go* icon. The decimal display for all columns is updated.

Setting Column Maximum Value

For calculated, numeric, quiz, and assignment columns (columns that display a numeric value), you can determine a maximum value. Once you enter a maximum value, the column will display *out of #* next to its name in all tabs in which it appears.

EXAMPLE: For a quiz column, you can set the maximum value at 60, so that you know that the displayed values for that column are out of 60.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. Locate the column and, in its *Maximum Value* row, click the current value. The *Edit Column Value* pop-up window appears.
4. In the *New Value* text box, enter the maximum value and click **Save**.

Setting Columns as Grade-Related

Columns that you add to *Grade Book* can be grade-related or not. All added columns appear in the *View All* and *Custom View* tabs. Grade-related columns appear only in the *Grades* tab while columns that are not grade-related only appear in the *Members* tab. Grade-related columns can be released to Students while non-grade-related columns cannot.

NOTE: You cannot make the following columns grade-related:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*
- *Role*

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. Do one of the following:
   - To set one column as grade-related, locate the column and, in its *Grade Column* row, click *No*. The value is updated to *Yes*, indicating it is a grade-related column.
   - To set multiple columns as grade-related:
     a. In the table heading row, for each column that you want to set as grade-related, select the check box.
     b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. The selected columns are converted to grade-related columns.
   - To set all columns as grade-related:
     a. Next to *Select All/None*, select the check box. All columns are selected.
     b. From the *Grade* drop-down list, select *Yes* and click the *Go* icon. All columns are converted to grade-related columns.

Setting Columns as Released to Students

Grade Book allows you to determine which columns Students see in their *My Grades* channel in *My WebCT* and in their *My Grades* tool. When a grade column is released to Students, each Student will see only their value, and not all Students' values.

NOTE:
- Students can only see grade-related columns. If you release columns that are not grade-related, Students will not see them.
- You cannot release *SCORM* grade columns to Students.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. Do one of the following:
   - To release one column, locate the column and, in its *Released to Student* row, click *No*. The value is updated to *Yes*, indicating it is released to Students.
   - To release multiple columns:
     a. In the table heading row, for each column that you want to release, select the check box.
     b. Click **Release**. The selected columns are released to Students.
   - To release all columns:
     a. Next to *Select All/None*, select the check box. All columns are selected.

b. Click **Release**. All columns are released to Students.

Setting Column Statistics as Released to Students

Grade Book lets you specify whether you want to release statistics for the item in a numeric or calculated column. For example, you may want to release the average score for an assignment to Students. You can also specify to release more detailed statistics.

IMPORTANT: You can only release statistics for numeric and calculated columns.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click **Column Settings**. The *Column Settings* screen appears.
3. For each column you want to release statistics for, in its *Release Statistics* row, click the current value. The *Edit Column Value* pop-up window appears.
4. From the *New Value* drop-down list, select an option:
   - To only release the average score, select *Average Only*.
   - To release detailed statistics, select *All Statistics*.

   NOTE: When you release detailed statistics, Students can view all of the statistics you can view, including the average, median, maximum, minimum, standard deviation, and the grade histogram. For more information about how to view detailed statistics for a column, see *Viewing Column Statistics*.

Viewing Column Statistics

Viewing Column Statistics

You can view the following statistics for calculated, numeric, and alphanumeric columns from the *Grades*, *Members*, *View All*, or *Custom View* tab:

NOTE: Only numeric column values are used in statistics.

- *Count*: the total number of values in the column.
- *Average*: the average value of all values in the column.
- *Median*: the middle value in a distribution of column values.
- *Maximum*: the maximum column value.

- *Minimum*: the minimum column value.
- *Standard Deviation*: the measure of the dispersion or variation in a distribution of column values.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, click the *ActionLinks* icon for the column for which you want to view statistics. A menu appears.
2. Click **Column Statistics**. The *Column Statistics* pop-up window appears displaying all available column statistics.

   The *Column Statistics* screen also displays a *Grade Histogram*, which is a bar graph of the number of Students who scored within certain grade ranges. The measurement for the number of Students is broken down into decimals to represent how often (the *Frequency)* grades were in a certain grade range. The bottom bar represents the highest grade. You can increase or decrease the number of grade ranges:

   - To increase the number of grade ranges, click **More Bars**. Five bars are added, decreasing the grade ranges.
   - To decrease the number of grade ranges, click **Fewer Bars**. Five bars are removed, increasing the grade ranges.

   NOTE: To calculate the grade ranges, WebCT uses the maximum grade allowed for the column and divides the value into 10 even ranges. If a maximum allowable grade has not been set for a column, WebCT uses the highest grade in the column. For example, if the maximum grade allowed for a column is 100, or the highest grade is 100, you see 10 ranges each with an increment of 10.

3. When you are done viewing statistics for the column, click **OK**.

Viewing Submissions

Viewing Submissions

You can quickly 'jump' to the submissions for an assignment, assessment or gradable discussion topic from *Grade Book* columns that have been automatically created for these items.

1. From the *Grades*, *View All* or *Custom View* tab, click the *ActionLinks* icon for the column you want to view submissions for. A menu appears.
2. Click **View Submissions**. Depending on the type of submissions you are viewing, one of the following screens appear:

   - If you are viewing submissions for an assignment, the *Assignment Dropbox* screen appears with the *All* tab displayed. The submissions in the *All* tab are filtered so you only see submissions for the assignment you selected in *Grade Book*.

- If you are viewing submissions for an assessment, the *Assessment Submissions* screen appears with the *All* tab displayed. The submissions in the *All* tab are filtered so you only see submissions for the assessment you selected in *Grade Book*.
- If you are viewing submissions for a gradable discussion topic, the *Messages* screen appears with the submissions for the discussion topic you selected in *Grade Book*.

Deleting Columns

Deleting Columns

Deleting a column removes that column and all its data permanently from *Grade Book*. You cannot delete the following default columns:

- all *SCORM Grades* columns
- *First Name*
- *Last Name*
- *User ID*
- *Role*
- *Midterm*
- *Final*
- *Cross-listing Information*

  NOTE: This column only appears if the course has been cross-listed.

- columns automatically created when a new assignment, gradable discussion topic, survey, or quiz is added to the course

IMPORTANT: Columns contain information about Students that is lost if you delete that column. Check with your system administrator before you delete a column, as you may be required to back up your course first to save that data for future restoring.

1. From any of the *Grade Book* tabs, click **Grade Book Options**. A menu appears.
2. Click *Column Settings*. The *Column Settings* screen appears.

   NOTE: You can only delete columns for which the *Delete* icon appears above the column label.

3. Do one of the following:

- To delete one column, above the column you want to delete, click its *Delete* icon. A confirmation message appears.
- To delete multiple columns:
  a. Above each column you want to delete, select the check box.
  b. Click **Delete**. A confirmation message appears.
- To delete all columns:
  a. Next to *Select All/None*, select the check box. All columns are selected.
  b. Click **Delete**. A confirmation message appears.

4. Click **OK**. The selected columns are deleted.

EDITING COLUMN VALUES

For Section Instructors

Editing Column Values for a Member

Once you have added and organized columns in the various tabs of *Grade Book*, you can enter or edit a value for any or all columns in the tab you are in, for one member. When editing column data for a member, if you enter values for calculated, quiz, or assignment columns, the values will display in *Grade Book* with a caret symbol (^) to indicate that they are overridden values.

NOTE: You can only edit column values for Student s and Auditors.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab:
   a. Locate the member you want to edit and, under *Last Name*, click the member's *PeopleLinks* icon. A menu appears.
   b. Click **Edit Member**. The *Edit Member* screen appears.

   In this screen, each data column appears as a row, with the current value, a text box to enter a new value, and a text box to enter a comment for the change (for auditing purposes).
2. Enter or edit any values:
   a. Locate the data column whose value you want to enter or edit for the member.

b. In the appropriate *Change to* text box or drop-down list, enter or select the new value.

NOTE: The value you enter must be valid for the column type. For example, a numeric column can only accept numbers.

c. In the appropriate *Comment* text box, enter a reason for your edit, for auditing purposes.

d. While editing values for this member, you can view the audit history to note any previous edits made for this member:

- To view the audit history for all columns for this member:

  i. Next to the member's name, click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this member.

  ii. If you want to export the audit history as a text file:

    i. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.

    ii. Under *Select Export Format*, do one of the following:

      - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.

      - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.

    iii. Click **Export**. Your browser's download dialog box appears.

    iv. Make your selections to download the file to the desired location.

    v. Click **Done**. The *Grade Audit History* pop-up window appears.

  iii. When you are finished viewing the audit history, click **Done**.

- To view the audit history for one column for this member:

  i. In the row that represents the column, click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this member.

  ii. When you are finished viewing the audit history, click **Done**.

3. Click **Save**. The column value is edited.

Editing Column Values for a Column

Once you have added and organized columns in the various tabs of *Grade Book*, you can view one column's values for all members in a separate screen. You can then edit the values for any member. If you choose to edit a column that is a calculated, quiz, or assignment column, upon editing any of those values, they will display in *Grade Book* with a caret symbol (^) to indicate that they are overridden values. Changes made to a column's values are reflected in all tabs in which that column displays.

NOTE:

- You cannot edit column values for the *First Name*, *Last Name*, *User ID*, and *Role* columns.
- You can only edit column values for Students and Auditors.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab:
   a. Locate the column you want to edit and click its *ActionLinks* icon. A menu appears.
   b. Click **Edit Values**. The *Edit Column* screen appears.

   In this screen, each member appears as a row, with their *First Name*, *Last Name*, and *User ID*, the current value for the column you are editing, a text box to enter a new value, and a text box to enter a comment for the change (for auditing purposes).
2. Enter or edit any values:
   a. Locate the member whose value you want to enter or edit.
   b. In the appropriate *Change to* text box or drop-down list, enter or select the new value.

      NOTE: The value you enter must be valid for the column type. For example, a numeric column can only accept numbers.

   c. In the appropriate *Comment* text box, enter a reason for your edit, for auditing purposes.
   d. To view the audit history to note any previous edits made for this member:
      i. Click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this member.
      ii. If you want to export the audit history as a text file:
         i. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.
         ii. Under *Select Export Format*, do one of the following:
            - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
            - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.
         iii. Click **Export**. Your browser's download dialog box appears.
         iv. Make your selections to download the file to the desired location.
         v. Click **Done**. The *Grade Audit History* pop-up window appears
      iii. When you are finished viewing the audit history, click **Done**.
   e. Repeat steps a to d to edit other members.
3. Click **Save**. The column value is edited.

Editing a Single Column Value for a Member

Once you have added and organized columns in the various tabs of *Grade Book*, you can enter or edit a column's value for a single member. If the column whose value you are editing is a calculated, quiz, or assignment column, the value will display in *Grade Book* with a caret symbol (^) to indicate that it is overridden.

NOTE:

- You cannot edit column values for the *First Name*, *Last Name*, *User ID*, and *Role* columns.
- You can only edit column values for Students and Auditors.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, locate the member and column whose value you want to edit and click the value. The *Edit Value* pop-up window appears.

   TIP: If you cannot click the value, it is not one that you can edit.

2. If you are editing a value in a *Calculated*, *Letter Grade*, *Quiz*, or *Assignment* column:

   a. If you want to use the default value for the column, select *Revert to Original*.

   b. If you want to change the value to a custom value, in the *Change to* text box, enter a new value.

      NOTE: The value you enter must be valid for the column type. For example, a numeric column can only accept numbers.

3. If you are editing a value in a *Numeric*, *Selection List*, *Text*, or *Alphanumeric* column, in the *Change to* text box or drop-down list, enter or select a new value.

   NOTE: The value you enter must be valid for the column type. For example, a numeric column can only accept numbers.

4. In the *Comment* text box, enter a reason for your edit, for auditing purposes.

5. To view the audit history to note any previous edits made for this member:

   a. Click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this member.

   b. If you want to export the audit history as a text file:

      i. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.

      ii. Under *Select Export Format* do one of the following:

         - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
         - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.

iii. Click **Export**. Your browser's download dialog box appears.

iv. Make your selections to download the file to the desired location.

v. Click **Done**. The *Grade Audit History* pop-up window appears

c. When you are finished viewing the audit history, click **Done**.

6. In the *Edit Value* pop-up window, click **Save**. The column value is edited.

WORKING WITH GRADES

For Section Instructors

Overriding Grades

All grade-related columns appear in the *Grades* tab of *Grade Book*. Students and Auditors are graded for quizzes and assignments. Students also receive a midterm and final grade. Aside from these default *Grade Book* columns, you can add other columns that determine other grades.

For grade columns that automatically create a value (calculated, quiz, assignment, or letter grade), you can override the calculated value. If you do so, the values will display in *Grade Book* with a caret symbol (^) to indicate that the calculation has been overridden.

NOTE:

- You cannot edit column values for the *First Name*, *Last Name*, *User ID*, and *Role* columns.
- You can only edit column values for Students and Auditors.

1. From the *Grades*, *View All*, or *Custom View* tab, locate the member and column whose value you want to edit and click the value. The *Edit Value* pop-up window appears.

   TIP: If you cannot click the value, it is not one that you can edit.

2. Enter or edit the value:

   a. In the *Change to* text box, enter the new value.

   b. In the *Comment* text box, enter a reason for your edit, for auditing purposes.

   c. To view the audit history to note any previous edits made for this member:

i. Click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this member.

ii. If you want to export the audit history as a text file:

   i. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.

   ii. Under *Select Export Format* do one of the following:

      - To create a text file where field information for each member is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information for each member is separated by a tab keystroke, select *Tab-delimited*.

   iii. Click **Export**. Your browser's download dialog box appears.

   iv. Make your selections to download the file to the desired location.

   v. Click **Done**. The *Grade Audit History* pop-up window appears

iii. When you are finished viewing the audit history, click **Done**.

3. Click **OK**. The value is changed.

Viewing Audit History for One Student

You can view the history of any grade overrides made to a single Student for any grade-related column in your course.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab:

   a. Locate the Student whose audit history you want to view and, under *Last Name*, click the Student's *PeopleLinks* icon. A menu appears.

   b. Click **Edit Member**. The *Edit Member* screen appears.

   In this screen, each data column appears as a row, with the current value, a text box to enter a new value, and a text box to enter a comment for the change (for auditing purposes).

2. Do one of the following

   - To view the audit history for all columns for this Student, next to the Student's name, click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to all columns for this Student.
   - To view the audit history for one column for this Student, in the row that represents the column, click **View Audit History**. The *Grade Audit History* pop-up window appears, displaying all changes made to this column for this Student.

3. To sort by any column, click that column's title.

4. To change the sort order, click the column's title again.
5. To print the list, use your web browser's print function.
6. If you are viewing the audit history for all columns, you can export the list as a comma or tab-delimited file:
   a. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.
   b. Under *Select Export Format*, do one of the following:
      - To create a text file where field information is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information is separated by a tab keystroke, select *Tab-delimited*.
   c. Click **Export**. Your browser's download dialog box appears.
   d. Make your selections to download the file to the desired location.
   e. Click **Done**. You are returned to the *Grade Audit History* pop-up window.
7. Click **Done**. You are returned to the tab from which you started.

Viewing the Audit History for all Students

You can view the full history of any overrides made to any Student grades for any grade-related column in your course.

1. From the *Grades*, *Members*, *View All* or *Custom View* tabs, click **Grade Book Options**. A menu appears.
2. Click **View Audit History**. The *Grade Audit History: All* screen appears, displaying a list of any changes to system grades that were made.
3. To sort by any column, click that column's title.
4. To change the sort order, click the column's title again.
5. To print the list, use your web browser's print function.
6. To export the list as a comma or tab-delimited file:
   a. Click **Export Log**. The *Export Grade Book Audit Log Data* pop-up window appears.
   b. Under *Select Export Format*, do one of the following:
      - To create a text file where field information is separated by a comma, select *Comma-delimited*.
      - To create a text file where field information is separated by a tab keystroke, select *Tab-delimited*.

c. Click **Export**. Your browser's download dialog box appears.

d. Make your selections to download the file to the desired location.

e. Click **Done**. You are returned to the *Grade Audit History: All* screen.

7. Click **Done**.

Exporting to SIS

To export data contained in the *Midterm* and *Final* grade columns to a Student Information System (SIS):

- WebCT must be integrated with a SIS, such as SunGard SCT.
- *Grade Book* must have *Midterm* and *Final* grade columns that appear by default and cannot be deleted. Depending on administrator settings, the *Midterm* and *Final* grade columns may not appear or may appear by default.

NOTE: You cannot export data to a SIS from columns that you have manually created and named *Midterm* and *Final*.

Grades can only be exported once for each Student. However, if a grade export request has been pending for more than 30 minutes, you can export the grades again.

1. From the *Grades*, *Members*, *View All*, or *Custom View* tab, from the *Export to SIS* drop-down list, select *Midterm* or *Final* and click the *Go* icon. The *Export Midterm Grade* or *Export Final Grade* screen appears.
2. Do one of the following:
   - To export select members' grades, next to each member whose grade you want to export, select the check box.
   - To export all members' grades, in the table heading row, select the check box. All members are selected.
3. You can only export a midterm or final grade once. Confirm that the selected members and their grades are correct.
4. Click **Export Midterm Grade** or **Export Final Grade**. The export begins processing and the message, *Awaiting response from SIS*, is displayed under *Reason*. When the export is complete, the message updates to show the status of the export.

CHAPTER 19: GROUP MANAGER

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT GROUP MANAGER

For Template Designers

The *Group Manager* tool allows you to create empty groups, such as study groups or assignment groups, that can later be used to group members.

NOTE: The term "members" refers to users that are enrolled in your course in any of these five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

There are three options for creating groups in *Group Manager*:

1. Create custom group
2. Create multiple groups
3. Create groups with sign-up sheets

The following table describes each option:

Option	Description
Create custom group	Creates one empty group to which Section Instructors and Teaching Assistants can add members later
Create multiple groups	Creates one or more empty groups to which Section Instructors and Teaching Assistants can add members later
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the *Course Content* tool.

Once the groups are created, you can do the following:

- In *Group Manager*, you can:
  - create discussion topics for groups, in which group members can read and post messages.
  - create chat or whiteboard rooms for groups, in which group members can communicate in real-time.

  - edit group settings, such as group name and description.
  - edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
  - delete groups.
- In *Assignments*, you can:
  - create assignments that can be assigned to groups, allowing Students to work collaboratively.
  - create assignments that Students all work on individually but in which you provide additional instructions to groups of Students.
- In *Selective Release* , you can set selective release criteria based on membership within a group.

WORKING WITH GROUPS

For Template Designers

You can:

- create custom groups.
- create multiple groups.
- create groups with sign-up sheets.
- create discussion topics for groups.
- create chat or whiteboard rooms for groups.
- edit group settings.
- edit sign-up sheet settings.
- delete groups.

Creating Custom Groups

You can create an empty group in which Section Instructors and Teaching Assistants can select members to add.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create custom group* and click **Continue**. The *Create Custom Group* screen appears.

3. In the *Group name* text box, enter a name for the group.
4. In the *Group description* text box, enter a description for the group.
5. If you want to save the group and create another, do the following:
   a. Click **Save and Create Another Group**. The group is created and the text boxes on the *Create Custom Group* screen are cleared.
   b. Repeat steps 3 to 5.
6. Click **Save**. The *Group Manager* screen appears and the group is created.

Creating Multiple Groups

You can create multiple empty groups in which Section Instructors and Teaching Assistants can select the members to add.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create multiple groups* and click **Continue**. The *Create Multiple Groups* screen appears.
3. Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

   EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

4. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
5. Under *How Should the Groups Be Created*, in the *Number of groups* text box, enter the number of groups you want to create.
6. Click **Continue**. The *Confirm Created Groups* screen appears.
7. If you want to, edit the group names and descriptions.
8. Click **Save**. The *Group Manager* screen appears and the groups are created.

Creating Groups with Sign-Up Sheets

You can create one or more empty groups that Students can join by using a sign-up sheet. This allows Students to choose the group that they want to join. Students can sign up for only one group.

Section Instructors and Teaching Assistants can also use the sign-up sheets to add Students to groups.

NOTE: After Students sign up for a group, they cannot remove themselves from the group. Only

Section Instructors and Teaching Assistants can remove Students from groups.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create groups with sign-up sheets* and click **Continue**. The *Create Groups with Sign-Up Sheets* screen appears.
3. Under *Group Settings*, in the *Number of groups* text box, enter the number. This is the number of groups that will appear on the sign-up sheet.
4. In the *Word or phrase all group names start with* text box, enter the word or phrase.

   EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so on.

5. In the *Default description*, enter a description. Later, you will be able to add or edit the description for each group.
6. In the *Maximum Students per group* text box, enter the number.
7. If you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
8. Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title. The title will appear as a link to the sign-up sheet.
9. In the *Sign-up sheet instructions* text box, enter the instructions for Students.
10. From the *Place the sign-up sheet link on* drop-down list, select the location where you want the link to appear.
11. Click **Continue**. The *Confirm Created Groups* screen appears.
12. Click **Save**. The groups are created.

Creating Discussion Topics for Groups

You can create discussion topics for groups in which group members can participate in asynchronous communication.

EXAMPLE: If you create a group assignment, you can create a discussion topic for the group in which group members can read and post messages, such as questions and ideas about the assignment.

You can create a discussion topic for one group or create multiple discussion topics at once, one for each group that you select. You can also choose to grade members on their participation in the discussion groups.

IMPORTANT: For group members to have access to a topic created for groups, *Discussions* must be added to the course menu, or the topic must be added to the *Course Content* tool.

1. From the *Group Manager* screen, do one of the following:
   - To create a topic for one group or for each of multiple groups, next to each group for which you want to create a topic, select the check box.
   - To create topics for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Discussion topic* and click the *Go* icon. The *Create Discussion Topic* screen appears.
3. Enter a title and description. If you are creating topics for multiple groups, the title will be added to the group's name.

   EXAMPLE: If you are creating topics for groups named *Assignment Group 1* and *Assignment Group 2* and you enter the title, `American Poets`, the topics will be titled *American Poets - Assignment Group 1* and *American Poets - Assignment Group 2*.

4. If you want Students to be able to receive a grade based on their participation in the topic, do the following under *Topic Gradability*:
   a. Select the *Topic is gradable* check box. A column for the topic is automatically added to *Grade Book*.
   b. If you want the *Grade Book* column to have a name other than the topic title, in the *Grade Book column title* text box, enter a new name.
   c. Select a grading scheme:
      - If you want to assign a numeric grade to the topic, select *Numeric grade* and, in the *Out of* text box, enter the maximum grade that can be attained.
      - If you want to assign a letter grade to the topic, select *Alphanumeric grade*.

   IMPORTANT: After a gradable topic is created, you cannot chageany of the grading settings, nor can you convert a gradable topic to a non-gradable topic. Verify that these settings are correct before clicking **Save**.

5. To specify whether Students can edit their own messages after posting them, do one of the following:
   - To allow Students to edit their own posts, select the *Editable posts* check box, unless it is already selected by default.
   - To prevent Students from editing their own posts, and if the setting is selected by default, clear the *Editable posts* check box.
6. If you want to allow users to post messages to the topic anonymously, select the *Anonymous* check box.
7. If you don't want to allow messages to be posted to the topic, select the *Locked* check box. A *Locked* icon will appear next to the topic title on the *Discussions* screen and the *Messages* screen.
8. Under *Group Work*, you will see listed all of the groups you selected in step one above. If you want to remove a group from the list, click the *Remove* icon next to it.

9. If you want to place the topic in a category, next to *More Options*, click the *Expand/Collapse* icon and do one of the following:
   - To place the topic in an existing category, select *Specify an existing category* and, from the *Select* drop-down list, select the category.
   - To create a category to place the topic in:
     a. Select *Create a category*.
     b. Enter a category name.
     c. Enter a description.
10. Click **Save**. The topic is created.

Creating Chat or Whiteboard Rooms for Groups

To make it easy for groups to collaborate online, you can create chat rooms, whiteboard rooms, or combined chat and whiteboard rooms for groups.

Group members can use chat rooms to engage in real-time conversations with other group members.

EXAMPLE: Study groups can use chat rooms to communicate in real-time about exams for which they are studying.

Group members can use whiteboard rooms to draw objects, insert text, import images, and create slide shows that can be viewed by other group members.

EXAMPLE: Students working on a group project can use a whiteboard room to plan the project and share project ideas.

You can:

- create one chat or whiteboard room for one group.
- create one chat or whiteboard room for multiple groups.
- at one time, create multiple chat or whiteboard rooms, one for each group that you select.

1. From the *Group Manager* screen, do one of the following:
   - To create chat or whiteboard rooms for one or multiple groups, next to each group for which you want to create a chat or whiteboard room, select the check box.
   - To create chat or whiteboard rooms for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Chat/whiteboard room* and click the *Go* icon. The *Create Chat or Whiteboard Room* screen appears. If you are creating a chat or whiteboard room for only one group, the *Name* text box contains the group's name.

3. In the *Name* text box, enter or edit the name for the room. If you selected more than one group and are creating a room for each group, the name that you enter will be appended with the group's name.

   EXAMPLE: If you are creating rooms for groups named *History Assignment Group 1* and *History Assignment Group 2* and you enter the name `Chat Room`, the rooms will be named *Chat Room - History Assignment Group 1* and *Chat Room - History Assignment Group 2*.

4. In the *Description* text box, enter a description for the room.
5. For *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. In the *Maximum users* text box, enter the maximum number of group members allowed in the room at once.
7. Under *Group Work*, the groups that you selected in step one above are listed. If you selected more than one group, do one of the following:
   - If you want to create one room for each of the groups that you selected, select *Create a room for each of the following groups*.
   - If you want to create one room for all of the groups that you selected, select *Create one room for the following groups*.

   TIP: If you decide that you do not want to create a room for one of the groups that you selected, next to the group's name, click it's *Remove* icon. The screen updates and the group is removed.

8. If you want to further modify the room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.
9. Specify the following room settings:

   NOTE: Some of this functionality may not be available to you.

   a. For combined rooms, if you want to allow members to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow user to hide or show Chat or Whiteboard in a combined room*.
   b. If you want to allow members to send private *Chat* messages, select *Allow private Chat messages*.
   c. To maintain a *Chat* room log, select *Maintain Chat room log*.
   d. To allow members to identify themselves in the room using an alias, select *Allow alias*.

10. Click **Save**. The *Group Manager* screen appears and the room is added to *Chat and Whiteboard*.

    IMPORTANT: For group members to have access to a room created for a group, you must add *Chat* to *Course Tools* or add a content link to the room in the *Course Content* tool.

Editing Group Settings

You can edit group names and descriptions. For groups with sign-up sheets, you can also edit the maximum number of students allowed in each group and whether the sign-up sheet displays the names of group members.

1. From the *Group Manager* screen, locate the group that you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click *Edit Group*. The *Edit Group* screen appears.
3. Modify the group settings as desired:
    a. In the *Group name* text box, edit the group name.
    b. In the *Group description* text box, add or edit the group description.
    c. If you are editing a group with a sign-up sheet, modify the following group settings as desired:
        i. In the *Maximum Students per group* text box, edit the maximum number of Students allowed in the group.
        ii. If you want to allow Students who have not yet joined a group to see the names of group members on the sign-up sheet, select *Allow students who have not yet joined a group to see the names of group members*.
4. Click **Save**. The *Group Manager* screen appears and your changes are saved.

Editing Sign-Up Sheet Settings

You can edit the title, instructions, and location of sign-up sheets. You can also create additional groups that Students can sign up for on the sign-up sheet.

1. From the *Group Manager* screen, locate the sign-up sheet you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click *Edit Sign-Up Sheet*. The *Edit Sign-Up Sheet* screen appears.
3. Under *Basic Settings*, edit the sign-up sheet settings as desired:
    a. In the *Sign-up sheet title* text box, edit the sign-up sheet title.
    b. In the *Sign-up sheet instructions* text box, add or edit the sign-up sheet instructions.
    c. From the *Place the sign-up sheet link on* drop-down list, edit the location on which to place the link to the sign-up sheet.
4. If you want to create additional groups that Students can sign up for on the sign-up sheet, do the following:
    a. Under *Groups*, click **Create Additional Groups**. The *Create Additional Groups with Sign-Up Sheets* pop-up window appears.

b. In the *Number of additional groups* text box, enter the number of additional groups you want to create.

c. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, etc.

d. In the *Default description* text box, enter a default description for the groups.

e. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.

f. If you want to allow Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.

g. Click **Continue**. The *Confirm Created Groups* pop-up window appears.

h. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each additional group.

i. Click **Save**. The *Edit Sign-Up Sheet* screen appears and, under *Groups*, the additional groups appear in the list of groups available on the sign-up sheet.

5. Click **Save**. The *Group Manager* screen appears and your changes are saved.

Deleting Groups

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.

3. Click **OK**. All items on the current page are deleted.
4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.

- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

ABOUT GROUP MANAGER

For Section Instructors

The *Group Manager* tool allows you to group members in your course.

NOTE: The term "members" refers to users that are enrolled in your course in any of these five roles: Section Designer, Section Instructor, Teaching Assistant, Student, and Auditor.

Depending on the design of your course, groups may have been created for you or you can create groups yourself. There are three options for creating groups in *Group Manager*:

1. Create custom group
2. Create multiple groups
3. Create groups with sign-up sheets

The following table describes each option:

Option	Description
Create custom group	Creates one group in which you select the members to add
Create multiple groups	Either: • creates one or more empty groups to which you add members later • creates one or more full groups in which Students are randomly distributed
Create groups with sign-up sheets	Creates one or more empty groups that Students sign up for by using a sign-up sheet that they access from the *Course Content* tool.

Once the groups are created, you can do the following:

- In *Group Manager*, you can:
  - add and remove group members.
  - create discussion topics for groups, in which group members can read and post messages.
  - create chat or whiteboard rooms for groups, in which group members can communicate in real time.
  - send mail messages to all members of one or more groups.
  - edit group settings, such as group name and description.
  - edit sign-up sheet settings, such as sign-up sheet title, instructions, and location.
  - delete groups.
- In *Assignments*, you can:
  - create assignments that can be assigned to groups, allowing Students to work collaboratively.
  - create assignments that Students work on individually but for which you provide additional instructions to groups of Students.
- In *Selective Release*, you can set selective release criteria based on membership within a group.

Working with Groups

For Section Instructors

You can:

- create custom groups.
- create multiple groups.
- create groups with sign-up sheets.
- create discussion topics for groups.
- create chat or whiteboard rooms for groups.
- send mail messages to groups.
- edit group settings.
- edit sign-up sheet settings.
- delete groups.

Creating Custom Groups

When you create a custom group, you can select members for the group.

NOTE: The same member can be added to multiple groups.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create custom group* and click **Continue**. The *Create Custom Group* screen appears.
3. In the *Group name* text box, enter a name.
4. In the *Group description* text box, enter a description.
5. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears.
6. Do one of the following:
   - To add one or multiple members, select each member and click **Add Selected**.
   - To add all members, click **Add All**.

   The members are added.
7. If you want to save the group and create another group, do the following:
   a. Click **Save and Create Another Group**.
   b. Repeat steps 3 to 6.
8. Click **Save**. The group is created.

Creating Multiple Groups

When you create multiple groups, you can choose to:

- create empty groups in which you can add members later.
- create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed. Group size and selection are based on whether you specify the number of members that you want in each group or specify the number of groups you want created.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create multiple groups* and click **Continue**. The *Create Multiple Groups* screen appears.
3. Under *Group Information*, in the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

   EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

4. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
5. Under *How Should the Groups Be Created?*, specify how you want to create the groups:
   - To create empty groups and add section members later:
     a. Select *Create empty groups, and add members later*.
     b. In the *Number of groups* text box, enter the number of groups you want to create.
   - To create full groups in which Students and Auditors who are currently enrolled in your course are randomly distributed:
     a. Select *Create full groups, and randomly distribute Students*.
     b. If you want to include the demo student in one of the groups, under the *Students*, select *Include the demo student in one of the groups*. If you select this option, from the *Student View* tab, you will be able to view assignments that are assigned to groups in which the demo student is a member. This gives you the opportunity to test the appearance and usability of group assignments.
     c. Under *Set Up Groups*, specify how you want to set up the groups:
        - To randomly distribute the members by the number of groups, select *By number of groups* and, in the text box, enter the number of groups you want to create.
        - To assign a specific number of members to each group, select *By number of Students per group* and, in the text box, enter the number of Students and Auditors you want in each group.
     d. Under *What Should Be Done with Any Extra Members*, select whether extra Students and Auditors should be randomly distributed among the groups, put in their own group, or left to be manually added to groups later.
6. Click **Continue**. The *Confirm Created Groups* screen appears.
7. If you want to, edit the group names and descriptions.
8. If you created full groups and you want to shuffle group members between the groups, click **Shuffle Members**. The *Confirm Created Groups* screen updates and the group members are shuffled between the groups.
9. Click **Save**. The *Group Manager* screen appears and the groups are created.

NOTE: If you created full groups, under *Members*, the names of each group's members appear. If a group contains more than 10 members, to view all group members, click **View All Members**.

Creating Groups with Sign-Up Sheets

You can create one or more empty groups that Students can join by using a sign-up sheet. This allows Students to choose the group that they want to join. Students can sign up for only one group.

Section Instructors and Teaching Assistants can also use the sign-up sheets to add Students to groups.

NOTE: After Students sign up for a group, they cannot remove themselves from the group. Only Section Instructors and Teaching Assistants can remove Students from groups.

1. From the *Group Manager* screen, click **Create Groups**. The *Create Groups* screen appears.
2. Select *Create groups with sign-up sheets* and click **Continue**. The *Create Groups with Sign-Up Sheets* screen appears.
3. Under *Group Settings*, in the *Number of groups* text box, enter the number. This is the number of groups that will appear on the sign-up sheet.
4. In the *Word or phrase all group names start with* text box, enter the word or phrase.

   EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so on.

5. In the *Default description*, enter a description. Later, you will be able to add or edit the description for each group.
6. In the *Maximum Students per group* text box, enter the number.
7. If you want Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
8. Under *Sign-Up Sheet Settings*, in the *Sign-up sheet title* text box, enter a title. The title will appear as a link to the sign-up sheet.
9. In the *Sign-up sheet instructions* text box, enter the instructions for Students.
10. From the *Place the sign-up sheet link on* drop-down list, select the location where you want the link to appear.
11. Click **Continue**. The *Confirm Created Groups* screen appears.
12. Click **Save**. The groups are created.

Creating Discussion Topics for Groups

You can create discussion topics for groups in which group members can participate in asynchronous communication.

EXAMPLE: If you create a group assignment, you can create a discussion topic for the group in which group members can read and post messages, such as questions and ideas about the assignment.

You can create a discussion topic for one group or create multiple discussion topics at once, one for each group that you select. You can also choose to grade members on their participation in the discussion groups.

IMPORTANT: For group members to have access to a topic created for groups, *Discussions* must be added to the course menu, or the topic must be added to the *Course Content* tool.

1. From the *Group Manager* screen, do one of the following:
   - To create a topic for one group or for each of multiple groups, next to each group for which you want to create a topic, select the check box.
   - To create topics for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Discussion topic* and click the *Go* icon. The *Create Discussion Topic* screen appears.
3. Enter a title and description. If you are creating topics for multiple groups, the title will be added to the group's name.

   EXAMPLE: If you are creating topics for groups named *Assignment Group 1* and *Assignment Group 2* and you enter the title, `American Poets`, the topics will be titled *American Poets - Assignment Group 1* and *American Poets - Assignment Group 2*.

4. If you want Students to be able to receive a grade based on their participation in the topic, do the following under *Topic Gradability*:
   a. Select the *Topic is gradable* check box. A column for the topic is automatically added to *Grade Book*.
   b. If you want the *Grade Book* column to have a name other than the topic title, in the *Grade Book column title* text box, enter a new name.
   c. Select a grading scheme:
      - If you want to assign a numeric grade to the topic, select *Numeric grade* and, in the *Out of* text box, enter the maximum grade that can be attained.
      - If you want to assign a letter grade to the topic, select *Alphanumeric grade*.

   IMPORTANT: After a gradable topic is created, you cannot chageany of the grading settings, nor can you convert a gradable topic to a non-gradable topic. Verify that these settings are correct before clicking **Save**.

5. To specify whether Students can edit their own messages after posting them, do one of the following:
   - To allow Students to edit their own posts, select the *Editable posts* check box, unless it is already selected by default.
   - To prevent Students from editing their own posts, and if the setting is selected by default, clear the *Editable posts* check box.
6. If you want to allow users to post messages to the topic anonymously, select the *Anonymous* check box.
7. If you don't want to allow messages to be posted to the topic, select the *Locked* check box. A *Locked* icon will appear next to the topic title on the *Discussions* screen and the *Messages* screen.

8. Under *Group Work*, you will see listed all of the groups you selected in step one above. If you want to remove a group from the list, click the *Remove* icon next to it.
9. If you want to place the topic in a category, next to *More Options*, click the *Expand/Collapse* icon and do one of the following:
   - To place the topic in an existing category, select *Specify an existing category* and, from the *Select* drop-down list, select the category.
   - To create a category to place the topic in:
     a. Select *Create a category*.
     b. Enter a category name.
     c. Enter a description.
10. Click **Save**. The topic is created.

Creating Chat or Whiteboard Rooms for Groups

To make it easy for groups to collaborate online, you can create chat rooms, whiteboard rooms, or combined chat and whiteboard rooms for groups.

Group members can use chat rooms to engage in real-time conversations with other group members.

EXAMPLE: Study groups can use chat rooms to communicate in real-time about exams for which they are studying.

Group members can use whiteboard rooms to draw objects, insert text, import images, and create slide shows that can be viewed by other group members.

EXAMPLE: Students working on a group project can use a whiteboard room to plan the project and share project ideas.

You can:

- create one chat or whiteboard room for one group.
- create one chat or whiteboard room for multiple groups.
- at one time, create multiple chat or whiteboard rooms, one for each group that you select.

1. From the *Group Manager* screen, do one of the following:
   - To create chat or whiteboard rooms for one or multiple groups, next to each group for which you want to create a chat or whiteboard room, select the check box.
   - To create chat or whiteboard rooms for all groups, in the table heading row, select the check box. All groups are selected.
2. From the *Create Group Activity* drop-down list, select *Chat/whiteboard room* and click the *Go* icon. The *Create Chat or Whiteboard Room* screen appears. If you are creating a chat or whiteboard room

for only one group, the *Name* text box contains the group's name.

3. In the *Name* text box, enter or edit the name for the room. If you selected more than one group and are creating a room for each group, the name that you enter will be appended with the group's name.

   EXAMPLE: If you are creating rooms for groups named *History Assignment Group 1* and *History Assignment Group 2* and you enter the name `Chat Room`, the rooms will be named *Chat Room - History Assignment Group 1* and *Chat Room - History Assignment Group 2*.

4. In the *Description* text box, enter a description for the room.
5. For *Type*, select whether the room will be *Chat and Whiteboard*, *Chat only*, or *Whiteboard only*.
6. In the *Maximum users* text box, enter the maximum number of group members allowed in the room at once.
7. Under *Group Work*, the groups that you selected in step one above are listed. If you selected more than one group, do one of the following:
   - If you want to create one room for each of the groups that you selected, select *Create a room for each of the following groups*.
   - If you want to create one room for all of the groups that you selected, select *Create one room for the following groups*.

   TIP: If you decide that you do not want to create a room for one of the groups that you selected, next to the group's name, click it's *Remove* icon. The screen updates and the group is removed.

8. If you want to further modify the room settings, next to *More Options*, click the *Expand* icon. The *More Options* section expands.
9. Specify the following room settings:

   NOTE: Some of this functionality may not be available to you.

   a. For combined rooms, if you want to allow members to hide *Chat* or *Whiteboard* so that only the other displays, select *Allow user to hide or show Chat or Whiteboard in a combined room*.
   b. If you want to allow members to send private *Chat* messages, select *Allow private Chat messages*.
   c. To maintain a *Chat* room log, select *Maintain Chat room log*.
   d. To allow members to identify themselves in the room using an alias, select *Allow alias*.

10. Click **Save**. The *Group Manager* screen appears and the room is added to *Chat and Whiteboard*.

    IMPORTANT: For group members to have access to a room created for a group, you must add *Chat* to *Course Tools* or add a content link to the room in the *Course Content* tool.

Sending Mail Messages to Groups

IMPORTANT: You can send mail messages to groups only if the *Mail* tool has been added to *Course Tools*.

From *Group Manager*, you can send mail messages to all members of one or multiple groups.

1. From the *Group Manager* screen, do one of the following:
   - To send a message to one group:
     a. Locate the group to which you want to send a message and, under *Group Name*, click the *ActionLinks* icon next to that group. A menu appears.
     b. Click **Send Mail**.
   - To send a message to multiple groups:
     a. Next to each group to which you want to send a message, select the check box.
     b. Click **Send Mail**.
   - To send a message to all groups:
     a. In the table heading row, select the check box. All groups are selected.
     b. Click **Send Mail**.

   The *Create Message* pop-up window appears. The names of the members of the groups that you selected appear under the *To* text box.
2. If you want to add recipients, in the *To*, *CC*, or *BCC* text box, do one of the following:
   - To enter recipients manually, enter each recipient.

     NOTE: Multiple recipients must be separated by semicolons.
   - To browse for recipients:
     a. Click **Browse for Recipients**. The *Select Message Recipients* menu appears.
     b. If you want to send one or more recipients the message, locate the recipients and, under *To*, select the recipients.
     c. If you want to send one or more recipients a copy of the message, locate the recipients and, under *CC*, select the recipients.
     d. If you want to send one or more recipients a copy of the message but want to hide them from other recipients, locate the recipients and, under *BCC*, select the recipients.
     e. Click **Save**. The *Create Message* pop-up window appears with your selections.
3. In the *Subject* text box, enter a subject heading for your message.
4. If you want to mark your message as high priority, select *High priority*.
5. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:

a. Enter the message text.

NOTE: The message will appear exactly as you have typed it.

b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

- To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

    The *HTML Creator* appears.

    b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
  - To hand code the HTML:
    a. Select *Use HTML*.

    b. In the *Message* text box, enter the HTML code.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

6. If you want to attach files to your message:

   a. Click **Add Attachments**. The *Content Browser* pop-up window appears

   b. Do one of the following:
      - If the files you want to attach are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the files. The *Create Message* pop-up window appears with the selected files listed under *Add Attachments*.
      - If the files you want to attach are in WebCT, locate and select the files. The *Create Message* pop-up window appears with the selected files listed under *Add Attachments*.

   TIP: If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.

7. If you want to view the message as it will appear to the recipient, click **Preview**. The *Message* pop-up

window appears.

WARNING: Clicking **Cancel** will delete the message you are creating.

8. Click **Send**. The *Group Manager* screen appears and your message is sent.

Editing Group Settings

You can edit a group's name and description, and add or remove section members from the group. For groups with sign-up sheets, you can also edit the maximum number of Students allowed in each group and whether the sign-up sheet displays the names of group members.

NOTE: The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Group**. The *Edit Group* screen appears.
3. Modify the group settings:
   a. In the *Group name* text box, edit the name.
   b. In the *Group description* text box, add or edit the description.
4. If you want to add members to the group, do the following:
   a. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears.
   b. If the section contains many members and you want to search for specific section members, see *Finding Members to Add to Groups*.
   c. Do one of the following:
      - To add one or multiple members, select each member and click **Add Selected**.
      - To add all members, click **Add All**.

      The members are added.
5. If you want to remove members from the group, do the following:
   a. Under *Membership Information*, do one of the following:
      - To remove one or multiple members from the group, select each member.
      - To remove all members from the group, in the table heading row, select the check box. All group members are selected.
   b. Click **Remove Selected**.
6. Cllick **Save**. Your changes are saved.

Editing Sign-Up Sheet Settings

You can edit the title, instructions, and location of sign-up sheets. You can also create additional groups that Students can sign up for on the sign-up sheet.

1. From the *Group Manager* screen, under *Group Name*, locate the group with the sign-up sheet you want to edit and click the *ActionLinks* icon next to that group's name. A menu appears.
2. Click **Edit Sign-Up Sheet**. The *Edit Sign-Up Sheet* screen appears.
3. Under *Basic Settings*, edit the sign-up sheet settings as desired:
   a. In the *Sign-up sheet title* text box, edit the sign-up sheet title.
   b. In the *Sign-up sheet instructions* text box, add or edit the sign-up sheet instructions.
   c. From the *Place the sign-up sheet link on* drop-down list, edit the location on which to place the link to the sign-up sheet.
4. If you want to create additional groups that Students can sign up for on the sign-up sheet, do the following:
   a. Under *Groups*, click **Create Additional Groups**. The *Create Additional Groups with Sign-Up Sheets* pop-up window appears.
   b. In the *Number of additional groups* text box, enter the number of additional groups you want to create.
   c. In the *Word or phrase all group names start with* text box, enter the unique word or phrase with which you want the group names to begin.

      EXAMPLE: If you enter the phrase `History Assignment Group`, the group names will be *History Assignment Group 1*, *History Assignment Group 2*, and so forth.

   d. If you want to, in the *Default description* text box, enter a default description for the groups. Later, you will be able to add or edit the description for each group.
   e. In the *Maximum Students per group* text box, enter the maximum number of Students allowed in each group.
   f. If you want to allow Students who have not yet signed up for a group to see the names of group members on the sign-up sheet, select *Allow Students who have not yet joined a group to see the names of group members on the sign-up sheet*.
   g. Click **Continue**. The *Confirm Created Groups* pop-up window appears.
   h. If you want to, edit the group names, descriptions, and maximum number of Students allowed in each additional group.
   i. Click **Save**. The *Edit Sign-Up Sheet* screen appears and the additional groups are added to the list of groups available on the sign-up sheet.

5. Click **Save**. The *Group Manager* screen appears and the sign-up sheet is edited.

Deleting Groups

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

Managing Group Members

For Section Instructors

You can:

- add members to groups.
- remove members from groups.

Adding Members to Groups

You can add existing section members to any existing group.

NOTE: The same section member can be added to multiple groups.

1. From the *Group Manager* screen, locate the group to which you want to add members and, next to its name, click the *ActionLinks* icon. A menu appears.
2. Click **Edit Group**. The *Edit Group* screen appears.
3. Under *Membership Information*, click **Add Members**. The *Add Members* pop-up window appears.
4. If the section contains many members and you want to search for specific section members, see *Finding Members to Add to Groups*.
5. Do one of the following:
   - To add one or multiple section members, select each member and click **Add Selected**.
   - To add all section members, click **Add All**.
6. Click **Save**. The members are added.

Removing Members from Groups

When you remove members from a group, they remain enrolled in the course and in *Grade Book*.

After Students and Auditors are removed from a group, they can no longer access the following:

- any discussion topics created for that group
- any chat or whiteboard rooms created for that group

IMPORTANT: If you remove Students from a group for a collaborative assignment and the assignment has not been submitted, the Students will no longer have access to the assignment.

From the *Group Manager* screen, do one of the following:

- To remove selected members from a group:
  a. Under *Group Name*, locate the group and click its *ActionLinks* icon. A menu appears.
  b. Click **Edit Group**. The *Edit Group* screen appears.
  c. Under *Membership Information*, select each member and click **Remove Selected**.
  d. Click **Save**. The members are removed from the group.

     IMPORTANT: If you are removing Students from a group for a collaborative assignment and the

group has saved their submission as a draft, the *Confirm Member Removal* screen appears. If you still want to remove the Students from the group, they will no longer have access to the group assignment. To remove the Students, click **Continue**.

- To remove all members from a group:

  a. Do one of the following:

     - To remove members from one or multiple groups, select the groups.
     - To remove members from all groups, in the table heading row, select the check box. All groups are selected.

  b. Click **Remove All Members**. A confirmation message appears.

  c. Click **OK**.

  IMPORTANT: If you are removing Students from a group for a collaborative assignment and the group has saved their submission as a draft, the *Confirm Member Removal* screen appears. If you still want to remove the Students from the group, they will no longer have access to the group assignment. To remove the Student s, click **Continue**.

CHAPTER 20: HTML CREATOR

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT HTML CREATOR

For All Roles

The *HTML Creator* is an HTML editing tool that allows you to create content in HTML without having to enter HTML tags. Similar to a word processor, you can easily create and maintain content by entering text and using the buttons on the *HTML Creator* toolbar to format the text and insert objects. The *HTML Creator* automatically generates the underlying HTML source code.

Depending on your role, the *HTML Creator* may be available from the following tools:

- *Announcements*
- *Assessments*
- *Assignments*
- *Calendar*
- *Course Content*
- *Discussions*
- *File Manager*
- *Learning Modules*
- *Mail*
- *Media Library*
- *My Files*
- *Repository*
- *System Files*

USING THE HTML CREATOR

For All Roles

The *HTML Creator* consists of the following:

- a toolbar that contains buttons for formatting content and inserting objects, such as tables, links, and images.
- an editing area where you enter content.
- tabs that allow you to display content in either *WYSIWYG* (What You See Is What You Get) view or *Source View*.

  WYSIWYG view displays a visual representation of your content. When you work in *WYSIWYG* view, the *HTML Creator* automatically generates the underlying HTML source code. To view or edit the underlying source code, click the **Source View** tab.

WARNING: If you use *HTML Creator* to edit an HTML file that was created by using another HTML editor, such as Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

In the *HTML Creator*'s editing area, enter your content. Use the *HTML Creator* toolbar to format your text and insert objects. The following table describes how to use each button and drop-down list on the toolbar.

Button or Drop-Down List	How to Use
Shrink the toolbar or Expand the toolbar	To shrink or expand the toolbar, click the **Shrink the toolbar** or **Expand the toolbar** button. The toolbar shrinks or expands.
New	To open a new document without saving the current document: 1. Click the **New** button. The *New Document* dialog box appears. 2. Click **OK**. The editing area clears.
Cut	To cut text, in the editing area, select the text you want to cut and click the **Cut** button. The selected text is cut from the editing area.
Copy	To copy text, in the editing area, select the text you want to copy and click the **Copy** button.
Paste	To paste text that you cut or copied from the editing area, place your cursor where you want the text to appear and click the **Paste** button. The text is pasted.

Button or Drop-Down List	How to Use
Find and Replace	To search for and replace text: 1. Click the **Find and Replace** button. The *Find and Replace* dialog box appears. 2. In the *Find What* text box, enter the text you want to find. 3. If you want to find only those instances in which the case matches the text you typed, select *Match Case*. 4. If you want to find whole words only, select *Find Whole Words Only*. 5. If you want to replace the text you find with other text, in the *Replace With* text box, enter the text you want to use as a replacement. 6. By default, the *HTML Creator* searches down, from the point where your cursor is placed in the editing area, to the end of the document. If you want to search up, from the point where your cursor is placed, to the beginning of the document, next to *Direction*, select *Up*. 7. Click **Find Next**, **Replace**, or **Replace All**. 8. To close the *Find and Replace* dialog box, click **Cancel**.
Undo	To undo mistakes, click the *Undo* button.
Redo	If you decide you do not want to undo an action, click the **Redo** button.
Paragraph Format	To apply a different paragraph format to text, in the editing area, select the text you want to modify and from the *Paragraph Format* drop-down list, select the format you want to apply. The selected text is modified.
Font Type	To change the font of the text, in the editing area, select the text you want to modify and from the *Font Type* drop-down list, select the font you want to apply. The selected text is modified.
Font Size	To change the size of the text, in the editing area, select the text you want to modify and from the *Font Size* drop-down list, select the size. The selected text is modified.
Bold	To apply bold formatting to text, in the editing area, select the text you want to format and click the **Bold** button. The selected text is bold.
Italic	To apply italic formatting to text, in the editing area, select the text you want to format and click the **Italic** button. The selected text is italic.

Button or Drop-Down List	How to Use
Underline	To underline text, in the editing area, select the text you want to format and click the **Underline** button. The selected text is underlined.
Font Color	To change the color of text: 1. Select the text you want to change. 2. Click the **Font Color** button. The *Colors* dialog box appears. 3. Select the color you want. The text color changes.
Align Left	To align text to the left, in the editing area, select the text you want to align and click the **Align Left** button. The selected text is left aligned.
Center	To center text, in the editing area, select the text you want to center and click the **Center** button. The selected text is centered.
Align Right	To align text to the right, in the editing area, select the text you want to align and click the **Align Right** button. The selected text is aligned right.
Justify	To justify text, in the editing area, select the text you want to justify and click the **Justify** button. The selected text is justified.
Subscript	To make text subscript, in the editing area, select the text you want to format and click the **Subscript** button. The selected text is subscript.
Superscript	To make the text superscript, in the editing area, select the text you want to format and click the **Superscript** button. The selected text is superscript.

Button or Drop-Down List	How to Use
Insert Table	To insert a table that you can format and choose dimensions for before the table is inserted, insert a custom table. **NOTE:** After a custom table is inserted, you can add rows and columns but you cannot delete rows or columns, or modify table formatting. To insert a custom table: 1. In the editing area, place your cursor where you want to insert a table and click the **Insert Table** button. The *Table Properties* dialog box appears. 2. Under *Number of rows/columns*, select the number of rows and columns. **NOTE:** You can insert a maximum of 10 rows and 10 columns in the table. 3. Enter the table, row, column, cell, and color properties you want and click **OK**. The table is inserted in the editing area.
Insert Table Wizard	To insert a simple table, which you cannot format, use the **Insert Table Wizard** button. **NOTE:** After a simple table is inserted, you can add rows and columns but you cannot delete rows or columns. To insert a simple table: 1. In the editing area, place your cursor where you want to insert a table and click the **Insert Table Wizard** button. The *Table Wizard* dialog box appears. 2. Drag to highlight the number of rows and columns that you want to insert and then click your mouse. **NOTE:** You can insert a maximum of 10 rows and 10 columns in the table. The table is inserted in the editing area.
Insert Row	To insert a row in a table: 1. Click in a cell above or below where you want to insert a row and click the **Insert Row** button. The *Insert Row* dialog box appears. 2. Select the position in which you want to insert the row and click the **Insert Row** button. The row is inserted.

Button or Drop-Down List	How to Use
Insert Column	To insert a column in a table: 1. Click in a cell to the left or right of where you want to insert a column and click the **Insert Column** button. The *Insert Column* dialog box appears. 2. Select the position in which you want to insert the column and click the **Insert Column** button. The column is inserted.
Unordered List	To insert an unordered (bulleted) list: 1. In the editing area, place your cursor where you want to insert an unordered list and click the **Unordered List** button. The first bullet in the list appears. When you press **Enter** on your keyboard to add the next list item, the *HTML Creator* automatically inserts the next bullet. 2. If you want to modify the style of the bullets: a. Click the down arrow to the right of the **Unordered List** button. b. Select the bullet style you want to use. The bullet style is modified. 3. To end the list: a. On your keyboard, press **Enter**. The next bullet appears. b. Click the **Unordered List** button. The bullet is removed.
Ordered List	To insert an ordered (numbered) list: 1. In the editing area, place your cursor where you want to insert an ordered list and click the **Ordered List** button. The first number in the list appears. When you press **Enter** on your keyboard to add the next list item, the *HTML Creator* automatically inserts the next number. 2. If you want to modify the style of the numbers: a. Click the down arrow to the right of the **Ordered List** button. b. Select the number style you want to use. The number style is modified. 3. To end the list: a. On your keyboard, press **Enter**. The next number appears. b. Click the **Ordered List** button. The number is removed.

Button or Drop-Down List	How to Use
Decrease Indent	To decrease the left indent of text, in the editing area, select the text in which you want to decrease the left indent and click the **Decrease Indent** button. The left indent of the selected text decreases.
Increase Indent	To increase the left indent of text, in the editing area, select the text in which you want to increase the left indent and click the **Increase Indent** button. The left indent of the selected text increases.
Insert Link (Windows users)	**NOTE:** The **Insert Link** button appears on the HTML Creator toolbar for Windows users only. Mac users will see the **Insert Hyperlink** button. For information on using the **Insert Hyperlink** button, see the row below. To insert a link: 1. In the editing area, place your cursor where you want the link to appear and click the **Insert Link** button. The *Insert Link* pop-up window appears. 2. Do one of the following: • To insert a link to file in WebCT or on your computer: a. Click **Browse**. The *Content Browser* pop-up window appears. b. Navigate to and select the file. • To insert a link to file on the Internet, in the *URL* text box, enter the complete URL of the file, including the protocol to use (usually `http://`). **TIP:** Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box. 3. In the *Link Text* text box, enter the text you want to represent the link and click **OK**. The link is inserted in the editing area.

Button or Drop-Down List	How to Use
Insert Hyperlink (Mac users)	**NOTE:** The **Insert Hyperlink** button appears on the HTML Creator toolbar for Mac users only. Windows users will see the **Insert Link** button. For information on using the **Insert Link** button, see the row above. To insert a hyperlink: 1. In the editing area, place your cursor where you want the link to appear and click the **Insert Hyperlink** button. The *Insert Hyperlink* dialog box appears. 2. In the *Href* text box, enter the URL of the site to which you want to link, including the protocol to use (usually `http://`). 3. Next to the *Target* text box, click the *Target* icon and, from the menu that appears, select whether you want the link to open in the *Same Frame*, *Whole Page*, *New Window*, or *Parent Frame*. 4. Click **OK**. The hyperlink is inserted in the editing area.

Button or Drop-Down List	How to Use
Insert Bookmark	A bookmark is an invisible marker in a document. You can link to a particular item or location in a document by first inserting a bookmark and then creating a link to the bookmark. 1. To insert a bookmark: a. In the editing area, place your cursor where you want the bookmark and click the **Insert Bookmark** button. The *Insert Bookmark* dialog box appears. b. In the *Bookmark Name* text box, enter a name for the bookmark and click **OK**. The name cannot contain spaces. The bookmark is inserted in the editing area. A flag signifies the location of the bookmark. **TIP:** To edit the bookmark name, right-click the flag and, from the menu that appears, click **Bookmark Properties**. The *Edit Bookmark* dialog box appears. In the *Bookmark Name* dialog box, edit the name and click **OK**. 2. To create a link to the bookmark, do one of the following: • Windows users: a. In the editing area, place your cursor in the location from which you want to create a link to the bookmark and click the **Insert Link** button. The *Insert Link* pop-up window appears. b. Next to *Link type*, select *File Browse or Upload* and in the text box, enter a number sign (#), followed by the name of the bookmark. **EXAMPLE:** To link to a bookmark named `Top`, enter `#Top`. c. In the *Link text* text box, enter the text you want to represent the link and click **OK**. The link is inserted in the editing area. • Mac users: a. In the editing area, select the text from which you want to create a link to the bookmark and click the **Insert Hyperlink** button. The *Insert Hyperlink* dialog box appears. b. From the *Bookmark* drop-down list, select the bookmark to which you want to link and click **OK**. The link is inserted in the editing area.

Button or Drop-Down List	How to Use
Insert Image	To insert an image, do one of the following: **NOTE:** You can insert `.gif`, `.jpg`, and `.png` files only. • Windows users: a. In the editing area, place your cursor where you want the image to appear and click the **Insert Image** button. The *Insert Image* pop-up window appears. b. Do one of the following: • To insert a link to file in WebCT or on your computer: a. Click **Browse**. The *Content Browser* pop-up window appears. b. Navigate to and select the file. • To insert a link to file on the Internet, in the *URL* text box, enter the complete URL of the file, including the protocol to use (usually `http://`). **TIP:** Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box. c. If you want text to display when users mouse over the image, in the *ALT text* text box, enter the text. d. If you want a border to appear around the image, in the *Border* text box, enter the width in pixels. e. If you want to specify a height and width for the image, in the *Width* and *Height* text boxes, enter the height and width in pixels. f. Click **OK**. The image is inserted in the editing area. • Mac users: a. In the editing area, place your cursor where you want the image to appear and click the **Insert Image** button. The *Insert Image* dialog box appears. b. Do one of the following: • To insert a link to file in WebCT or on your computer: a. Click **Browse**. The *Content Browser* pop-up window appears. b. Navigate to and select the file.

Button or Drop-Down List	How to Use
	• To insert a link to file on the Internet, in the *URL* text box, enter the complete URL of the file, including the protocol to use (usually `http://`). **TIP:** Rather than typing the complete URL, copy the URL from a web browser and paste it in the text box. c. If you want text to display when users pause on the image, in the *ALT Text* text box, enter the text. d. If you want a border to appear around the image, in the *Border Width* text box, enter the width in pixels. e. If you want to specify a height and width for the image, in the *Size* text boxes, enter the height and width in pixels. f. Click **OK**. The image in inserted in the editing area.
Insert Horizontal Line	To insert a horizontal line, in the editing area, place your cursor where you want a horizontal line to appear and click the **Insert Horizontal Line** button. A horizontal line appears in the editing area.
Check Spelling	**NOTE:** Depending on administrator settings, the spelling checker may not be available. To check the spelling of your content: 1. Click the **Check Spelling** button. If the *HTML Creator* finds a possible spelling error, the *Check Spelling* dialog box appears. 2. Make your changes. 3. When the spelling check is complete, to close the *Check Spelling* dialog box, click **OK**. The *Check Spelling* dialog box closes.
Insert Symbol	To insert a symbol: 1. In the editing area, place your cursor where you want the symbol to appear and click the **Insert Symbol** button. The *Insert Symbol* dialog box appears. 2. Click the symbol you want to insert. The symbol appears next to **Insert**. 3. Click **Insert**. The symbol appears in the editing area. 4. To close the *Insert Symbol* dialog box, click **Close**. The *Insert Symbol* dialog box closes.

Button or Drop-Down List	How to Use
Show All	You can show or hide paragraph and other formatting marks. Showing paragraph marks help you see where each paragraph ends. To show all paragraph marks: 1. Click the **Show All** button. The paragraph marks and other formatting marks appear in your content. 2. If you want to hide the paragraph marks, click the **Show All** button again.
Document Statistics	You can view the number of words, characters, paragraphs, and images in your content by displaying document statistics. To display document statistics: 1. Click the **Document Statistics** button. The *Document Statistics* dialog box appears. 2. To close the *Document Statistics* dialog box, click **OK**.
Frame Window Mode	If you want the *HTML Creator* to appear in a new window, which you can resize: 1. Click the **Frame Window Mode** button. The *HTML Creator* appears in a new window. 2. If you want to resize the window: a. Point to any window corner. b. When the pointer changes into a vertical double-headed arrow, drag the border in any direction. 3. When you are finished editing the content in Frame Window Mode, click **X** in the upper corner of the window. You return to the WebCT tool page.
About	If you want to know more information about the *HTML Creator*: 1. Click the **About** button. The *About* dialog box appears. 2. If you want to read about the system properties: a. Click **System Info**. The *System Properties* dialog box appears. b. When you are finished reading the system properties, click **OK**. The *System Properties* dialog box closes. 3. To close the *About* dialog box, click **OK**. The *About* dialog box closes.

CHAPTER 21: IMPORTING CONTENT

IMPORTANT: Topics in this chapter apply to designers.

ABOUT IMPORTING CONTENT

For Designers

You can use the *Import* tool to bring in content created in other WebCT courses or in software programs, such as Respondus®.

You can import the following content:

- entire courses exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and WebCT Vista courses
- e-Learning Resource Packs (e-Packs)
- exams created using Respondus
- presentations created using the PowerPoint® presentation graphics program
- web sites and pages created using Dreamweaver® software or the FrontPage® web site creation and management tool

NOTE: You can also import SCORM content packages. For more information, see *Creating SCORM Modules*.

ABOUT THE E-LEARNING STANDARDS THAT WEBCT SUPPORTS

For Designers

The following is a list of the e-Learning standards that the *Import* tool supports:

- WebCT Content Interoperability Specification (CIS):

  You can import learning modules, quizzes, surveys, self tests, and questions in CIS format. The CIS format implements the IMS Content Packaging and the IMS Question and Test Interoperability (QTI) specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

- IMS Content Packaging specification:

  You can import web sites and pages created by using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS extension.

- IMS QTI specification:

  You can import exams that were created by using Respondus®.

- Microsoft Learning Resource iNterchange (LRN):

  You can import:

  - presentations that were created by using the PowerPoint® presentation graphics program and then saved in LRN format.
  - web sites and pages that were created by using the FrontPage® web site creation and management tool and then saved in LRN format.

IMPORTING DREAMWEAVER WEB SITES AND PAGES

For Designers

There are two ways that you can import web sites or pages that were created by using Macromedia Dreamweaver® software:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing Dreamweaver web sites or pages as learning modules are described below.

To import Dreamweaver web sites or pages as learning modules, they must have been created using Dreamweaver MX 2004 software and the Content Packager for IMS extension. For more information, see Macromedia Dreamweaver Content Packager for IMS (`http://www.webct.com/macromedia`).

After the web sites or pages are imported, you can create links to them on content folders in the *Course*

Content tool.

1. Ensure the Dreamweaver web site or pages are saved as a content package in zip file format on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**. The *Import Log* pop-up window closes.
6. Click **Return**. The *Course Content Home* screen appears and the web site or pages are added as a learning module to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   A file called *Content Import Log* was created when the Dreamweaver content was imported. This file describes what happened to the content after it was imported. For more information, see *Viewing the Content Import Log*.
7. To go to the learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying a list of learning modules in the tool.
   b. Locate the imported learning module and click its title.

      NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

IMPORTING E-PACKS

For Section Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in WebCT. For more information, see WebCT Digital Content (`http://www.webct.com/content/`).

IMPORTANT:
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
- Students need an access code to enter a course that contains an e-Pack. For more information, go to WebCT Digital Content (`http://www.webct.com/content/`). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip or `.epk` file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip or `.epk` file.
   - If the zip or `.epk` file you want to import is in WebCT, locate and select the zip or `.epk` file. or more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of WebCT. For more information, see *Viewing the Content Import Log*.

IMPORTING E-PACKS

For Template Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in WebCT. For more information, see WebCT Digital Content (`http://www.webct.com/content/`).

IMPORTANT:

- You can only import one e-Pack to a template.
- Because an e-Pack is protected by an access code, after an e-Pack is imported, you will no longer be able to export content (assessments, questions, and learning modules) from the template.
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
- Students need an access code to enter a course that contains an e-Pack. For more information, go to WebCT Digital Content (`http://www.webct.com/content/`). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip or `.epk` file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip or `.epk` file.

- If the zip or `.epk` file you want to import is in WebCT, locate and select the zip or `.epk` file. or more information, see *Navigating with Content Browser*.

The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.

4. After the content package finishes importing, if you want to view a log that contains details about the import process:

   a. Click **View Import Log**. The *Import Log* pop-up window appears.

   b. When you are finished viewing the import log, click **Close**.

5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of WebCT. For more information, see *Viewing the Content Import Log*.

e-Pack content is merged with existing content of the same type. For example, if the template already contained assignments and the e-Pack contains assignments, the e-Pack assignments are added to the existing assignments in the *Assignments* tool.

If the e-Pack contains a type of content that did not exist in the template already, the e-Pack content is added to the template and its corresponding tool is added under *Course Tools*. For example, if the template did not contain the *Discussions* tool or discussion topics but the e-Pack contains discussion topics, the *Discussions* tool is added under *Course Tools* and the discussion topics in the e-Pack are added to the *Discussions* tool.

IMPORTING FRONTPAGE WEB SITES AND PAGES

For Designers

There are two ways that you can import web sites or pages that were created by using the FrontPage® web site creation and management tool:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing FrontPage web sites or pages as learning modules are described below.

Before FrontPage web sites or pages can be imported as learning modules, they must first be saved in

Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

After the web sites or pages are imported, you can create links to them on folders in the *Course Content* tool.

1. Ensure the web site or pages are saved in LRN format in a single zip file on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The *Course Content Home* screen appears and the web site or pages are added as a learning module to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.
7. To go to the learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.
   b. Locate the imported learning module and click its title.

      NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

IMPORTING POWERPOINT PRESENTATIONS

For Designers

There are two ways that you can import presentations that were created by using the PowerPoint® presentation graphics program:

- You can import the presentations as single files. For more information, see *Getting Files*.
- You can import the presentations as learning modules. Each slide in a presentation becomes an HTML file in the learning module's table of contents. The instructions for importing PowerPoint presentations as learning modules are described below.

To import PowerPoint presentations as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

After the PowerPoint presentation are imported, you can create links to them on content folders in the *Course Content* tool.

1. Ensure the presentation is saved in LRN format in a single zip file on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:

a. Click **View Import Log**. The *Import Log* pop-up window appears.

b. When you are finished viewing the import log, click **Close**.

6. Click **Return**. The *Course Content Home* screen appears and the presentation is added as a learning module to the *Learning Module* tool.

NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

7. To go to the learning module:

a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.

b. Locate the imported learning module and click its title.

NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

IMPORTING RESPONDUS EXAMS

For Designers

You can import exams that were created by using Respondus® software.

IMPORTANT: The exams must have been created using the Respondus CMS (Course Management System) "personality" *IMS QTI 1.1+* and saved as an IMS QTI XML file in zip file format. If the Respondus exam you want to import was created using a CMS personality other than *IMS QTI 1.1+*, you can convert the exam file to use the IMS QTI 1.1+ personality. For more information, see the Respondus documentation.

Respondus exams import as quizzes and are added to the *Assessments* tool. All questions in the exam are added to the *Question Database* tool.

After an exam is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules.

1. Do one of the following:

- If you are on the *Manage Course* screen, go to step 2.
- To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.

2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import and insert is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the exam is added as a quiz to the *Assessments* tool. All questions in the exam are added to the *Main* category in the *Question Database* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.
6. To go to the quiz:
   a. Under *Course Tools*, click **Assessments**. The *Assessments* screen appears, displaying all assessments in the tool.
   b. Locate the imported quiz and click its title.

      NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.
7. Ensure you review and, if necessary, edit the quiz properties. Quiz properties define how a quiz will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*.

   NOTE: If you imported an exam or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

IMPORTING WEBCT CAMPUS EDITION 4.1 (MP) COURSES

For Designers

You can import entire courses that have been exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP). For more information on exporting courses from CE 4.1 (MP), see the CE 4.1 (MP) *Online Help*.

NOTE: Some features and functionality in CE 4.1 (MP) courses do not map to identical features and functionality in this version of WebCT. For example, the *Self Test* tool does not exist as a separate tool in this version of WebCT; imported self tests are added to the *Assessments* tool.

After a course is imported, a *Content Import Log* is created. The *Content Import Log* describes what happened to your course content and where you can find it in this version of WebCT.

1. Ensure the CE 4.1 (MP) course content package is in zip file format on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The course entry screen appears and the course is imported.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the course was imported. This file describes what happened to your content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.

IMPORTING WEBCT LEARNING MODULES AND CONTENT MODULES

For Designers

You can import learning modules and content modules that were created in other WebCT courses.

You can import the following:

- content modules exported from a WebCT Campus Edition (CE) 4.x course
- learning modules exported from a CE 6 or WebCT Vista 3.x or later course

  NOTE: When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the WebCT Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Module* tool.

After a learning module or content module is imported, you can create links to it on content folders in the *Course Content* tool.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.

- If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

The *Content Import in Progress* screen appears, listing details of the import in progress.

4. After the content package imports, if you want to view a log that contains details about the import process:

   a. Click **View Import Log**. The *Import Log* pop-up window appears.

   b. When you are finished viewing the import log, click **Close**.

5. Click **Return**. The *Course Content Home* screen appears and the learning modules or content modules are added to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.

6. To go to an imported learning module:

   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.

   b. Locate the imported learning module and click its title.

   NOTE: You can create links to learning modules on content folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

IMPORTING WEBCT QUIZZES, SURVEYS, SELF TESTS, AND QUESTIONS

For Designers

You can import quizzes, surveys, self tests, and questions that were created in other WebCT courses.

You can import the following:

- all quizzes, surveys, and questions exported from a WebCT Campus Edition (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:

- exported from a CE 6 or WebCT Vista 3.x or later course
- created using the WebCT Content Interoperability Specification (CIS)

  The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up screen appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the content is imported.

   NOTE: If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.
6. To go to an assessment or the questions:

a. From the *Build* tab, under *Course Tools*, click **Assessments**. The *Assessments* screen appears, listing the assessments in the tool.

b. To go to an assessment, click its title.

NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

c. To go to the questions, click **Go to Question Database**. The *Question Database* screen appears.

NOTE:

- If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it.
- If you imported questions that were exported from a CE 4.x course and the questions were in a category, which was automatically created by WebCT, called *Default*, the questions are added to the *Uncategorized Questions* category.
- If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

7. If you imported an assessment, ensure you review, and if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

NOTE: If you imported an assessment or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

VIEWING THE CONTENT IMPORT LOG

For Designers

A file titled *Content Import Log* is created when you import the following types of content:

- an entire course exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP)

- a content module exported from a CE 4.x course
- all quizzes, surveys, and questions exported from a CE 4.x course
- web sites and pages created using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS Extension
- an e-Learning Resource Pack (e-Pack)

The *Content Import Log* describes where you content appears after it imports and any issues of which you should be aware.

1. Under *Course Tools*, click **Course Content**. The *Course Content Home* screen appears.
2. Locate the link to the *Content Import Log*.

   EXAMPLE:
   - If you imported an entire course exported from CE 4.1 (MP), the link will look similar to the following: *<course_ID> Content Import Log 2005-08-28 11:05:15*.
   - If you imported an e-Pack, the link will look similar to the following: *e-Pack Content Import Log 2005-08-29 10:04:42.*.

3. Do one of the following:
   - If you are on the *Build* tab:
     a. Next to the *Content Import Log* link, click the *ActionLinks* icon. A menu appears.
     b. Click **Preview**. The log appears.
   - If you are on the *Teach* tab, click the link. The log appears.
4. If you want, print the log.

The log is hidden from Students but Section Designers can remove the link to the log. For more information, see *Removing Links*.

If you imported content from the *Assign Course Content* screen, the content import log is saved in *File Manager*. If you imported content from the *Manage Course* screen, using the *Import* tool, the content import log is saved in *File Manager* in the `Imported_Resources` folder.

- When you import a course that was exported from CE 4.1 (MP), the log file name is in the format `<course_ID>_course_content_import_log_yyyy_mm_dd_hhmmss.html`, where `yyyy_mm_dd_hhmmss` is the date of import.
- When you import a content module that was exported from a CE 4.x course or web sites or pages created using Macromedia Dreamweaver MX 2004 software and the Content Packager for IMS Extension, the log file name is in the format `content_module_content_import_log_yyyy_mm_dd_hhmmss.html`, where `yyyy_mm_dd_hhmmss` is the date of import.
- When you import all quizzes, surveys, and questions that were exported from a CE 4.x course, the log file name is in the format `quiz_content_import_log_yyyy_mm_dd_hhmmss.html`, where `yyyy_mm_dd_hhmmss` is the date of import.

- When you import an e-Pack, the log file name is in the format `e_pack_content_import_log_yyyy_mm_dd_hhmmss.html`, where `yyyy_mm_dd_hhmmss` is the date of import.

CHAPTER 22: LEARNING MODULES

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT LEARNING MODULES

For Designers

Use the *Learning Modules* tool to organize and deliver course content to Students. You can add content to learning modules, such as a quiz from *Assessments*.

Adding Content
You can add content from the following tools: • *Assessments* • *Assignments* • *Chat* • *Discussions* • *Media Library* • *SCORM* • *Web Links* You can also add files from your computer or from *File Manager*, or create a new file directly from the *Learning Modules* tool.

Organizing Content
After you have added content to a learning module, you can structure the content hierarchically within a table of contents by using headings and outline numbering. This allows you to organize the order in which content is delivered to Students. **EXAMPLE:** Add content that pertains to one topic in a course unit by creating links to content, such as a link to a video from *Media Library*, a link to an article from an online journal from *Web Links*, and link to an assignment from *Assignments*. Next, create text headings under which to organize the content. Indent the content below the text headings to create a table of contents that visually communicates how information is organized and in what order content should be accessed.

Working with Settings
You can modify settings to make the learning module available or unavailable, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Student s.

Working with Action Menus
An *Action Menu* provides Students with navigation links to content, such as a discussion topic that is relevant to the learning module. An *Action Menu* also provides links to the following tools: *Bookmarks*, *Create Printable View*, and *Notes*. These tools provide Students with different ways to interact with the learning module. For example, you can add the *Bookmarks* tool to let Students create links to pages within the learning module, and the *Notes* tool to let Students create private notes relevant to content in the learning module. You can add an *Action Menu* to a learning module and to each content link within a learning module.

ABOUT LEARNING MODULES

For Section Instructors

About Learning Modules

Learning modules contain related course content that is organized to specify a learning path. A learning

path is meant to guide you through the content in order to help you achieve the learning module's objectives.

EXAMPLE: A learning module may contain four content items. The first item may be an introduction and overview of the content in the learning module. The second and third content items could be links to articles and web sites with information about the course. The fourth content item may be an assignment pertaining to the information in the articles and web sites. There could also be a link to a *Chat* room where you and other Students could post questions and comments about the learning module's content.

Navigating Learning Modules

When you work with a learning module, you can navigate the content by using the table of contents or *Action Menu*:

- If the table of contents is set to display, it appears as either a pane to the left of the learning module, or as the first page of the learning module. Navigate the learning module by clicking links in the table of contents.
- If the *Action Menu* is set to display, it appears above the learning module. Navigate the learning module by clicking the navigation buttons in the *Action Menu*.

Working with Action Menu Tools

The *Action Menu* can also provide links to content, such as a quiz or discussion topic, or tools which help you work with the learning module. These tools are: *Bookmarks*, *Create Printable View* and *Notes*.

NOTE: Depending on administrator settings, the table of contents or *Action Menu* may not appear. In addition, one or more of the *Action Menu* tools may not appear.

Working with the Learning Modules Tool

If the *Learning Modules* tool is available, you will see it under *Course Tools*. The *Learning Modules* tool is different from a learning module; the tool allows you to perform some designer options on a learning module. This includes editing the description the designer entered while creating the learning module. You can also hide a learning module to make it temporarily unavailable to Student s, or show a learning module to make it available to Students.

NOTE: Depending on administrator settings, the *Learning Modules* tool may not appear or it may appear by default.

CREATING LEARNING MODULES

For Designers

Create a learning module to organize and deliver course content to Students. After you have created a

learning module, you can add content by selecting items from one or more tools, such as a quiz from *Assessments*.

1. From the *Learning Modules* screen, click **Create Learning Module**. The *Create Learning Module* screen appears.
2. Enter a title and description.
3. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
4. Complete the *Table of Contents* section.
   - From the *Numbering* drop-down list, select a numbering style for the table of contents.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.
   - Under *First page of the Learning Module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

   NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

5. If you want to save the learning module and create another:
   a. Click **Save and Create Another**. The learning module is saved and the *Create Learning Module* screen is cleared.
   b. Repeat steps 2 to 5.
6. Click **Save**. The learning module is saved. Now you can add content to the learning module. For more information, see *Adding Content*.

ADDING CONTENT

For Designers

You can add course content to a learning module. This allows you to place related content in the same learning module so Students can access the content from one place in your course. You can add the following content to a learning module:

- assessments
- assignments
- chat or whiteboard rooms
- discussion topics
- media library collections
- SCORM modules
- web links

You can also add files from your computer or from *File Manager*, or create a new file. For more information, see *Adding Files*.

IMPORTANT: You must first create the content before you can add it to a learning module. For more information, see the appropriate topics under *Using WebCT Features and Tools*.

1. From the screen for the learning module you want to add content to, click **Add Content Link**. A menu appears.
2. Click the tool with the content you want to add. For example, to add a quiz, click *Assessments*. The menu option expands.
3. Select an item from an inventory of all the items that belong to the tool, and then click **Add Selected**. The item is added to the bottom of the table of contents.

   TIP: To select multiple items, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the items.

You can create headings to help you organize the content added to a learning module. For more information, see *Adding Headings*.

ADDING FILES

For Designers

You can present course content by adding files in the *Course Content* or *Learning Modules* tools. This allows Students to access content from these locations.

To add a file, you have the following options: browse for files that were already uploaded to the WebCT *File Manager* or create an HTML file.

1. From the location where you want to add a file, click **Add File**. A menu appears.
2. Click one of the following options:
   - **Browse for Files**.
   - **Create File**.

ADDING SCORM MODULES

For Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported into your course as a `.zip` file.

When adding SCORM modules to learning modules, you can:

- select an existing SCORM module from an inventory of all the SCORM modules in your course.
- import a SCORM module, which is then automatically added to the learning module and the *SCORM Module* tool.

1. From the screen for the learning module you want to add a SCORM module to, click **Add Content Link**. A menu appears. From the *Learning Module* screen, under *Add to Learning Module*, click **More Tools**. The *More Tools* section expands.
2. Click **SCORM Module**. The *SCORM Module* section expands.
3. Do one of the following:
   - To add an existing SCORM module, under *Select from inventory*, select the SCORM module and click **Add Selected**.

     TIP: To select multiple SCORM modules, hold the Ctrl key (Windows users) or the Command key (Mac users) while selecting the SCORM modules.

     The SCORM module is added.
   - To import a SCORM module:

     IMPORTANT: SCORM modules must be in `.zip` format.

     a. Click **Import SCORM Module**. The *Import SCORM Module* screen appears.

b. Under *Settings*, enter a title.

c. From the *Numbering* drop-down list, select the numbering scheme for the table of contents.

d. In the *Author* text box, enter your name.

e. In the *Keywords* text box, enter searchable keywords.

f. Next to *Gradable*, select whether the SCORM module is gradable.

NOTE: Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the *Grade Book* tool of the *Teach* tab.

g. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.

h. Next to *File*:

   i. Click **Browse**. The *Content Browser* pop-up window appears.

   ii. Do one of the following:

   - If the file you want to import is on your computer:

     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

     ii. Locate and select the file. The *Import SCORM Module* screen appears with the selected `.zip` file listed next to *File*.

   - If the file you want to import is in WebCT, locate and select the file. The *Import SCORM Module* screen appears with the selected `.zip` file listed next to *File*.

i. If you want to save this SCORM module and import another, click **Save and Import Another**. The SCORM module is saved and, after the *Import SCORM Module* screen is cleared, repeat steps b to h.

j. Click **Save**. The SCORM module is added.

ORGANIZING CONTENT IN A LEARNING MODULE

For Designers

After you have added content to a learning module, you can organize the content by arranging the order and level of each item and heading. You can edit the title for each item and heading, as well as specify whether you want an item to be hidden or shown. You can set release criteria that must be met for an item

to become available.

You can also preview each item to see how it will appear to Students.

Adding Headings

All the content you add to the learning module appears in the table of contents. To organize the content, you can add text headings.

EXAMPLE: Create a text heading for each unit in the course. Organize the content, such as assignments and quizzes, that apply to a unit, under the appropriate text heading.

NOTE: Headings only appear to Students if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

1. From the *Learning Modules* screen, locate the learning module in which you want to add a heading, and click its title. The learning module appears.
2. Click **Create Heading**. The *Create Heading* screen appears.
3. Enter a title and click **Save**. The heading is added to the table of contents.

Adjusting Heading Levels

When you create a learning module, you can add content. Content is comprised of text headings and links to content items, such as a quiz from *Assessments*. Text headings can be used to organize the content added to a learning module, while every content link becomes a linked heading in the table of contents.

You can adjust the level of headings and content items by increasing or decreasing the indentation. This allows you to organize the order in which content should be delivered to Students.

EXAMPLE: You might have a heading named "Introduction to Biology" and a link to an HTML page called "Terminology". The heading would be at the top level of the table of contents and the linked HTML page would be indented beneath it.

1. From the *Learning Modules* screen, locate the learning module with the heading or content item for which you want to adjust the level, and click its title. The content of the learning module is displayed.
2. Select the heading or content item for which you want to adjust the level:
   - To adjust one or more items, next to each item you want to adjust, select the check box.
   - To adjust all items, in the table heading row, select the check box. All items are selected.
3. Do one of the following:

- To decrease the selected items by one level, click **Indent**. The selected items are indented and renumbered accordingly.
- To increase the selected items by one level, click **Outdent**. The selected items are outdented and renumbered accordingly.
- To increase the selected items to the highest level, click **Outdent All**. The selected items are outdented to the highest level and renumbered accordingly.

Changing the Order of Content in a Learning Module

You can change the order in which content in a learning module will appear to users.

1. From the *Learning Modules* screen, locate the learning module with the content for which you want to change the order, and click its title. The content of the learning module is displayed.
2. Next to the heading or content item you want to move, select the check box.
3. Do one of the following:
   - To move the heading or content item anywhere in the learning module except to the end of the learning module, locate the item above which you want to insert the heading or content item and, under *Move*, click its *Move Selected Items Above* icon.
   - To move the heading or content item to the end of the learning module, click the *Move Selected Items to Bottom of List* icon. The heading or content item is moved to the end of the learning module.

     NOTE: The *Move Selected Items to Bottom of List* icon is the last icon in the *Move* column.

Editing Content Items

You can edit the content items you have added to a learning module. When you edit a content item from the *Learning Modules* tool, you edit the content as it appears everywhere in your course. For example, if you edit an assessment from the *Learning Modules* tool, your edits affect the assessment as it appears in the learning module, and as it appears everywhere in your course.

NOTE: You can also edit the title for a content item as it appears in a learning module only. When you do this, you do not edit how the content item's title appears anywhere else in the course - just in the learning module. For more information, see *Editing Content Item Titles*.

1. From the *Learning Modules* screen, locate the learning module with the content item you want to edit,

and click its title. The content of the learning module is displayed.

2. Locate the content item, and click the icon in the *Linked to* column. The *Edit* screen for the content item appears.
3. Edit the content item. For help with editing the content item, click **Help** from the *Edit* screen.
4. When you are finished editing the content item, click **Save**. The content item is edited.

Editing Content Item Titles

You can edit the title for a content item as it appears in a learning module. When you do this, you do not edit how the content item's title appears anywhere else in your course - just in the learning module.

NOTE: You can also make substantial edits to the properties of a content item. When you do this, you edit the content as it appears everywhere in your course. For more information, see *Editing Content Items*.

1. From the *Learning Modules* screen, locate the learning module with the content item whose title you want to edit, and click its title. The content of the learning module is displayed.
2. Locate the content item, and click its *ActionLinks* icon. A menu appears.
3. Click **Customize Link**. The *Customize Link* screen appears.
4. In the *Title* text box, edit the title of the content item.
5. Click **Save**. The content item's title is updated.

Editing Headings

Headings only appear to Students if the table of contents is set to display as a separate pane or as the first page in the learning module. For more information, see *Editing Learning Module Properties*.

1. From the *Learning Modules* screen, locate the learning module with the heading you want to edit, and click its title. The content for the learning module is displayed.
2. Locate the heading that you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Heading* screen appears.
4. In the *Text* text box, edit the heading.
5. Click **Save**. The heading is edited.

Hiding or Showing Content Items

You can make content items available to users by showing the item in the learning module. Alternatively, if you do not want certain content items to be available, you can hide them temporarily.

1. From the *Learning Modules* screen, locate the learning module with the content items you want to hide or show, and click its title. The content for the learning module is displayed.
2. Locate the content item you want to hide or show and click its *ActionLinks* icon. A menu appears.
3. Do one of the following:
   - To hide a content item and make it unavailable, click **Hide Item**. The item is hidden.
   - To show a content item and make it available, click **Show Item**. The item is shown.

Previewing Content Items

NOTE: You cannot preview headings.

1. From the *Learning Modules* screen, locate the learning module with the content you want to preview, and click its title. The content of the learning module is displayed.
2. Locate the content item you want to preview and click its *ActionLinks* icon. A menu appears.
3. Click **Preview**. A pop-up window appears, previewing the content item.

Setting or Modifying Release Criteria for Content Items

You can make content items available to Students only if specified criteria are satisfied.

1. Under *Designer Tools*, click *Selective Release*. The *Selective Release* screen appears.
2. Locate the learning module that contains the content item for which you want to set or modify release criteria:
   - If the learning module is in *Course Content* tool, the learning module displays.
   - If the learning module is in a folder, next to the folder, click its *Expand* icon. The learning module displays.

3. In the learning module, locate the content item for which you want to set or modify release criteria.
4. In the row of the content item for which you want to set or modify release criteria, under *Release Criteria*, click **Set Release Criteria**. The *Set Release Criteria* screen appears.
5. Set or modify the release criteria for the content item.

Viewing All Links to Content Items

If there are links to a content item from other locations in the course, you can view a list of these locations.

1. From the *Learning Modules* screen, locate the learning module with the content item for which you want to view links, and click its title. The content of the learning module is displayed.
2. Locate the content item and click its *ActionLinks* icon. A menu appears.
3. Click **View Links to this Item**. The *Links to Item* pop-up window appears.
4. When you have finished viewing all links to the content item, click **Close this window**.

Deleting Content Items

You can delete content items in a learning module, such as a quiz or discussion topic. You can also delete headings.

NOTE: When you delete a content item, you delete the link to the content item. The content item still exists in the tool it belongs to. For example, if you delete a link to a quiz, the quiz no longer appears in the learning module, but the quiz still exists in the *Assessments* tool.

1. From the *Learning Modules* screen, locate the learning module with the content items you want to delete, and click its title. The content of the learning module is displayed.
2. You can delete one item or several items. You can also delete all items.
   - To delete one item or several items:
     a. Select the items and click **Delete**. A confirmation message appears.
     b. Click **OK**. The selected items are deleted.
   - To delete all items:
     a. Select the check box next to *Title*. All items are selected.
     b. Click **Delete**. A confirmation message appears.
     c. Click **OK**. All items are deleted.

WORKING WITH LEARNING MODULES

For Designers

You can modify settings to hide or show the learning module, as well as specify release criteria that must be met for the learning module to become available. You can also specify where Students will access the learning module by adding it to the *Course Content* tool. After you have created a learning module, you can preview the learning module to see how it will appear to Students.

Editing Learning Module Properties

When you edit the properties for a learning module, you can edit the title and description for the learning module, as well as whether the learning module is available to users. You can also edit the settings for the table of contents.

1. Depending on whether you are viewing the list of learning modules or an individual learning module, do one of the following:
   - If the *Learning Modules* screen is displayed, do the following:
     a. Locate the learning module you want to edit and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Properties**. The *Edit Learning Module Properties* screen appears.
   - If an individual learning module is displayed, do the following:
     a. Click the *ActionLinks* icon for the title of the learning module. A menu appears.
     b. Click **Edit Properties**. The *Edit Learning Module Properties* screen appears.
2. In the *Title* text box, edit the title of the learning module.
3. In the *Description* text box, enter or edit the description.
4. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
5. Complete the *Table of Contents* section.
   - From the *Numbering* drop-down list, select a numbering style for the table of contents.
   - Under *Display Table of Contents*, select whether to display the table of contents in a separate

pane on the left. If you select *Do not display*, the table of contents will not display in a separate pane on the left, but can still be set to display as the first page in the learning module.

- Under *First page of the Learning Module should be*, select whether the first page in the learning module should be the first page in the table of contents, or the table of contents.

NOTE: When a table of contents is set to display in a separate pane on the left, or as the first page in a learning module, every content item, such as a quiz or discussion topic, becomes a linked heading in the table of contents. Users can click on the link to access the content item and navigate through the learning module. When the table of contents is set to not display on the left, and the first page of the learning module is the first page in the table of contents, users must use the browse buttons in the Action Menu to navigate the learning module.

6. Click **Save**. The learning module is saved.

Linking Learning Modules to Content Folders

You can link learning modules to folders in the course. Users can access the learning module by clicking the link.

1. Next to the learning module that you want to create a link for, select the check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. The item is linked to the specified location.

Previewing Items

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Setting or Modifying Release Criteria for Items

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.

2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Sorting Items

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Viewing Goals

If learning objectives and goals have been specified for the learning module or any content items within the learning module, you can quickly view them from the learning module without having to go to the *Action Menu Settings* screen. Goals are specified in the *Action Menu Settings* screen. For more information, see *Adding Action Menu Links to Goals*.

1. From the *Learning Modules* screen, locate the learning module you want to view goals for, and click its title. The content for the learning module is displayed.
2. Click **View Goals**. The *Goals for* screen appears.
3. To edit a goal, do the following:
   a. Click the *ActionLinks* icon for the goal you want to edit. A menu appears.

b. Click **Edit**. The *Edit Goals for* screen appears.

c. In the *Edit Goals for* text box, edit the goal in Plain Text or HTML format:

- To edit the goal in Plain Text format, edit the goal.

  NOTE: The goal will appear exactly as it has been entered in the text box.

- To edit the goal in HTML format, you can use the *HTML Creator* or hand code the HTML:

  - To use the *HTML Creator*:

    i. Next to *HTML Creator*, select *On*.

    NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

    The *HTML Creator* appears.

    ii. Edit the goal in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

  - To hand code the HTML:

    i. Select *Use HTML*.

    ii. Edit the HTML code.

d. Click **Save**. The goal is edited.

4. To delete a goal, do the following:

   a. Click the *ActionLinks* icon for the goal you want to delete. A menu appears.

   b. Click **Delete**. The goal is deleted.

5. When you are finished viewing goals, click **OK**.

Viewing Links to Items

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Deleting Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

WORKING WITH ACTION MENUS

For Designers

An *Action Menu* is a menu that can be displayed within a learning module. It provides Students with links to content and access to the following tools: *Bookmarks*, *Create Printable View* and *Notes*.

You can create two kinds of *Action Menus*.

- The *Learning Module Action Menu* is the default action menu for all content items within a learning module.
- The *Content Item Action Menu* is a customized action menu for individual content items within a learning module.

EXAMPLE: Create a *Learning Module Action Menu* with a link to a *Chat* room where Students can communicate about issues that relate to any of the content in the learning module. Create *Content Item Action Menus* for each content item in the learning module. For example, if you have added an assignment to the learning module, create a *Content Item Action Menu* for the assignment with a link to a web site. The web site could include information that helps Students complete the assignment.

Adding Action Menu Links

An *Action Menu* is a menu that can be displayed within a learning module. It provides Students with links to content. For example, you can add a link to a *Chat* room where Students can communicate about issues that relate to any of the content in the learning module.

You can add an *Action Menu* to a learning module and to each content item within a learning module:

- The *Learning Module Action Menu* is the default action menu for all content items within a learning module.
- The *Content Item Action Menu* is a customized action menu for individual content items within a learning module.

1. Select the *Action Menu* you want to create:
   - To create the *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to create an action menu for, and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To create a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to create an action menu for, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Under *Links*, locate the link you want to add to the *Action Menu*, and under *Actions*, click its *Create Link to Item* icon. The *Create Link* screen appears.
3. If you have not already created the item you want to link to:
   a. Click **Create**.

      NOTE: For help with creating an item, click **Help** from the *Create* screen.

   b. Click **Save**.
4. Select the check box for each item you want to add to the action menu, and then click **Add Selected**.

The *Action Menu Settings* screen appears and the items are added to the *Action Menu*.

Adding Action Menu Links to Goals

You can specify learning objectives and goals for your Students. You can specify a goal for a learning module or for specific content in a learning module. The goal appears as a link in the *Action Menu*. When Students click the link a pop-up window appears with the goals you specified.

1. Select the *Action Menu* for which you want to create a link to *Goals*:
   - To select the *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to add a goal to, and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to add a goal to, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Under *Links*, locate *Goals*, and then under *Actions*, click the *Create Link to Item* icon. The *Goal for* screen appears.
3. In the text box, enter the goals in Plain Text or HTML format:
   - To enter the goals in Plain Text format, in the *Create Goals for* text box, enter the goals.

     NOTE: The goals will appear exactly as they have been entered in the text box.
   - To enter the goals in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.
       b. Enter the goals in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.

b. In the *Create Goals for* text box, enter the HTML code.

4. Click **Save**. The *Action Menu Settings* screen appears and a goal link is added to the *Action Menu*.

Editing Action Menu Links

WARNING: When you edit an action menu link, you edit the content the link points to. For example, if you are editing the action menu link to a web link, you could be editing the title or web site address of the link, and your edits affect the web link as it appears in the *Action Menu*, and as it appears everywhere in your course.

1. Select the *Action Menu* for which you want to edit an action menu link:
   - To select a *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to edit an action menu link for, and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to edit an action menu link for, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.

     NOTE: If you are setting this content item's *Action Menu* for the first time, the links that are currently set for the *Learning Module Action Menu* appear. You can delete these links. For more information, see *Deleting Action Menu Links*.
2. Locate the link you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The settings for the selected link appear.
4. Edit the link as desired.
5. Click **Save**. The link is edited.

Editing Action Menu Links to Goals

If goals have been specified for a learning module or for specific content in a learning module, you can

edit the goals. The goal appears as a link in the *Action Menu*. When Students click the link, a pop-up window appears with the goals you specified.

1. Select the *Action Menu* for which you want to edit a link to *Goals*:
   - To select the *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to edit goals for, and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to edit goals for, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Under *Links*, locate *Goals* and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Goals for* screen appears.
4. In the text box, edit the goals in Plain Text or HTML format:
   - To edit the goals in Plain Text format, in the *Edit Goals for* text box, edit the goals.

     NOTE: The goals will appear exactly as they have been entered in the text box.
   - To edit the goals in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.
       b. Edit the goals in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Edit Goals for* text box, edit the HTML code.
5. Click **Save**. The *Action Menu Settings* screen appears and the goals are edited.

Previewing Action Menus Links

1. Select the *Action Menu* for which you want to preview links:
   - To select the *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to preview links for, and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to preview links for, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Locate the link you want to preview and, under *Actions*, click its *Preview* icon. A new browser window appears.

   NOTE: If you are previewing a link to a goal, you can view goals that appear on both the *Learning Module Action Menu* and *Content Item Action Menus* by clicking **Show All Goals**. To view only goals that appear in the *Learning Module Action Menu*, click **Hide Item Goals**.

3. When you are finished previewing the link, close the browser window.

Displaying or Hiding Action Menus

WARNING: If you hide the action menu for a learning module, all of the customized action menus (*Content Item Action Menus*) for content in the learning module are hidden.

1. From the *Learning Modules* screen, locate the learning module whose *Action Menu* you want to display or hide, and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
3. Next to *Action Menu Status*, select whether you want to display or hide the *Action Menu*:
   - To display the *Action Menu*, select *On*.
   - To hide the *Action Menu*, select *Off*.
4. Click **Done**. The *Learning Modules* screen appears.

Displaying or Hiding Action Menu Tools

You can display or hide the *Bookmarks*, *Create Printable View*, and *Notes* tools on an *Action Menu*. Section Instructors, Teaching Assistants, Students, and Auditors can use these tools for the following:

- The *Bookmarks* tool is used to create links to content within a learning module.
- The *Create Printable View* tool is used to create a printable view of all or selected content in a learning module. Depending on the content in the learning module, the following information appears in the printable view:
  - The title of assessments.
  - The title of SCORM modules.
  - The title, instructions, collaboration type, due date, grading criteria, and attachments of assignments.
  - The title and description of chat and whiteboard rooms, and discussion categories and topics.
  - The title and content of HTML (`.html`) content files; the title and a link to the content of text (`.txt`) content files.
  - The title and description of media library collections and the title, description, and attachments of the collection's entries.
  - The title and URL of URLs.
- The *Notes* tool is used to create general notes relevant to the entire course or to specific content within a learning module.

  NOTE: Notes are private and cannot be viewed by other members of the course.

1. Select the *Action Menu* for which you want to display or hide *Bookmarks*, *Create Printable View*, and *Notes* tools:
   - To select a *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Under *Action Menu Tools*, select whether you want to display or hide *Bookmarks*, *Create Printable View*, and *Notes*:
   - To display the tool, select *On*.
   - To hide the tool, select *Off*.

3. Click **Done**.

Deleting Action Menu Links

1. Select the *Action Menu* for which you want to delete links:
   - To select a *Learning Module Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module you want to delete an action link from, and click its *ActionLinks* icon. A menu appears.
     b. Click the **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - To select a *Content Item Action Menu*:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to delete an action link from, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Locate the link you want to delete and click its *ActionLinks* icon. A menu appears.
3. Click **Delete**. A confirmation message appears.
4. Click **OK**. The link is deleted.

WORKING WITH RESOURCES AND REFERENCES

For Designers

You can create a central repository of resources that contain information relevant to your course. You can create the following types of resources:

- books
- articles
- URLs

Resources can include information such as the resource title, publisher, year of publication, and edition. You can also specify particular content within the resource, such as a range of pages or chapters.

NOTE: Resource information does not include the actual content of the resource.

Once a resource is created, you can make it available to Students by creating a reference to the resource. Students can then access the resource using the *References* action menu link on the *Learning Module Action Menu* or the *Content Item Action Menu*.

EXAMPLE: If there is a web site to which you want Students to refer, you can create a URL resource with the web site's information. You can then link the URL resource to the *Action Menu* in the learning module that contains the course content relevant to the web site.

Accessing the Resources Screen

1. From the content screen for a learning module, click **Action Menu Settings**. The *Action Menu Settings* screen appears.
2. Next to *References* and under *Actions*, click the *Create Link to Item* icon. The *Create Link to: Resources* screen appears.
3. Click **Maintain Resource**. The *Resources* screen appears listing all resources available for referencing in a learning module. From this screen, you can add, edit, and delete resources.

Creating Book Resources

Books, along with articles and URLs, can be used as resources which are then referenced from a learning module. Once a resource is created, it can be referenced from any learning module in your course.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**. The *Resources* screen appears.
2. Click **Create Resource**. A menu appears.
3. Click **Book**. The *Create Book Resource* screen appears.
4. In the *Book title* text box, enter the book title.
5. If you want to enter additional details about the article, complete the remaining fields as desired:
   a. In the *Author* text box, enter the name of the author.
   b. In the *Publisher* text box, enter the name of the publisher.
   c. In the *Year* text box, enter the year of publication of this book.
   d. In the *Edition* text box, enter the edition of this book.
   e. In the *Description* text box, enter a description of the book in Plain Text or HTML format:
      - To enter the description in Plain Text format, enter the description in the text box.

        NOTE: The description will appear exactly as you have typed it.

- To enter the description in HTML format:
  a. Select *Use HTML*.
  b. Enter HTML code in the text box.

6. Save the resource by doing one of the following:
   - If you want to save the resource and create another, from the *Save and create another* drop-down list, select the resource type and click the *Go* icon. The resource is saved and the *Create Resource* screen appears for the selected resource type. If you are creating a book resource, repeat steps 4 to 6.
   - If you want to save the resource and return to the *Create Link to: Resources* screen, click **Save**. The *Create Link to: Resources* screen appears with the resource added.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item Action Menu*.

Creating Article Resources

Articles, along with books and URLs, can be used as resources which are then referenced from a learning module.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**. The *Resources* screen appears.
2. Click **Create Resource**. A menu appears.
3. Click **Article**. The *Create Article Resource* screen appears.
4. Enter a title.
5. If you want to enter additional details about the article, complete the remaining fields:
   a. In the *Journal* text box, enter the name of the journal.
   b. In the *Year* text box, enter the year of the publication.
   c. In the *Volume* text box, enter the volume number.
   d. In the *Number* text box, enter the number of this publication.
   e. In the *Description* text box, enter the description of this publication in Plain Text or HTML format:
      - To enter the description in Plain Text format, enter the description in the text box.

        NOTE: The description will appear exactly as you have typed it.

      - To enter the description in HTML format:

i. Select *Use HTML*.

ii. Enter HTML code in the text box.

6. Save the resource by doing one of the following:
   - If you want to save the resource and create another, from the *Save and create another* drop-down list, select the resource type and click the *Go* icon. The resource is saved and the *Create Resource* screen appears for the selected resource type. If you are creating an article resource, repeat steps 4 to 6.
   - If you want to save the resource and return to the *Create Link to: Resources* screen, click **Save**. The *Create Link to: Resources* screen appears with the resource added.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item Action Menu*.

Creating URL Resources

URLs, along with articles and books, can be used as resources which are then referenced from a learning module.

1. From the *Create Link to: Resources* screen, click **Maintain Resource**. The *Resources* screen appears.
2. Click **Create Resource**. A menu appears.
3. Click **URL**. The *Create URL Resource* screen appears.
4. Enter a title.
5. In the *URL* text box, enter the URL including the `http://`.
6. If you want to add additional information about this resource, enter a description in Plain Text or HTML format:
   - To enter the description in Plain Text format, enter the description in the text box.

     NOTE: The description will appear exactly as you have typed it.

   - To enter the description in HTML format:

     a. Select *Use HTML*.

     b. Enter HTML code in the text box.
7. Save the resource by doing one of the following:
   - If you want to save the resource and create another, from the *Save and create another* drop-down list, select the resource type and click the *Go* icon. The resource is saved and the *Create Resource*

screen appears for the selected resource type. If you are creating a URL resource, repeat steps 4 to 7.

- If you want to save the resource and return to the *Create Link to: Resources* screen, click **Save**. The resource is created.

You can now add a reference to this resource to the *Learning Module Action Menu* or the *Content Item Action Menu*.

Editing Book Resources

Books, along with articles and URLs, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the book resource you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit Book Resource* screen appears.
3. Edit the book resource as desired:
   a. In the *Book title* text box, edit the book title.
   b. In the *Author*, *Publisher*, *Year*, and *Edition* text boxes, enter or edit the information.
   c. In the *Description* text box, enter or edit the information in Plain Text or HTML format:
      - To enter or edit the description in Plain Text format, enter or edit the description in the text box.

        NOTE: The description will appear exactly as you have typed it.

      - To enter or edit the description in HTML format:
        i. Select *Use HTML*.
        ii. Enter or edit HTML code in the text box.
4. Click **Save**. The book resource is edited.

Editing Article Resources

Articles, along with books and URLs, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the article resource you want to edit and click its *ActionLinks* icon.

A menu appears.

2. Click **Edit**. The *Edit Article Resource* screen appears.
3. Edit the article resource as desired:
   a. In the *Article title* text box, edit the title of the article.
   b. In the *Journal*, *Year*, *Volume*, and *Number* text boxes, enter or edit the information.
   c. In the *Description* text box, enter or edit the information in Plain Text or HTML format:
      - To enter or edit the description in Plain Text format, enter or edit the description in the text box.

        NOTE: The description will appear exactly as you have typed it.

      - To enter or edit the description in HTML format:
        i. Select *Use HTML*.
        ii. Enter or edit HTML code in the text box.
4. Click **Save**. The article resource is edited.

Editing URL Resources

URLs, along with articles and books, can be used as resources which are then referenced through the *Action Menu* in a learning module.

1. From the *Resources* screen, locate the URL resource you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit URL Resource* screen appears.
3. Edit the URL resource as desired:
   a. In the *URL title* text box, edit the title of the URL.
   b. In the *URL* text box, edit the URL, including the `http://`.
   c. In the *Description* text box, enter or edit the description in Plain Text or HTML format:
      - To enter or edit the description in Plain Text format, enter or edit the description in the text box.

        NOTE: The description will appear exactly as you have typed it.

      - To enter or edit the description in HTML format:
        i. Select *Use HTML*.

ii. Enter or edit HTML code in the text box.

4. Click **Save**. The URL resource is edited.

Adding a Reference to a Resource

Once you have created a resource, you can add a reference to the resource to a learning module or to a content item within a learning module.

1. Do one of the following:
   - If you want to add a resource reference to a learning module:
     a. From the *Learning Modules* screen, locate the learning module to which you want to add the reference and click its *ActionLinks* icon. A menu appears.
     b. Click **Edit Action Menu**. The *Action Menu Settings* screen appears.
   - If you want to add a resource reference to a content item within a learning module:
     a. From the *Learning Modules* screen, locate the learning module with the content item you want to add the reference to, and click its title. The content for the learning module is displayed.
     b. Locate the content item and click its *ActionLinks* icon. A menu appears.
     c. Click **Edit Item Action Menu**. The *Action Menu Settings* screen appears.
2. Next to *References* and under *Actions*, click the *Create Link to Item* icon. The *Create Link to: Resources* screen appears.
3. Under *Title*, select the resources that you want to reference:
   - To select one resource or multiple resources, next to each resource that you want to reference, select the check box.
   - To select all resources, in the table heading row, select the check box.
4. Click **Add Selected**. The *Action Menu Settings* screen appears and the reference to the resource is added.

You can also provide more specific details about the pages, chapters, or sections in the resource that are most relevant. For more information, see *Adding or Editing Reference Ranges*.

Adding or Editing Reference Ranges

For each book or article reference you create, you can specify a range within the resource to which the reference applies. Depending on the type of publication, you may want to specify a range of paragraphs, pages, chapters, or sections.

EXAMPLE: For a book resource, only three chapters in the book are relevant, so you specify a range from Chapter 3 to Chapter 5.

1. From the *Action Menu Settings* screen, under *References*, locate the reference for which you want to specify a range and, under *Actions*, click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Reference Settings* screen appears.
3. In the *Units* text box, enter or edit the range type.

   EXAMPLE: For a book resource, to reference a range from Chapter 3 to Chapter 5, enter *Chapters*.

4. In the first text box, next to *Range from*, enter a value that represents where the range begins.

   EXAMPLE: For a book resource, to reference a range that begins at Chapter 3, enter *3* in the text box.

5. In the second text box, next to *Range from*, enter a value that represents where the range ends.

   EXAMPLE: For a book resource, to reference a range that ends at Chapter 5, enter *5* in the text box.

6. Click **Save**. The reference is updated.

Deleting Resources

NOTE: If you want to delete a reference to a resource without deleting the resource, see *Deleting Action Menu Links*.

1. From the *Resources* screen, do one of the following:
   - To delete one or more resources:
     a. Select the resources and click **Delete**. A confirmation message appears.
     b. Click **OK**. The resources are deleted.
   - To delete all resources on the current page:
     a. Select the check box next to *Title*. All resources on the current page are selected.
     b. Click **Delete**. A confirmation message appears.

Deleting References

You can remove a reference to a resource from the *Learning Module Action Menu* or the *Content Item Action Menu*. If you want to delete a resource, see *Deleting Resources*. Deleting a resource deletes the resource and all references to that resource.

1. From the *Action Menu Settings* screen, under *References*, locate the reference that you want to delete, and click its *ActionLinks* icon. A menu appears.
2. Click **Remove**. A confirmation message appears.
3. Click **OK**. The reference is deleted.

EXPORTING AND IMPORTING LEARNING MODULES

For Designers

If you want to re-use learning modules that were created in this course, you can export them and import them to other WebCT courses and installations. For more information, see *Exporting Learning Modules*.

If you want to use learning modules and content modules that were created in other WebCT courses, you can import them to this course. For more information, see *Importing WebCT Learning Modules and Content Modules*.

You can also import content that was created using other software programs. The following content can be imported as a learning module:

- web sites and pages created using Dreamweaver® software or the Frontpage® web site creation and management tool. For more information, see *Importing Dreamweaver Web Sites and Pages* and *Importing FrontPage Web Sites and Pages*.
- presentations created using the PowerPoint® presentation graphics program. For more information, see *Importing PowerPoint Presentations*.

Exporting Learning Modules

You can export learning modules and use them in other WebCT courses and installations. For example, if you create a learning module in a French 101 course, you can export it and re-use in a French 105 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export learning modules.

Learning modules are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging specification. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export a learning module, headings and any assessments and files linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported. All learning module properties and action menu settings export except the following: *Description*, *First page of the Learning Module should be*, and *Action Menu Status*.

1. From the *Learning Modules* screen, do one of the following:
   - To export one learning module, locate the learning module you want to export and click its *ActionLinks* icon. A menu appears.
   - To export multiple learning modules, next to each learning module you want to export, select the check box.
   - To export all learning modules on the page, in the table heading row, select the check box.

     NOTE: If you want to export learning modules that span multiple pages, you must adjust the number of learning modules listed on a single page to include all learning modules you want to export. For more information, see *Navigating Multiple Pages*.

   All learning modules on the page are selected.
2. Click **Export**. The *Content Browser* pop-up window appears.

   When you export learning modules, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any HTML and image files linked in the learning modules (for example, `.jpg` files used in the questions in an assessment).
3. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.
4. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the learning modules to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Learning Modules and Content Modules*.
5. Click **Return**. The course entry screen appears.

Importing WebCT Learning Modules and Content Modules

You can import learning modules and content modules that were created in other WebCT courses.

You can import the following:

- content modules exported from a WebCT Campus Edition (CE) 4.x course
- learning modules exported from a CE 6 or WebCT Vista 3.x or later course

NOTE: When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the WebCT Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Module* tool.

After a learning module or content module is imported, you can create links to it on content folders in the *Course Content* tool.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package imports, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the learning modules or content modules are added to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where you can find it in this version of WebCT. For more

information, see *Viewing the Content Import Log*.

6. To go to an imported learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.
   b. Locate the imported learning module and click its title.

NOTE: You can create links to learning modules on content folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

NAVIGATING LEARNING MODULES

For Section Instructors

Navigating Learning Modules Using the Action Menu

If the *Action Menu* is set to display, it appears above the learning module. Use the *Action Menu* to navigate through the learning module or access links to content, such as a quiz or discussion topic.

You can also use the *Action Menu* to access tools, such as *Bookmarks*, *Create Printable View* or *Notes*. *Action Menu* tools help you work with the learning module.

NOTE: Depending on administrator settings, one or more of the *Action Menu* tools may not display.

Do one of the following:

- To go to the next item in the learning module, from the *Action Menu*, click the *Next Page* icon.
- To go to the previous item in the learning module, from the *Action Menu*, click the *Previous Page* icon.
- To retrace your steps through the learning module, from the *Action Menu*, click the *Retrace* icon.
- To access a content item or tool, from the *Action Menu*, click the appropriate icon. To return to the learning module, click the *Retrace* icon.

Navigating Learning Modules Using the Table of Contents

If the table of contents is set to display, it appears as either a pane to the left of the learning module, or as the first page of the learning module. Use the table of contents to navigate through the learning module.

While viewing a learning module, under *Table of contents*, click the item you want to access.

NOTE: Some entries in a table of contents may be headings and not links you can click to access content.

WORKING WITH ACTION MENU TOOLS

For Section Instructors

Bookmarks

Adding Bookmarks

1. From the *Bookmarks* screen, click **Add Current Page**. The *Add Current Page* pop-up window appears.
2. In the *Comments* text box, enter your comments in Plain Text or HTML format:
   - To enter comments in Plain Text format, enter your comments in the text box.

     NOTE: The comments will appear exactly as you have typed them.
   - To enter comments in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code in the text box.
3. Click **Save**. The *Bookmarks* screen appears and the bookmark is added.

Editing Bookmarks

1. From the *Bookmarks* screen, locate the bookmark you want to edit and click its *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit Bookmark* pop-up window appears.
3. In the *Comments* text box, edit your comments in Plain Text or HTML format:
   - To edit comments in Plain Text format, edit the comments in the text box.

     NOTE: The comments will appear exactly as you have typed them.
   - To edit comments in HTML format:
     a. Select *Use HTML*.
     b. Edit the HTML code in the text box.
4. Click **Save**. The *Bookmarks* screen appears and, under *Comments*, your edited comments appear.

Deleting Bookmarks

From the *Bookmarks* screen, do one of the following:

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items:
  1. Select the check box next to *Title*. All items are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items are deleted.

Creating a Printable View of Content

NOTE: Depending on administrator settings, this feature may not be available to you.

You can create a printable view of all or selected content in a learning module. The printable view can be printed or saved to a file.

Depending on the content of the learning module and the items you select to include, the following

information appears in the printable view:

- The title of assessments.
- The title of SCORM modules.
- The title, instructions, collaboration type, due date, grading criteria, and attachments of assignments.
- The title and description of chat and whiteboard rooms, and discussion categories and topics.
- The title and content of HTML (`.html`) content files; and the title and a link to the content of text (`.txt`) content files.
- The title and description of media library collections and the title, description, and attachments of the collection's entries.
- The title and web site address of URLs.

1. In the *Action Menu*, click the *Create Printable View* icon. The *Select Items from* screen appears displaying a list of all content in the learning module.
2. Do one of the following:
   - To create a printable view of one or more items, next to each item for which you want to create a printable view, select the check box.
   - To create a printable view of all items, in the table heading row, select the check box. All items are selected.

   NOTE: You cannot create a printable view of headings.
3. Click **Continue**. The *Compiled Contents of* screen appears displaying a printable view of the items you selected.
4. If you want to print the compiled content:
   a. Click **Print**. Your computer's print dialog box appears.
   b. Make your selections to print the compiled content.
5. If you want to save the compiled content to a file:
   a. Click **Save to File**. Your browser's file download dialog box appears.
   b. Make your selections to save the compiled content to a file.

      NOTE: Depending on the number and type of items you selected, it may take some time to save the compiled content to a file.

      The compiled content is saved as a zip file with the file name, `compiled_<learning_module_ID>.zip`. For example, `compiled_14045.zip`.
   c. To open the zip file and view the compiled content:
      i. Locate the file and, using a zip/unzip software program, such as WinZip, unzip the file. A `Section Content` folder appears.

ii. Open the `Section Content` folder. The `Section Content` folder contains a file called `index.html`, which contains the compiled content and a folder called `webctIndex`, which contains a style sheet for the `index.html` file. If the items you selected contain references or attachments to files or images, the `Section Content` folder also contains those files and images.

iii. To view the compiled content, open the `index.html` file. The file opens and the compiled content appears.

iv. When you are finished viewing the compiled content, close the file.

6. When you are finished viewing the compiled content, from the *Compiled Contents of* screen, do one of the following:

   a. If the table of contents is not set to display, to return to the learning module, in the breadcrumbs that appear in the upper frame, click the name of the learning module.

   b. To return to a folder, in the breadcrumbs that appear in the upper frame, click the name of the folder.

   c. To return to the *Course Content* tool, in the breadcrumbs that appear in the upper frame, click *Course Content Home*.

Creating Learning Module Notes

NOTE: Depending on administrator settings, this feature may not be available to you.

You can create one note per item in a learning module. Your notes are private and cannot be viewed by other members of the course.

Any notes you create in a learning module are added to your notebook, which lets you create general notes. You can access your notebook by clicking the *Notes* icon from the action menu. For more information, see *Notes*.

1. From the item, in the *Action Menu*, click the *Notes* icon. The *Notes* pop-up window for the item appears.

2. In the *Notes* text box, enter your note:

   - To enter the note in Plain Text format, enter the text.

     NOTE: The note will appear exactly as you have typed it.

   - To enter the note in HTML format:

     a. Select *Use HTML*.

     b. Enter HTML code.

3. Click **Save**. The *Notebook* pop-up window appears with your general and learning module notes displayed.
4. Click *Close this window*. The *Notebook* pop-up window closes.

NOTE: You can edit learning module notes from your notebook only. For more information, see *Editing Notes*.

WORKING WITH THE LEARNING MODULES TOOL

For Section Instructors

NOTE: Depending on administrator settings, the *Learning Modules* tool may not appear or it may appear by default.

If the *Learning Modules* tool is available, you will see it under *Course Tools*. The *Learning Modules* tool allows you to perform some designer options on a learning module. This includes editing the link description that appears in the *Course Content* tool. You can also hide a learning module to make it temporarily unavailable to Students, or show a learning module to make it available to Students.

Editing the Description of Items

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules*, *Media Library*, and *Web Links* tools. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

IMPORTANT: When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Description**. The *Edit Description* screen appears.
3. Edit the description and click **Save**. The description is changed.

Setting or Modifying Release Criteria for Items

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go

to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Viewing Learning Modules

From the *Learning Modules* screen, click the title of the learning module you want to view. The learning module appears.

Viewing Links to Items

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

CHAPTER 23: LOCAL CONTENT

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT LOCAL CONTENT

For Designers

Local Content allows you to reference media files that would be inefficient to download from the server. Because the files are loaded from the Student's computer rather than over the Internet, Students with slower connections can view large files. This means that you can create links to multimedia files in your course files without slowing down online activities.

The following steps must be completed to successfully enable *Local Content*:

1. In a file within your course, add links to local files.
2. Create a local content entry.
3. Distribute the local files to your class (i.e. via portable media).
4. Get Students to enable and configure local content for their computers.

1. Add Links in Files

In an existing or newly created course file, add links to the files that you want Students to load from their computers. You must reference the file by entering the full path as it is structured on the local storage medium that you are using. Each link within the file must be hand coded in HTML.

EXAMPLE: You are using a Compact Disc (CD) as your storage medium, and the file that you want to reference is located in the root folder named *movies*. You create a link in your file by entering the following, `<a href="movies/movie.mpg">Movie</a>`, where `"movies/movie.mpg"` is the full path to the movie file, and `Movie` is the linked text in the file.

2. Create Local Content Entry

Using the *Local Content* tool, create a local content entry. When creating local content entries, you must create a folder in *File Manager* with a folder name that exactly matches the name of the root folder for your local content media, including spaces and capitalization. Once the root folder is created and then selected for your local content entry, any folders under the root folder can be referenced without creating new entries.

EXAMPLE: If you are using a CD as your storage medium, and the file that you want to reference is located in a subfolder named *musical scores* in the root folder *movies*, you would create a

folder in *File Manager* called `movies` and select it for your local content entry. In this example, you could create a link in your file similar to the following:`<a href="movies/musical scores/symphony.mp3">Musical Score</a>`

3. Distribute Local Content Medium

You must distribute the files that you want Students to access locally. You can do this by distributing the content on a portable storage medium, such as a Compact Disc (CD).

4. Configure Local Content Tool

To access content locally, Students must enable the *Local Content* tool on their local computers. They must also associate a drive path with the local content entry that you created in step 2 by specifying the following:

- drive letter of the device on their computer that will run the distributed portable storage medium
- root folder that you selected while creating your local content entry

EXAMPLE: You are using a CD as your storage medium with a root folder named *movies*, and the Student's CD-ROM drive is mapped to the letter D. The Student enters `D:\movies` in the *Drive Path* text box.

Once Students have placed the storage medium in the specified drive, and they have configured *Local Content* for their computers, clicking a link in a file automatically loads the media file from the Student's local storage device.

You can test your local content entries by configuring them for your own computer. You can do this from the *Student View* tab. If you need help configuring *Local Content* as a Student, from the *Student View* tab, click **Help**.

With *Local Content* you can:

- create entries
- edit entries
- delete entries

CREATING ENTRIES

For Designers

1. Create a folder in *File Manager* with the same name as the root folder on your local content media.

   EXAMPLE: You have a CD-ROM that contains multimedia files in a folder called *movies*, so you create a folder in *File Manager* called `movies`.

2. From the *Local Content* screen, click **Create Local Content Entry**. The *Create Local Content Entry*

screen appears.

3. Enter a title.

   TIP: Use a title that students will be able to recognize and associate with the local content media that you distribute. For example, if you distribute your local content on a CD-ROM labelled *Songs*, use the label as the entry title.

4. Next to the *Location* text box, click **Browse**. The *Content Browser* pop-up window appears.
5. Navigate to the folder that you created in step 1 and click **OK**. The *Create Local Content Entry* screen appears with the selected folder's path in the *Location* text box.
6. If you want to save the entry and create another:
   a. Click **Save and Add Another** . The entry is saved and the *Create Local Content Entry* screen is cleared.
   b. Repeat steps 2 to 5.
7. Click **Save**. The entry is created.

EDITING ENTRIES

For Designers

1. From the *Local Content* screen, locate the entry that you want to edit and, under *Title*, click it's title. The *Edit Local Content Entry* screen appears.
2. Edit the entry as desired:
   a. In the *Title* text box, edit the title for the entry.

      TIP: Use a title that Students will be able to recognize and associate with the local content media you distribute. For example, if you distribute your local content on a CD-ROM labelled *Songs*, use the label as the entry title.

   b. Next to the *Location* text box, click **Browse**. The *Content Browser* pop-up window appears.
   c. Navigate to the folder that you want to use as the local content folder.

      NOTE: The folder name must exactly match the name of the root folder for your local content media, including spaces and capitalization.

   d. Click **OK**. The *Edit Local Content Entry* screen appears with the selected folder's path in the *Location* text box.

3. Click **Save**. The *Local Content* screen appears and the entry is edited.

DELETING ENTRIES

For Designers

1. From the *Local Content* screen, do one of the following:
   - To delete one entry:
     a. Locate the entry and click its *ActionLinks* icon.
     b. From the menu that appears, click **Delete**. A confirmation message appears.
   - To delete multiple entries:
     - Next to each entry that you want to delete, select the check box.
     - Click **Delete**. A confirmation message appears.
   - To delete all entries:
     - In the table heading row, select the check box. All entries are selected.
     - Click **Delete**. A confirmation message appears.
2. Click **OK**. The *Local Content* screen appears and each selected entry is deleted.

ABOUT LOCAL CONTENT

For Section Instructors

Local Content allows links in content files to load files stored on your local computer rather than from the server. This makes it possible to access large files, such as multimedia files, that might be too slow to download from the server.

The *Local Content* tool must have been made available in your course, and media containing the content, such as a Compact Disc (CD), distributed to you. In addition, you must complete the following steps to successfully enable *Local Content*:

1. Make your local content media available on your computer.

2. Enable the *Local Content* tool.
3. Map local content folders to your computer's local storage devices.

1. Making Media Available:

Before you enable *Local Content* and map folders to your computer, you must make the local content medium available on your computer.

EXAMPLE: If you are using a CD as your local storage medium, you must insert the CD into your CD-ROM drive.

2. Enabling Local Content:

You must enable the *Local Content* tool before you can access content locally.

3. Mapping Folders:

You must map local content folders created for your course to the device that you are using to load your local content. To do this, you enter the drive letter of the device on your computer that will run the local content medium, as well as the root folder of the local content medium.

EXAMPLE: You are using a CD as your local storage medium with a root folder named *movies*, and your CD-ROM drive is mapped to the letter D on your computer. You enter `D:\movies` in the *Drive Path* text box next to the appropriate local content folder.

Once you have placed the storage medium in the specified drive and configured *Local Content* for your computer, clicking a link in the content file automatically loads the file from the local storage device.

CONFIGURING LOCAL CONTENT

For Section Instructors

IMPORTANT: Due to browser security enhancements, the *Local Content* tool cannot be properly configured if your browser does not allow access to your local computer. For best results, we recommend that you use Microsoft® Internet Explorer 6 Service Pack 1 as your web browser. To allow you to access content locally with this web browser, you must add your WebCT server as a Trusted Site. For more information, see the online help in Microsoft Internet Explorer.

To access course content locally, your Students must configure the *Local Content* tool to work with their computer's local device (e.g. CD-ROM drive). This is done by establishing the drive letter of the local device that will run the local content medium, as well as the root folder of the local content medium.

If desired, you can also configure the *Local Content* tool. This allows you to access local content when viewing files from the Teach tab.

1. Ensure that the local medium is available on your computer.

   EXAMPLE: The local content, which is stored on a Compact Disc (CD), is in your CD-ROM drive.

2. From the *Teach* tab, under *Course Tools*, click **Local Content**. The *Local Content* screen appears.
3. Under *Status*, select *On* to enable *Local Content* or *Off* to disable *Local Content*.
4. To map the drive path to the local content folder, under *Local Content Folder*, locate the title of the local content folder you want to map and, in its *Drive Path* text box, enter the letter of the drive and the root folder where the files are stored.

   EXAMPLE: The local content is stored on a CD, the letter for your CD-ROM drive is *D*, and the root folder on the CD is *Root Folder*. In the *Drive Path* text box, enter `D:\Root Folder`.

5. Click **Save**. *Local Content* is configured. When you click a file link that has been configured for local content, the local content file will now automatically load from your computer.

CHAPTER 24: MAIL

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT MAIL

For All Roles

Mail allows you to communicate with other WebCT users via written correspondence, in text or HTML format, and file attachments. You can send mail to other users in the selected course or section.

Mail can be used to exchange messages with other WebCT users, but it cannot be used to exchange messages over the Internet. This ensures that you do not receive undesired or irrelevant messages from external sources and contributes to the stability of the messaging system by limiting exposure to viruses.

With *Mail* folders you can:

- show and hide folders.
- open folders.
- create folders.
- rename folders.
- delete folders.

With *Mail* messages you can:

- navigate and sort messages.
- read messages.
- reply to messages.
- forward messages.
- create and send messages.
- create and save messages as drafts.
- edit draft messages.
- send draft messages.
- preview messages.
- set the number of messages per page.

- copy messages.
- move messages.
- create a printable view of messages.
- print messages.
- mark messages as read or unread.
- show and hide read messages.
- forward messages to external accounts.
- delete open messages.
- delete messages.

With *Mail* and *WebEQ Equation Editor* you can:

- learn about the *WebEQ Equation Editor*.
- create and insert equations in messages.
- import and insert equations in messages.
- edit and insert equations in messages.
- delete equations from messages.

MANAGING MAIL FOLDERS

For All Roles

You can:

- show and hide folders
- open folders
- create folders
- rename folders
- delete folders

Showing and Hiding Folders

You can show all your mail folders in a list with icons, or you can hide your folders.

From the messages screen, do one of the following:

- If you want to hide your folders, click the *Hide Folders* icon. Your folders now appear in a drop-down list, and only the name of the open folder is displayed.
- If you want to show your folders, click the *Show Folders* icon. Your folders now appear in a folder list with icons, and all of your folder names are displayed. The name of the open folder appears in bold.

Opening Folders

From the messages screen, do one of the following:

- If your folders are displayed in a folder list with icons, click the folder you want to open. The folder contents are displayed.
- If your folders are displayed in a drop-down list, from the drop-down list, select the folder you want to open. The folder contents are displayed.

Creating Folders

Your iconized folder list must be displayed.

1. From the messages screen, under *Folders*, click **Create Folder**. The *Create Folder* pop-up window appears.
2. In the *Folder name* text box, enter a name for the new folder.
3. Click **Save**. The new folder appears in the folder list.

Renaming Folders

You can rename custom folders only.

Your iconized folder list must be displayed.

1. From the messages screen, under *Folders*, locate the folder you want to rename and click its *Rename Folder* icon. The *Rename Folder* pop-up window appears.
2. In the *Folder name* text box, enter a new name for the folder.

3. Click **Save**. The renamed folder appears in the folder list.

Deleting Folders

You can delete custom folders only.

Your iconized folder list must be displayed.

1. From the messages screen, locate the folder you want to delete and click its *Delete Folder* icon. A confirmation message appears.
2. Click **OK**. The folder is deleted.

READING AND SENDING MAIL MESSAGES

For All Roles

You can:

- use paging controls to navigate messages
- sort messages
- read messages
- reply to messages
- forward messages
- create and send messages
- create and save messages as drafts
- edit draft messages
- send draft messages
- preview messages
- create and insert equations in messages
- import and insert equations in messages
- delete equations from messages

Navigating and Sorting Messages

The following options are available for navigating *Mail* messages:

- To display a specific page, click the number of the page you want to display.
- To display the next page, click the *Next Page* icon.
- To display the previous page, click the *Previous Page* icon.
- To display the last page, click the *Last Page* icon.
- To display the fist page, click the *First Page* icon.

The following options are available for sorting *Mail* messages:

NOTE:
- If you have not sorted your message list yet, the default sort order is ascending alphanumeric.
- Sorted lists stay sorted until you log out.

- To sort message lists by ascending alphanumeric order (i.e. 1 to 10, A to Z), next to the column heading by which you want to sort, click the *Ascending Order* icon.
- To sort message lists by descending alphanumeric order (i.e. Z to A, 10 to 1), next to the column heading by which you want to sort, click the *Descending Order* icon.

Reading Messages

NOTE: Unread messages appear in bold.

The folder that contains the messages you want to read must be open.

1. From the messages screen, under *Subject*, click the subject line of the message you want to read. The *Message* screen appears.

   TIP: To read the next or previous message from the same folder, click **next** or **previous**.

2. If the message has attached files and you want to save them:

   a. Click **View Attachments**. The *Select Attachments to Save* pop-up window appears.

   b. Next to each attachment you want to save, select the check box. To save all attachments, next to *File name*, select the check box.

NOTE: If you want to save multiple attachments in separate folders, you must save each attachment separately.

c. Click **Save to Folder**. The*Content Browser* pop-up window appears.

d. Navigate to the location you want to store the attachments and click **OK**. The *Content Browser* pop-up window closes and the attachment is saved.

3. When you are finished reading the message, click **Close this window**. The messages screen appears.

Replying to Messages

1. From the messages screen, click the message that you want to reply to. The *Message* pop-up window appears.
2. Specify the recipients:
   - To reply to the sender, click **Reply**.
   - To reply to the sender and all recipients of the message, click **Reply to All**. You cannot reply to recipients whose names appear in the *BCC* text box.
3. If you want to send the message to additional recipients, do one of the following:
   - Enter their names in the *To* text box. Use semi-colons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
     b. Select the recipients and click **Save**.
4. If you want to change the original subject heading, edit it in the *Subject* text box.
5. If your message is urgent, select *High priority*.
6. Enter your reply:
   - To reply in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
   - To reply in HTML format, you can use the *HTML Creator* or you can hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

The *HTML Creator* appears.

b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

- To hand code the HTML:

  a. Select *Use HTML*.

  b. In the *Message* text box, enter the HTML code.

  c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

7. If you want to attach files to your message:

   a. Click **Add Attachments**. The *File Browser* pop-up window appears.

   b. Do one of the following:

   - If the files you want to attach are on your computer:

     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

     ii. Locate and select the files. The files are attached.

   - If the files you want to attach are in WebCT, locate and select the files. The files are attached.

   TIP: If you want to remove an attached file, next to the file, click its *Remove Attachment* icon.

8. If you want to preview the message, click **Preview**. The *Message* screen appears.

9. Click **Send**. The message is sent.

Forwarding Messages

You can forward messages to one or multiple recipients.

1. From the messages screen, click the message that you want to forward. The *Message* pop-up window appears.

2. Click **Forward**.

3. Specify recipients for your message by doing one of the following:
   - Enter their names in the *To* text box. Use semi-colons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
     b. Select the recipients and click **Save**.
4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
6. In the *Subject* text box, enter a subject heading.
7. If your message is urgent, select *High priority*.
8. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

9. If you want to attach files to your message:
   a. Click **Add Attachments**. The *File Browser* pop-up window appears.
   b. Do one of the following:
      - If the files you want to attach are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the files. The files are attached.
      - If the files you want to attach are in WebCT, locate and select the files. The files are attached.
10. If you want to preview the message, click **Preview**. The *Message* pop-up window appears.
11. Click **Send**. The message is forwarded.

Creating and Sending Messages

You can send messages to one or multiple recipients in the course.

1. From the messages screen, click **Create Message**. The *Create Message* pop-up window appears.
2. Specify recipients for your message by doing one of the following:
   - Enter their names in the *To* text box. Use semi-colons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
     b. Select the recipients and click **Save**.
3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
4. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
5. In the *Subject* text box, enter a subject heading.
6. If your message is urgent, select *High priority*.
7. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

- To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

    b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
  - To hand code the HTML:
    a. Select *Use HTML*.

    b. In the *Message* text box, enter the HTML code.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

8. If you want to attach files to your message:
   a. Click **Add Attachments**. The *File Browser* pop-up window appears.
   b. Do one of the following:
      - If the files you want to attach are on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the files. The files are attached.
      - If the files you want to attach are in WebCT, locate and select the files. The files are attached.
9. If you want to preview the message, click **Preview**. The *Message* pop-up window appears.
10. Click **Send**. The message is sent.

Creating and Saving Messages as Drafts

You can create and save a message as a draft until you are ready to send it.

1. From the messages screen, click **Create Message**. The *Create Message* pop-up window appears.
2. Specify recipients for your message by doing one of the following:
   - Enter their names in the *To* text box. Use semi-colons to separate multiple recipients.
   - Browse for recipients:
     a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
     b. Select the recipients and click **Save**.
3. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
4. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
5. In the *Subject* text box, enter a subject heading.
6. If your message is urgent, select *High priority*.
7. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.

    c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.

8. If you want to attach files to your message:
    a. Click **Add Attachments**. The *File Browser* pop-up window appears.
    b. Do one of the following:
        - If the files you want to attach are on your computer:
            i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
            ii. Locate and select the files. The files are attached.
        - If the files you want to attach are in WebCT, locate and select the files. The files are attached.
9. If you want to preview the message, click **Preview**. The *Message* pop-up window appears.
10. Click **Save as Draft**. The message is saved as a draft.

Editing Draft Messages

You can edit the messages saved in your *Drafts* folder.

1. Open the *Drafts* folder.
2. Click the message that you want to edit. The *Create Message* pop-up window appears.
3. Specify recipients for your message by doing one of the following:
    - Enter their names in the *To* text box. Use semi-colons to separate multiple recipients.
    - Browse for recipients:
        a. Click **Browse for Recipients**. The *Select Message Recipients* pop-up window appears.
        b. Select the recipients and click **Save**.
4. If you want to send a copy of the message to other recipients, enter their names in the *CC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
5. If you want to send one or more recipient a copy of the message but you want to hide those recipients from other recipients, enter their names in the *BCC* text box or click **Browse for Recipients**. Use semi-colons to separate multiple recipients.
6. In the *Subject* text box, enter a subject heading.
7. If your message is urgent, select *High priority*.

8. Enter the content of the message:
   - To create the message in Plain Text format, in the *Message* text box:
     a. Enter the message text.

        NOTE: The message will appear exactly as you have typed it.

     b. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
   - To create the message in HTML format you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Enter the message in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Message* text box, enter the HTML code.
       c. If you want, insert an equation into your message. For more information, see *Creating and Inserting Equations*.
9. If you want to attach files to your message:
   a. Click **Add Attachments**. The *File Browser* pop-up window appears.
   b. Do one of the following:
     - If the files you want to attach are on your computer:
       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       ii. Locate and select the files. The files are attached.
     - If the files you want to attach are in WebCT, locate and select the files. The files are attached.
10. If you want to preview the message, click **Preview**. The *Message* pop-up window appears.
11. Click **Send**. The message is sent.

Previewing Messages

Before you are able to preview a message, you must enter a message subject in the *Subject* text box.

1. From the *Create Message* pop-up window, click **Preview**. The *Preview Message* pop-up window appears.
2. When you are finished previewing the message, do one of the following:
   - If you want to cancel the preview and return to the message, click **Cancel**. The *Create Message* pop-up window appears.
   - If you want to save the message in the *Drafts* folder, click **Save as Draft**. The *Messages* screen appears.
   - If you want to send the message without any further editing, click **Send**. The *Messages* screen appears.

MANAGING MAIL MESSAGES

For All Roles

You can:

- set the number of messages per page.
- copy messages.
- move messages.
- create a printable view of messages.
- print messages.
- mark messages as read or unread.
- show and hide read messages.
- forward messages to external accounts.
- delete open messages.
- delete messages.

Setting the Number of Messages per Page

You can set the number of messages you want listed per page. You can list up to 99 messages per page.

1. From the messages screen, click **Edit Paging**. The *Configure Page View* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of messages you want listed per page and click **OK**. The number of messages listed is updated.

Copying and Moving Messages

You can copy or move messages from one folder to another.

It is not possible to copy or move messages to certain folders. The following table specifies which folders you can and cannot copy or move messages to.

	To Inbox	To Sent Mail	To Drafts	To Deleted Mail	To Custom
From Inbox	no	no	no	yes	yes
From Sent Mail	no	no	no	yes	yes
From Drafts	no	no	no	yes	no
From Deleted Mail	yes	no	no	no	yes
From Custom	yes	no	no	yes	yes

The folder containing the message you want to copy or move must be open.

1. From the messages screen, under *Subject*, select the check box next to each message you want to copy or move.
2. Select the destination folder for the message being copied or moved:
   - To copy the message, from the *Copy to* drop-down list, select a folder to copy the message to and click the *Go* icon. The message is copied.
   - To move the message, from the *Move to* drop-down list, select a folder to move the message to and click the *Go* icon. The message is moved.

Moving Messages

You can move messages from one folder to another.

It is not possible to move messages to certain folders. The following table specifies which folders you can and cannot move messages to.

	To Inbox	To Sent Mail	To Drafts	To Deleted Mail	To Custom
From Inbox	no	no	no	yes	yes
From Sent Mail	no	no	no	yes	yes
From Draft	no	no	no	yes	no
From Deleted Mail	yes	no	no	no	yes
From Custom	yes	no	no	yes	no

The folder containing the message you want to move must be open.

1. From the messages screen, under *Subject*, select the check box next to each message you want to move.
2. From the *Move to* drop-down list, select a folder to move the message to and click the *Go* icon. The message is moved.

Creating a Printable View of Messages

You can create a printable view of messages that you can print or save as a file.

1. From the messages screen, under *Subject*, select the check box next to each message for which you want to create a printable view.

   TIP: If you want to create a printable view of messages from multiple folders, copy or move the messages into one folder.

2. Click **Create Printable View**. The *Compiled Messages* pop-up window appears.

3. If you want to print the compiled messages:
   a. Click **Print**. Your browser's print dialog box appears.
   b. Make your selections to print the compiled messages.
4. If you want to save the compiled messages:
   a. Click **Save as File**. You browser's save file dialog box appears.
   b. Make your selections to save the compiled messages to the desired location.
5. From the *Compiled Messages* pop-up window, when you are finished viewing the compiled messages, click **Cancel**. The messages screen appears.

Printing Messages

1. From the messages screen, under *Subject*, click the subject line of the message you want to print. The *Message* screen appears.
2. Click **Print**. Your browser's print dialog box appears.
3. Make your selections to print the message.

Marking Messages as Read or Unread

You can mark all messages in a folder as read or unread.

On the messages screen, click one of the following:

- To mark messages as read, click *Read*.
- To mark messages as unread, click *Unread*.

Showing and Hiding Read Messages

When you open a folder, both read and unread messages are displayed. However, you can choose to show a folder's unread messages only.

From the messages screen, next to *Show*, click one of the following:

- To show unread messages only, click *Unread*.
- To show both read and unread messages, click *All*.

Forwarding Messages to External Accounts

You can set up *Mail* to forward copies of all incoming course messages to an external e-mail account. Each message will appear in both *Mail* and the external e-mail account. However, if you want to respond to the message, you will have to open it from within *Mail*.

NOTE: This function may not be available to you.

1. From the messages screen, next to *Search*, click the *Mail Forwarding* icon. The *Mail Forwarding* pop-up window appears.
2. In the *External e-mail address* text box, enter or edit the address for the external e-mail account to which you want course mail forwarded.
3. Click **Save**. The messages screen appears.

Deleting Open Messages

You can delete a message when you have the message open.

From the messages screen, click **Delete**. The message is deleted and the messages screen is updated.

Deleting Messages

WARNING: Messages deleted from the *Deleted Mail* folder are deleted permanently.

1. From the messages screen, do one of the following:
   - To delete one message:
     a. Locate the message and click its *ActionLinks* icon. A menu appears.
     b. Click **Delete**. The message is deleted.
   - To delete multiple messages:
     - Select each message.
     - Click **Delete**. The messages are deleted.
   - To delete all messages:

- In the table heading row, select the check box. All messages are selected.
- Click **Delete**. All messages are deleted.

CHAPTER 25: MANAGE COURSE

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT MANAGE COURSE

For All Roles

The *Manage Course* area is a central place containing features that you use to customize a course:

Tools
In a WebCT course, you use tools to perform specific activities. You can determine which tools will be used in the course. For example, if you want to create quizzes, you add the *Assessments* tool and use it to create and modify quizzes. Or if you want to create discussion topics, you use the *Discussions* tool.

Course Menu
The course menu contains links to *Course Tools* and role-specific tools, listed under *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. The course menu is visible throughout the course so users can access tools and their content by clicking the links. You can temporarily hide tools from Students by hiding links to tools on the course menu.

Colors
You can customize a course by choosing text and background colors. You can also use predefined color sets, including a high contrast set.

Course Content Icons
The *Course Content* tool is a central location where you can organize and present content. You can customize the *Course Content* tool by choosing different WebCT icon styles or using your own icons.

Import
You can import a variety of content into a course, such as content from third-party applications and other WebCT courses. You can also import an entire WebCT Campus Edition 4.x course. **NOTE:** This feature is available to designers only.

Course Preview Page Setup
You can set up the *Course Preview Page* to provide information about a course. The *Course Preview Page* is public and can be seen by all users, including those who are not enrolled in the course. The *Course Preview Page* can be a single page or a set of linked HTML files, like a web site. **NOTE:** This feature is available to designers only.

USING COURSE TOOLS

For All Roles

To create, organize, or deliver content in a WebCT course, you use various course tools. A tool is a function in the WebCT software that allows you to perform specific activities. For example, if a designer wants to create quizzes, they can add the *Assessments* tool and use it to create quizzes. Students use the *Assessments* tool to complete and submit the quizzes. The Section Instructor uses the *Assessment Manager* tool to grade quizzes submitted by Students.

Links to tools are listed under *Course Tools* on the course menu, which is visible throughout the course. All users access course tools by clicking the links.

For more information on how to use specific tools, see topics for each tool under *Using WebCT Features and Tools*.

IMPORTANT: In order to use course tools, they must be enabled. Administrators can enable or disable course tools. If you have access to *Settings* in the *Manage Course* area, you may be allowed to enable or disable course tools.

Adding or Removing Course Tools

NOTE: Depending on administrator settings, these features may not be available.

Tools that are available in a course appear under *Course Tools* on the course menu. If necessary, you can add more course tools. For example, if you want to create an assignment, you add the *Assignments* tool. Or if you want Students to be able to view their grades, you add the *My Grades* tool. After you have added tools, a link to each tool appears under *Course Tools*. You and other users access the tools and their content by clicking the links.

If you do not want certain tools to be used in the course, you can remove them from the course menu. Content in those tools is saved and will be available if you add the tools again.

If there is content in a tool that you do not want to make available to Students yet, you can hide that tool temporarily instead of removing the tool.

IMPORTANT: If you created separate links to content items in different locations in the course, those links will still be available even if you remove the tool. For example, if you created a link to an assignment, that link will still be available even if you remove the *Assignments* tool.

1. From *Manage Course*, click **Tools**. The *Tools* screen appears.
2. Do one of the following:
   - To add tools, select the check box next to each tool and click **Save**. The tools are added.
   - To remove tools, clear the check box next to each tool and click **Save**. The tools are removed.

Hiding or Showing Course Tools

NOTE: Depending on administrator settings, this feature may not be available.

Links to course tools are listed under *Course Tools* on the course menu. You can temporarily hide any of those links so Students cannot use the course menu to access the tools from that location. However, if you have added links to content in other locations, Students can still access that content even if the link on the course menu is hidden. For example, you can hide the link to the *Assignments* tool on the course menu, but if you added a link to an individual assignment in the *Course Content* tool, Students can still access that particular assignment. Hiding tools on the course menu allows you to organize and present content in a central location.

When you want Students to access tools from the course menu again, you can show the links.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. In the *Visibility to Students* column, do one of the following:
   - To hide tools, locate each tool and click **Hide Link**. The tools are hidden from Students. On the **Build** and **Teach** tabs, the hidden tools are marked with *(H)* on the course menu.

IMPORTANT: In the *Course Content* and *Learning Modules* tools, you can add content links to items in course tools. If you hide a course tool, those items are still available to Students. For example, if you add a content link to an assignment from the *Learning Modules* tool but you hide the *Assignments* tool, the assignment is still available in *Learning Modules*.

- To show tools, locate each tool and click **Show Link**. The tools appear on the course menu for Students.

MANAGING THE COURSE MENU

For All Roles

NOTE: Depending on administrator settings, these features may not be available.

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu. For example, if there are links to the *Assessments* and *Assignments* tools under *Course Tools*, users can click the links to access these tools and content.

Displaying the Course Menu

NOTE: Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can click the links to access tools and content. For example, if there are links to the *Assessments* and *Assignments* tools listed under *Course Tools*, users click the links for *Assignments* and *Assessments*.

You can set the links on the course menu to appear in the following ways:

- icons and text
- text only
- icons only

You can change the orientation of the course menu in the Student interface so it is displayed either vertically on the left or horizontally at the top of the screen. However, the course menu in the designer and instructor interfaces is always displayed vertically on the left.

You can also change the order of *Course Tools* and *My Tools* in the student interface. For example, if *Course Tools* is currently displayed at the top, you can move it to the bottom.

If new content becomes available in course tools, a *New items available* icon appears next to each link. If a course tool is hidden from Students, the link is marked with *(H)* and does not appear to Students.

IMPORTANT: If you are designing a template, these features apply to all courses that are based on the template. The Section Designer or Section Instructor can edit these features in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. Under *General Settings*, do the following:
   a. Next to *Course Menu*, select one of the following options:
      - *Display as icons and text*
      - *Display text only*
      - *Display icons only*

   b. Next to *Course Menu Orientation for Students*, select one of the following options:
      - *Vertical* so the course menu appears vertically on the left of the screen
      - *Horizontal* so the course menu appears horizontally at the top of the screen
3. Click **Apply Settings**. The course menu appears as specified.
4. If you want to change the order of *Course Tools* and *My Tools*, do the following:

   In the *Move* column, click the *Move up* or *Move down* icon next to *Course Tools* or *My Tools*. The order is changed.

Expanding and Collapsing the Course Menu

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the course menu.

If the links are displayed as both icons and text, you can expand and collapse the menu as necessary. Collapsing the course menu increases the viewing area of the current screen. You can also expand and collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools* sections.

NOTE: The course menu collapses automatically if you click the link for the following tools: *Learning Module*, *Mail*, *File Manager*, or *My Files*. This automatically increases the viewing area of these tools.

- To expand or collapse the entire course menu, click the **Expand or Collapse** toggle.

- To expand or collapse the *Course Tools*, *Designer Tools*, *Instructor Tools*, or *My Tools*: Click the **Expand or Collapse** icon next to the heading.

Moving Links on the Course Menu

NOTE: Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. Users can access tools and their content by clicking the links on the menu. You can change the order of links, except for the *Course Content* link, by moving them up or down on the course menu.

IMPORTANT: If you are designing a template, these settings apply to all courses that are based on the template. The Section Designer or Section Instructor can change these settings in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. In the *Move* column, select the link that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate a link above the one that you already selected and click its *ActionLInks for this Item* icon. A menu appears.
     b. Click **Move Selected Above**. The link is moved up.
   - To move the item down or to the end of the list:
     a. Locate a link below the one that you already selected and click the *ActionLinks for this Item* icon. A menu appears.
     b. Click **Move Selected Below**. The link is moved down.

Hiding or Showing Course Tools

NOTE: Depending on administrator settings, this feature may not be available.

Links to course tools are listed under *Course Tools* on the course menu. You can temporarily hide any of those links so Students cannot use the course menu to access the tools from that location. However, if you have added links to content in other locations, Students can still access that content even if the link on the course menu is hidden. For example, you can hide the link to the *Assignments* tool on the course menu, but if you added a link to an individual assignment in the *Course Content* tool, Students can still access

that particular assignment. Hiding tools on the course menu allows you to organize and present content in a central location.

When you want Students to access tools from the course menu again, you can show the links.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. In the *Visibility to Students* column, do one of the following:
   - To hide tools, locate each tool and click **Hide Link**. The tools are hidden from Students. On the **Build** and **Teach** tabs, the hidden tools are marked with *(H)* on the course menu.

     IMPORTANT: In the *Course Content* and *Learning Modules* tools, you can add content links to items in course tools. If you hide a course tool, those items are still available to Students. For example, if you add a content link to an assignment from the *Learning Modules* tool but you hide the *Assignments* tool, the assignment is still available in *Learning Modules*.

   - To show tools, locate each tool and click **Show Link**. The tools appear on the course menu for Students.

Displaying or Hiding the Course Content Map

NOTE: Depending on administrator settings, this feature may not be available.

The *Course Content Map* contains a list of links to content in the *Course Content* tool, presented in outline format. Users can use the *Course Content Map* to access files, content items, and content folders in the *Course Content* tool. For example, if there are links to individual quizzes and assignments in the *Course Content* tool, users can access these items from the *Course Content Map*. You can set the *Course Content Map* to appear in the following ways:

- as the *Expand Course Content Map* icon next to the *Course Content* tool.
- as a drop-down list.

You can also hide the entire *Course Content Map*.

IMPORTANT: If you are designing a template, these features apply to all courses that are based on the template. The Section Designer or Section Instructor can edit these features in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. Under *General Settings*, next to *Course Content Map*, select one of the following options:

- *Display as an icon*
- *Display as a drop-down list*
- *Do not display*

3. Click **Apply Settings**. The *Course Content Map* appears as specified.

Adding Custom Links

NOTE: Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. You can add a custom link to an Internet resource, such as Google (`http://www.google.com`), under *Course Tools* where it is visible to all users in the course. Or you can add the link under *My Tools* where it is visible to Students only.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. Next to *Course Tools* or *My Tools*, click **Add Custom Link**. The *Add Custom Link* pop-up window appears.
3. In the *Title* text box, enter the name of the link. For example: `Google`.
4. In the *URL* text box, enter the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: `http://www.google.com`.
5. Decide if you want to use an icon:
   - If you do not want to use an icon, click **Save**. The custom link is added.
   - If you want to use an icon, click **Browse**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       b. Locate and select the file. The image will be re-sized to 20x20 pixels automatically.
       c. Click **Save**. The custom link is added.
     - If the file you want to use is in WebCT:
       a. Navigate to the file and select it. The image will be re-sized to 20x20 pixels

automatically.

b. Click **Save**. The custom link is added.

Editing Custom Links

NOTE: Depending on administrator settings, this feature may not be available.

The course menu is the primary navigation feature in a WebCT course. The course menu is visible throughout the course and contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. If a custom link to an Internet resource, such as Google (`http://www.google.com`), was added to *Course Tools* or *My Tools*, you can edit it.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. Locate the custom link that you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit Custom Link**. The *Add Custom Link* pop-up window appears.
4. In the *Title* text box, edit the name of the link. For example: `Google`.
5. In the *URL* text box, edit the URL for the link. You have the option of entering the protocol. If none is entered, the default protocol is HTTP. For example: `http://www.google.com`.
6. Decide if you want to use an icon:
   - If you do not want to use an icon, click **Save**. The custom link is added.
   - If you want to use an icon, click **Browse**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       b. Locate and select the file. The image will be re-sized to 20x20 pixels automatically.
       c. Click **Save**. The custom link is added.
     - If the file you want to use is in WebCT:
       a. Navigate to the file and select it. The image will be re-sized to 20x20 pixels automatically.
       b. Click **Save**. The custom link is added.

Deleting Custom Links

NOTE: Depending on administrator settings, this feature may not be available.

The course menu contains links to *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students. If a custom link to an Internet resource, such as Google (`http://www.google.com`), was added to *Course Tools* or *My Tools* but you no longer want to use the link, you can delete it.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Menu**. The *Course Menu* screen appears.
2. Next to *Course Tools* or *My Tools*, locate the custom link that you want to delete and click its *ActionLinks* icon. A menu appears.
3. Click **Delete**. The link is deleted.

MANAGING COLORS

For All Roles

NOTE: Depending on administrator settings, these features may not be available.

You can customize a course by choosing different text and background colors. You can use a predefined color set which applies a consistent color scheme throughout the course, or you can create a custom color set. In compliance with the US Rehabilitation Act, Section 508, WebCT also offers a high contrast color set which allows users who have difficulty distinguishing colors to use WebCT.

Selecting a Color Set

NOTE: Depending on administrator settings, this feature may not be available.

You can customize a course by selecting a predefined color set which applies a consistent color scheme throughout the course. In compliance with the US Rehabilitation Act, Section 508, WebCT also offers a

high contrast color set which allows users who have difficulty distinguishing colors to use WebCT.

NOTE: To further customize a course, you can override the predefined color set by changing the background color in the *Course Content* tool.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Colors**. The *Colors* screen appears.
2. Under *Color Set*, select a color set. The selected color set appears in the preview frame.
3. Click **Apply**. The new color set is applied.

Creating a Custom Color Set

NOTE: Depending on administrator settings, this feature may not be available.

You can customize a course by choosing background and text colors to create a custom color set.

You can select the background color of the following:

- page
- table headers
- course menu containing *Course Tools* and role-specific tools, such as *Designer Tools*, *Instructor Tools*, or *My Tools* for Students
- selected items on the course menu
- highlighted items on the course menu

You can select the text color of the following:

- page text
- table headers
- links
- visited links
- items on the course menu
- selected items on the course menu
- highlighted items on the course menu

To further customize a course, you can override custom colors that are set here by changing the background color in the *Course Content* tool.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Colors**. The *Colors* screen appears.
2. Under *Color Set*, select *Custom*. The preview frame displays the elements that you can select colors for.
3. Under *Preview*, click the *Edit* icon next to the element that you want to change. A color palette appears.
4. Do one of the following:
   - Click a color. The color appears in the preview box.
   - In the *Color value* text box, enter the RGB color value and click **Preview**. The color appears in the preview box.
5. Click **Apply**. The new color appears in the preview frame.
6. Click **Apply**. The new color is applied.

MANAGING COURSE CONTENT ICONS

For All Roles

NOTE: Depending on administrator settings, these features may not be available.

In the *Course Content* tool, you can choose an icon set or change an icon style for an individual link. Links can appear as icon and text, icon only, or text only.

Selecting an Icon Set

NOTE: Depending on administrator settings, this feature may not be available.

You can customize the *Course Content* tool by choosing an icon set so that a consistent icon style is used for files, content folders, and content links. Icon styles include photographic and illustrated images.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Content Icons**. The *Course Content Icons* screen appears.
2. Click **Select New Content Icon Set**. The *Select Icon Set* pop-up window appears.

   TIP: The *Photo* and *Casual* images have a white background. The *WebCT*, *Casual transparent*, *Photo transparent*, and *Formal* images do not have a background and are suitable on pages that contain a background image or have a background color other than white.

3. Select an icon set and click **Select**. The icon set appears in preview mode.
4. On the *Course Content Icons* screen, click **Apply**. The icon set is selected.
5. View the selected icon set in the *Course Content* tool.

Customizing an Individual Icon

NOTE: Depending on administrator settings, this feature may not be available.

In the *Course Content* tool, an icon set is used by default so that a consistent icon style is used for files, content folders, and content links. However, you can use your own images as custom icons. The custom icon is used wherever that type of item appears in the *Course Content* tool. If the icon was already changed to a custom one, you can revert to the original icon. Ensure that your image measures approximately one inch by one inch or smaller. If the image is larger, it is unsuitable as an icon.

IMPORTANT: If you are designing a template, this feature applies to all courses that are based on the template. The Section Designer or Section Instructor can edit this feature in a course without changing the template.

1. From *Manage Course*, click **Course Content Icons**. The *Course Content Icons* screen appears.
2. Locate the icon that you want to customize and click its **ActionLinks** icon.
3. Depending on whether the icon was changed before, do one of the following:
   - If the icon was changed before and you want to use the original icon, click **Revert to Original** and **Apply**. The original icon is used.
   - If the icon was not changed before, you can customize it by clicking **Replace Image**. The *Content Browser* pop-up window appears.
     - If the file you want to use is on your computer:
       a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       b. Locate and select the file. The custom icon appears in preview mode.
       c. On the *Course Content Icons* screen, click **Apply**. The icon is changed.

- If the file you want to use is in WebCT:
  a. Navigate to the file and select it.
  b. Click **OK**. The custom icon appears in preview mode.
  c. On the *Course Content Icons* screen, click **Apply**. The icon is changed.

IMPORTING CONTENT

For Designers

You can use the *Import* tool to bring in content created in other WebCT courses or in software programs, such as Respondus®.

You can import the following content:

- entire courses exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and WebCT Vista courses
- e-Learning Resource Packs (e-Packs)
- exams created using Respondus
- presentations created using the PowerPoint® presentation graphics program
- web sites and pages created using Dreamweaver® software or the FrontPage® web site creation and management tool

NOTE: You can also import SCORM content packages. For more information, see *Creating SCORM Modules*.

About the e-Learning Standards that WebCT Supports

For Designers

The following is a list of the e-Learning standards that the *Import* tool supports:

- WebCT Content Interoperability Specification (CIS):

  You can import learning modules, quizzes, surveys, self tests, and questions in CIS format. The CIS format implements the IMS Content Packaging and the IMS Question and Test Interoperability (QTI) specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

- IMS Content Packaging specification:

  You can import web sites and pages created by using Macromedia Dreamweaver® MX 2004 software and the Content Packager for IMS extension.

- IMS QTI specification:

  You can import exams that were created by using Respondus®.

- Microsoft Learning Resource iNterchange (LRN):

  You can import:

  - presentations that were created by using the PowerPoint® presentation graphics program and then saved in LRN format.
  - web sites and pages that were created by using the FrontPage® web site creation and management tool and then saved in LRN format.

Importing Dreamweaver Web Sites and Pages

For Designers

There are two ways that you can import web sites or pages that were created by using Macromedia Dreamweaver® software:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing Dreamweaver web sites or pages as learning modules are described below.

To import Dreamweaver web sites or pages as learning modules, they must have been created using Dreamweaver MX 2004 software and the Content Packager for IMS extension. For more information, see Macromedia Dreamweaver Content Packager for IMS (`http://www.webct.com/macromedia`).

After the web sites or pages are imported, you can create links to them on content folders in the *Course Content* tool.

1. Ensure the Dreamweaver web site or pages are saved as a content package in zip file format on your

local computer, on an accessible network drive, or in WebCT.

2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**. The *Import Log* pop-up window closes.
6. Click **Return**. The *Course Content Home* screen appears and the web site or pages are added as a learning module to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   A file called *Content Import Log* was created when the Dreamweaver content was imported. This file describes what happened to the content after it was imported. For more information, see *Viewing the Content Import Log*.
7. To go to the learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying a list of learning modules in the tool.
   b. Locate the imported learning module and click its title.

      NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

Importing e-Packs

For Section Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in WebCT. For more information, see WebCT Digital Content (`http://www.webct.com/content/`).

IMPORTANT:
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
- Students need an access code to enter a course that contains an e-Pack. For more information, go to WebCT Digital Content (`http://www.webct.com/content/`). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip or `.epk` file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip or `.epk` file.
   - If the zip or `.epk` file you want to import is in WebCT, locate and select the zip or `.epk` file. or more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of WebCT. For more information, see *Viewing the Content Import Log*.

Importing e-Packs

For Template Designers

You can import an e-Learning Resource Pack (e-Pack). An e-Pack is online course content that is created by a publisher and is ready for use in WebCT. For more information, see WebCT Digital Content (`http://www.webct.com/content/`).

IMPORTANT:

- You can only import one e-Pack to a template.
- Because an e-Pack is protected by an access code, after an e-Pack is imported, you will no longer be able to export content (assessments, questions, and learning modules) from the template.
- The files in an e-Pack are protected by an access code. You cannot move or copy files from an e-Pack.
- Students need an access code to enter a course that contains an e-Pack. For more information, go to WebCT Digital Content (`http://www.webct.com/content/`). In the menu, point to *Digital Content* and click **Student Access Codes**.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip or `.epk` file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip or `.epk` file.
   - If the zip or `.epk` file you want to import is in WebCT, locate and select the zip or `.epk` file. or more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress. Depending on the size of the e-Pack, it may take a while for the file to import.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:

a. Click **View Import Log**. The *Import Log* pop-up window appears.

b. When you are finished viewing the import log, click **Close**.

5. Click **Return**. The *Course Content Home* screen appears and the e-Pack is imported.

NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

A file called *Content Import Log* was created when the e-Pack was imported. This file describes what happened to the e-Pack content after it was imported and where you can find the content in this version of WebCT. For more information, see *Viewing the Content Import Log*.

e-Pack content is merged with existing content of the same type. For example, if the template already contained assignments and the e-Pack contains assignments, the e-Pack assignments are added to the existing assignments in the *Assignments* tool.

If the e-Pack contains a type of content that did not exist in the template already, the e-Pack content is added to the template and its corresponding tool is added under *Course Tools*. For example, if the template did not contain the *Discussions* tool or discussion topics but the e-Pack contains discussion topics, the *Discussions* tool is added under *Course Tools* and the discussion topics in the e-Pack are added to the *Discussions* tool.

Importing FrontPage Web Sites and Pages

For Designers

There are two ways that you can import web sites or pages that were created by using the FrontPage® web site creation and management tool:

- You can import the web sites or pages as a zip file or single HTML files. For more information, see *Getting Files*.
- You can import the web sites or pages as learning modules. Each HTML page becomes an HTML file in the learning module's table of contents. The instructions for importing FrontPage web sites or pages as learning modules are described below.

Before FrontPage web sites or pages can be imported as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

After the web sites or pages are imported, you can create links to them on folders in the *Course Content* tool.

1. Ensure the web site or pages are saved in LRN format in a single zip file on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:

- If you are on the *Manage Course* screen, go to step 3.
- To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.

3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The *Course Content Home* screen appears and the web site or pages are added as a learning module to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.
7. To go to the learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.
   b. Locate the imported learning module and click its title.

      NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

Importing PowerPoint Presentations

For Designers

There are two ways that you can import presentations that were created by using the PowerPoint®

presentation graphics program:

- You can import the presentations as single files. For more information, see *Getting Files*.
- You can import the presentations as learning modules. Each slide in a presentation becomes an HTML file in the learning module's table of contents. The instructions for importing PowerPoint presentations as learning modules are described below.

To import PowerPoint presentations as learning modules, they must first be saved in Microsoft LRN (Learning Resource iNterchange) format. Then, the resulting files must be saved in a single zip file.

After the PowerPoint presentation are imported, you can create links to them on content folders in the *Course Content* tool.

1. Ensure the presentation is saved in LRN format in a single zip file on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The *Course Content Home* screen appears and the presentation is added as a learning module to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.
7. To go to the learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying

the learning modules in the tool.

b. Locate the imported learning module and click its title.

NOTE: You can create links to learning modules on folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

Importing Respondus Exams

For Designers

You can import exams that were created by using Respondus® software.

IMPORTANT: The exams must have been created using the Respondus CMS (Course Management System) "personality" *IMS QTI 1.1+* and saved as an IMS QTI XML file in zip file format. If the Respondus exam you want to import was created using a CMS personality other than *IMS QTI 1.1+*, you can convert the exam file to use the IMS QTI 1.1+ personality. For more information, see the Respondus documentation.

Respondus exams import as quizzes and are added to the *Assessments* tool. All questions in the exam are added to the *Question Database* tool.

After an exam is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import and insert is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.

4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the exam is added as a quiz to the *Assessments* tool. All questions in the exam are added to the *Main* category in the *Question Database* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

6. To go to the quiz:
   a. Under *Course Tools*, click **Assessments**. The *Assessments* screen appears, displaying all assessments in the tool.
   b. Locate the imported quiz and click its title.

      NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

7. Ensure you review and, if necessary, edit the quiz properties. Quiz properties define how a quiz will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*.

   NOTE: If you imported an exam or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

Importing WebCT Campus Edition 4.1 (MP) Courses

For Designers

You can import entire courses that have been exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP). For more information on exporting courses from CE 4.1 (MP), see the CE 4.1 (MP) *Online Help*.

NOTE: Some features and functionality in CE 4.1 (MP) courses do not map to identical features and functionality in this version of WebCT. For example, the *Self Test* tool does not exist as a separate tool in this version of WebCT; imported self tests are added to the *Assessments* tool.

After a course is imported, a *Content Import Log* is created. The *Content Import Log* describes what happened to your course content and where you can find it in this version of WebCT.

1. Ensure the CE 4.1 (MP) course content package is in zip file format on your local computer, on an accessible network drive, or in WebCT.
2. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 3.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
3. Click **Import**. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
5. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
6. Click **Return**. The course entry screen appears and the course is imported.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

   A file called *Content Import Log* was created when the course was imported. This file describes what happened to your content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.

Importing WebCT Learning Modules and Content Modules

For Designers

You can import learning modules and content modules that were created in other WebCT courses.

You can import the following:

- content modules exported from a WebCT Campus Edition (CE) 4.x course
- learning modules exported from a CE 6 or WebCT Vista 3.x or later course

  NOTE: When a learning module is exported from a CE 6 or Vista course, only headings, files, and assessments linked in the table of contents or the action menu are exported. Any other items linked in the table of contents or the action menu are not exported and so, will not import.

- learning modules created using the WebCT Content Interoperability Specification (CIS)

Imported learning modules and content modules are added to the *Learning Module* tool.

After a learning module or content module is imported, you can create links to it on content folders in the *Course Content* tool.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package imports, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the learning modules or content modules are added to the *Learning Module* tool.

   NOTE: WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

If you imported content modules that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to your content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.

6. To go to an imported learning module:
   a. Under *Course Tools*, click **Learning Modules**. The *Learning Modules* screen appears, displaying the learning modules in the tool.
   b. Locate the imported learning module and click its title.

      NOTE: You can create links to learning modules on content folders in the *Course Content* tool. For more information, see *Linking Learning Modules to Content Folders*.

Importing WebCT Quizzes, Surveys, Self Tests, and Questions

For Designers

You can import quizzes, surveys, self tests, and questions that were created in other WebCT courses.

You can import the following:

- all quizzes, surveys, and questions exported from a WebCT Campus Edition (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or WebCT Vista 3.x or later course
  - created using the WebCT Content Interoperability Specification (CIS)

    The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The

Manage Course screen appears.

2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up screen appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the content is imported.

   NOTE: If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.
6. To go to an assessment or the questions:
   a. From the *Build* tab, under *Course Tools*, click **Assessments**. The *Assessments* screen appears, listing the assessments in the tool.
   b. To go to an assessment, click its title.

      NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.
   c. To go to the questions, click **Go to Question Database**. The *Question Database* screen appears.

      NOTE:
      - If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it.
      - If you imported questions that were exported from a CE 4.x course and the questions were in a category, which was automatically created by WebCT, called *Default*, the questions are added to the *Uncategorized Questions* category.

- If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

7. If you imported an assessment, ensure you review, and if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

   NOTE: If you imported an assessment or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

WORKING WITH A COURSE PREVIEW PAGE

For Designers

You can create and set a *Course Preview Page* to present information about the course. This allows Students to find out more about the course before they are enrolled. The *Course Preview Page* can be a single page or a set of linked HTML files. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access WebCT.

Creating a Course Preview Page

You can set a *Course Preview Page* to provide information about a course, allowing Students to find out more about the course before they are enrolled. The *Course Preview Page* can be a single page or a set of linked HTML files, like a web site. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access WebCT.

To create the *Course Preview Page*, you can use plain text or HTML. If you are using HTML, you can hand-code the HTML or use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as boldface, and for inserting images and links. Depending on administrator settings, the *HTML Creator* may not be available.

IMPORTANT: You must save the files for *Course Preview Page* in the *Public Files* folder in *File Manager*.

1. From *File Manager*, open the *Public Files* folder.
2. In *Public Files*, click **Create File**. The *Create File* screen appears.
3. In the *File Name* text box, enter the file name.
4. If you want to use *HTML Creator*, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
5. In the *Content* text box or the *HTML Creator* editing area, enter your content.
6. Click **Save**. The *Course Preview Page* is created and saved in the *Public Files* folder.
7. Set the *Course Preview Page*. For more information, see *Setting the Course Preview Page*.

Setting a Course Preview Page

You can set a *Course Preview Page* to provide information about a course, allowing Students to find out more about the course before they are enrolled. To view the *Course Preview Page*, Students click **Course List** on the *Entry Page* when they access WebCT.

IMPORTANT: The files for the *Course Preview Page* must be saved in the *Public Files* folder in *File Manager*.

1. From *Manage Course*, click **Course Preview Page Setup**. The *Course Preview Page Setup* screen appears.
2. Do one of the following:
   - If a *Course Preview Page* was previously set, click **Choose another Course Preview Page**. The *Content Browser* appears.
   - If a *Course Preview Page* was not previously set, click **Browse for Course Preview Page**. The *Content Browser* appears.
3. In the *Public Files* folder, select the file. If you are using a set of linked HTML files, like a web site, select the file for the first page.
4. Click **OK**. The *Course Preview Page* is set.

RESETTING COURSES

For Section Instructors

NOTE: Depending on administrator settings, you may not be able to reset courses.

Resetting a course allows you to prepare a course for a new term by deleting its content, such as *Discussion* messages, *Mail* messages, *Chat* logs, *Assignments*, and *Assessments*. *Grade Book* data will also be deleted. Even after you reset a course, however, some course attributes will be preserved, such as the title of the course and assigned dates. Only an administrator can change these attributes.

Students and Auditors will be automatically unenrolled. You have the option to unenroll Section Designers or Teaching Assistants.

A backup of the course will automatically be created.

IMPORTANT: Depending on server load and the size of the reset queue, resetting a course may take from under a minute to several hours. Once a course is in the reset queue, it cannot be removed. The course will be hidden from users in *My WebCT* until the reset is complete.

1. From a WebCT course, click the **Teach** tab.
2. Under *Instructor Tools*, click **Manage Course**. The *Manage Course* screen appears.
3. Click **Reset**. The *Reset* screen appears.
4. If you want to unenroll Section Designers or Teaching Assistants, select the appropriate check boxes under *The following users will be unenrolled from this course*.

   NOTE: Students and Auditors will be automatically unenrolled regardless of whether you select these additional roles.

5. Click **Continue**. *My WebCT* appears. The course will be closed until the reset is complete.

SETTINGS

For Section Designers and Section Instructors

Settings determine which tools and features are enabled in your course. For each setting you can set the value for the course, where the current value can be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value selected by you.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

Settings are grouped under the following headings:

- *Tools*: these settings allow you to configure settings specific to a tool in WebCT. For example, using the *Mail* tool settings you can enable or disable the tool in the course and specify the maximum mail attachment size.
- *Administration*: these settings allow you to configure settings that apply to the program in a broader sense.
- *System Integration*: these settings allow you to configure deployable components.

OVERVIEW OF CONFIGURING SETTINGS

Settings determine which WebCT features are enabled and how the features are configured for each learning context. Settings are grouped into various categories.

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Manage Course* screen, click **Settings**. Lists of settings appear in different categories.

   NOTE: Each link is referred to as a settings group.

2. Click the name of the settings group you want to configure. The settings screen for the group appears, displaying the title and value for each setting.
3. Under *Value*, select or enter a value.
4. Click **Save Values**. Your changes are applied and the *Settings* screen appears.

CONFIGURING TOOL SETTINGS

Assessments Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.

- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Assessments Tools* screen, under *Value*, select the value for the following setting:

Setting	Description	Values
Enable *Assessments* tool	Determines whether the *Assessments* tool is enabled for your course.	Select the value: • To enable the *Assessments* tool, select *True*. • To disable the *Assessments* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Assignments Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Assignments Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Assignments* tool	Determines whether the *Assignments* tool is enabled.	Select the value: • To enable the *Assignments* tool, select *True*. • To disable the *Assignments* tool, select *False*.

Setting	Description	Values
View group member list	If Students are placed in groups, this setting determines how names are displayed on the group member list.	Select the value: • To display members by given names, select *Student name*. • To display members by WebCT user name, select *User name*. • To display members by both given names and user name, select *Both*.

2. Click **Save Values**. The changes are saved.

Bookmarks Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Bookmarks Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Bookmarks* tool	Determines whether the *Bookmarks* tool is enabled.	Select the value: • To enable the *Bookmarks* tool, select *True*. • To disable the *Bookmarks* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Calendar Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Calendar Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Calendar* tool	Determines whether the *Calendar* tool is enabled at the current section.	Select the value: • To enable the *Calendar* tool, select *True*. • To disable the *Calendar* tool, select *False*.
Display institution public entries in the section *Calendar*	Institution public entries, created by the Institution Administrator, are always displayed when *Calendar* is accessed from *My WebCT*. This setting determines whether institution public entries are also displayed when *Calendar* is accessed from the section .	Select the value: • To display institution public entries when *Calendar* is accessed from the section, select *True*. • To display institution public entries only when *Calendar* is accessed from *My WebCT*, select *False*.
Allow non-Section Instructors to add public entries to the section *Calendar*	Determines whether Teaching Assistants, Students, and Auditors can create public entries in the section *Calendar*. Public entries appear in all section members' *Calendar*.	Select the value: • To allow non-Section Instructor roles to add public entries to the *Calendar*, select *True*. • To prevent non-Section Instructor roles from adding public entries to the *Calendar*, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Chat Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Chat Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Chat* tool	Determines whether *Chat* is enabled.	Select the value: • To enable the *Chat* tool, select *True*. • To disable the *Chat* tool, select *False*.
Allow Teaching Assistants to view and clear chat logs	If logging is turned on for a chat room, all messages are recorded in the log. This setting determines whether Teaching Assistants can view and clear these chat logs.	Select the value: • To allow Teaching Assistants to view and clear chat logs, select *True*. • To prevent Teaching Assistants from viewing and clearing chat logs, select *False*.
Logging is on by default in newly created chat rooms	Determines whether logging is automatically set to on when chat rooms are created.	Select the value: • To enable logging by default in newly created chat rooms, select *True*. • To disable logging by default in newly created chat rooms, select *False*.
Allow Students to view chat logs	Determines whether Students can view chat logs. Allow Students to view chat logs if you want them to benefit from the online chat session even if they were not present.	Select the value: • To allow Students to view chat logs, select *True*. • To prevent Students from viewing chat logs, select *False*.

Setting	Description	Values
Allow Auditors to view chat logs	Determines whether Auditors of the section can view chat logs. Allow Auditors to view chat logs if you want them to benefit from the online chat session even if they were not present.	Select the value: • To allow Auditors to view chat logs, select *True*. • To prevent Auditors from viewing chat logs, select *False*.
Allow Teaching Assistants to create rooms	Determines whether Teaching Assistants can create new chat, whiteboard, or combined chat and whiteboard rooms.	Select the value: • To allow Teaching Assistants to create rooms, select *True*. • To prevent Teaching Assistants from creating rooms, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Course Menu Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Course Menu* settings screen, under *Value*, select values for the following settings:

Setting	Description	Value
The following settings are available to Section Designers. You can allow Section Instructors to control the availability of course tools and appearance of the course menu:		

Setting	Description	Value
Allow Section Instructors to add or remove tools in the course	Determines whether Section Instructors can control which tools are used in the course by adding or removing them. For example, if the *Assignments* tool is added, it can be used to create assignments and a link to it appears under *Course Tools* on the course menu.	Select the value: • To allow Section Instructors to add or remove tools in the course, select *Add or remove tools in the course*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.
Allow Section Instructors to hide or show links on the course menu in the student interface	Determines whether Section Instructors can control the visibility of links on the course menu. In the student interface, the course menu contains links to course tools listed under *Course Tools* and links to student tools listed under *My Tools*. Students can access tools and their content by clicking these links. Section Instructors can hide the links if they do not want Students to access tools from the course menu.	Select the value: • To allow Section Instructors to hide or show links on the course menu in the student interface, select *Hide or show links on the course menu in the student interface*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.

Setting	Description	Value
Allow Section Instructors to change appearance of the course menu	Determines whether Section Instructors can control how the course menu appears, including the following: • appearance of links (display icons and text, text only, or icons only) • orientation of the course menu in the student interface (display vertically on the left or horizontally at the top of the screen) • appearance of the *Course Content Map* (display as an icon or drop-down list)	Select the value: • To allow Section Instructors to control the appearance of the course menu, select *Change appearance of the course menu*. • To prevent them from doing so, clear the check box.
Allow Section Instructors to add custom links	Determines whether Section Instructors can add custom links to Internet resources such as Google (`http://www.google.com`). Custom links can be listed under *Course Tools* or *My Tools* on the course menu.	Select the value: • To allow Section Instructors to add custom links, select *Add custom links*. • To prevent them from doing so, clear the check box.

Setting	Description	Value
The following settings are available to Section Instructors and Teaching Assistants. You can allow Section Designers to control the availability of course tools and appearance of the course menu:		

Setting	Description	Value
Allow Section Designers to add or remove tools in the course	Determines whether Section Designers can control which tools are used in the course by adding or removing them. For example, if the *Assignments* tool is added, it can be used to create assignments and a link to it appears under *Course Tools* on the course menu.	Select the value: • To allow Section Designers to add or remove tools in the course, select *Add or remove tools in the course*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.
Allow Section Designers to hide or show links on the course menu in the student interface	Determines whether Section Designers can control the visibility of links on the course menu. In the student interface, the course menu contains links to course tools listed under *Course Tools* and links to student tools listed under *My Tools*. Students can access tools and their content by clicking these links. Section Designers can hide the links if they do not want Students to access tools from the course menu.	Select the value: • To allow Section Designers to hide or show links on the course menu in the student interface, select *Hide or show links on the course menu in the student interface*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.

Setting	Description	Value
Allow Section Designers to change appearance of the course menu	Determines whether Section Designers can control how the course menu appears, including the following: • appearance of links (display icons and text, text only, or icons only) • orientation of the course menu in the student interface (display vertically on the left or horizontally at the top of the screen) • appearance of the *Course Content Map* (display as an icon or drop-down list)	Select the value: • To allow Section Designers to control the appearance of the course menu, select *Change appearance of the course menu*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.
Allow Section Designers to add custom links	Determines whether Section Designers can add custom links to Internet resources such as Google (`http://www.google.com`). Custom links can be listed under *Course Tools* or *My Tools* on the course menu.	Select the value: • To allow Section Designers to add custom links, select *Add custom links*. • To prevent them from doing so, clear the check box. **NOTE:** This setting is selected by default.

2. Click **Save Values**. The *Settings* screen appears.

Create Printable View Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.

- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Create Printable View Tools* screen, under *Value*, select the value for the following setting:

Setting	Description	Values
Enable *Create Printable View* tool on Learning Module Action Menu	Determines whether the *Create Printable View* tool can be added to the action menu of a learning module. If enabled, designers can choose to hide or display the *Create Printable View* tool on the action menu of learning modules. The *Create Printable View* tool allows Section Instructors, Teaching Assistants, Students, and Auditors to create a printable view of all or selected items in a learning module.	Select the value: • To enable the *Create Printable View* tool, select *true*. • To disable the *Create Printable View* tool, select *false*.

2. Click **Save Values**. The *Settings* screen appears.

Discussions Settings

For each unlocked setting you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value selected by you.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Discussion Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Discussions* tool	Determines whether the *Discussions* tool can be added to the course menu, under *Course Tools*.	Select the value: • To allow the *Discussions* tool to be added to the course menu, select *true*. • To prevent the *Discussions* tool from being added to the course menu, select *false*.
Maximum number of topics per section ("-1" represents unlimited)	Determines the maximum number of discussion topics allowed per section.	In the text box, enter the numeric value. **NOTE:** To allow an unlimited number of discussion topics, enter: `-1`.
Allow Teaching Assistants to delete messages	Determines whether Teaching Assistants can delete discussion messages.	Select the value: • To allow Teaching Assistants to delete messages, select *true*. • To prevent Teaching Assistants from deleting messages, select *false*.
Allow Teaching Assistants to delete topics and messages inside	Determines whether Teaching Assistants can delete discussion categories, discussion topics, and all of the messages in the topics. Categories are used to group topics. Topics are used to group messages.	Select the value: • To allow Teaching Assistants to delete discussion categories, discussion topics, and the messages inside, select *true*. • To prevent Teaching Assistants from deleting discussion categories, discussion topics, and the messages inside, select *false*.

Setting	Description	Values
Allow Teaching Assistants to grade topics	Determines whether Teaching Assistants can assign a grade to a Student based on their participation in a gradable topic.	Select the value: • To allow Teaching Assistants to grade topics, select *true*. • To prevent Teaching Assistants from grading topics, select *false*.
Allow Students to edit their own posts (default value)	Determines the default value for the *Editable posts* discussion topic property. The *Editable posts* property determines whether Students can edit their messages in the topic after posting them.	Select the value: • To set the default value for the *Editable Posts* property to allow Students to edit their own posts, select *true*. • To set the default value for the *Editable Posts* property to prevent Students from editing their own posts, select *false*.

2. Click **Save Values**. The *Settings* screen appears.

Goals Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Goals Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Goals* tool	Determines whether the *Goals* tool is enabled.	Select the value: • To enable the *Goals* tool, select *True*. • To disable the *Goals* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Grade Book Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Grade Book Settings* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Display assignment and assessment comments in *My Grades*	Determines whether Students can view comments for an assignment or assessment made by the Section Instructor or Teaching Assistant, along with their grade, in *My Grades*.	Select the value: • To allow Students to view assignment or assessment comments, select *True*. • To prevent Students from viewing assignment or assessment comments, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

HTML Creator Settings

For each unlocked setting, you can set a value for the course. The value can be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it is locked at a parent learning context and you cannot modify it.

1. From the *HTML Creator Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Allow Students and Auditors to use the *HTML Creator*	Determines whether Students and Auditors can use the *HTML Creator* to create and edit content.	Select the value: • To allow Students and Auditors to use the *HTML Creator*, select *True*. • To prevent Students and Auditors from using the *HTML Creator*, select *False*. **WARNING:** If users are allowed to use the HTML Creator, they may have already used the tool to create content. If you change the setting to disallow users from using the HTML Creator, all of the content they already created will appear as HTML source code. If users do not know how to modify HTML source code without a WYSIWYG HTML editor, they may not be able to modify existing content and will have to recreate the content using plain text.
Start the *HTML Creator* by default	Determines whether the *HTML Creator* starts by default.	Select the value: • To start the *HTML Creator* by default, select *True*. • If you do not want the *HTML Creator* to start by default, select *False*.

Setting	Description	Values
Allow Students and Auditors to use the spelling checker in the *HTML Creator*	Determines whether Students and Auditors can use the spelling checker in the *HTML Creator*.	Select the value: • To allow Students and Auditors to use the spelling checker, select *True*. • To prevent Students and Auditors from using the spelling checker, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Learning Module Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Learning Module Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Learning Module* tool	Determines whether the *Learning Module* tool is enabled.	Select the value: • To enable the *Learning Module* tool, select *True*. • To disable the *Learning Module* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Local Content Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Local Content Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Local Content* tool	Determines whether the *Local Content* tool is enabled.	Select the value: • To enable the *Local Content* tool, select *True*. • To disable the *Local Content* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Mail Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Mail Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Mail* tool	Determines whether the *Mail* tool is enabled.	Select the value: • To enable the *Mail* tool, select *True*. • To disable the *Mail* tool, select *False*.

Setting	Description	Values
Allow *Mail* messages to be forwarded to an external e-mail address	Determines whether users can specify an external e-mail address to which *Mail* messages will be forwarded. This cannot be done on a message by message basis; it is applied to all *Mail* messages received. **NOTE:** If set to *True*, users access this feature from a *Mail Forwarding* icon in the top frame.	Select the value: • To allow users to specify an external e-mail address for *Mail* message forwarding, select *True*. • To prevent users from forwarding *Mail* messages to an external e-mail address, select *False*.
Maximum attachment size (KB)	Determines the maximum size of *Mail* message attachments in kilobytes.	In the text box, enter a numeric value.
Display user names in *Mail* tool and messages	Determines whether user names are displayed in brackets after users' first and last names throughout the *Mail* tool and in messages.	Select the value: • To display user names in *Mail*, select *True*. • To hide user names in *Mail*, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Media Library Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Media Library Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Media Library* tool	Determines whether the *Media Library* tool is enabled.	Select the value: • To enable the *Media Library* tool, select *True*. • To disable the *Media Library* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

My Computer Applet Settings

If an action allows selecting multiple files, *My Computer* applet can be used to select multiple files simultaneously. If *My Computer* is disabled, users must browse and select multiple files individually.

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *My Computer Applet Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *My Computer* Applet	Determines whether users can use the *My Computer* applet to select multiple files simultaneously when completing actions that allow multiple file selection. If the *My Computer* applet is disabled, users must browse and select multiple files individually.	Select the value: • To enable the *My Computer* applet, select *True*. • To disable the *My Computer* applet, select *False*.

Setting	Description	Values
Maximum number of files per upload	Determines the number of files users can upload each time they access the *My Computer* applet.	In the text box, enter the number of files.
Maximum number of bytes per upload	Determines the maximum number of bytes users can upload each time they access the *My Computer* applet. **IMPORTANT:** The maximum value cannot exceed 1, 073, 741, 824 bytes.	In the text box, enter the number bytes.

2. Click **Save Values**. The *Settings* screen appears.

My WebCT Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *My WebCT Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Display tool news icon for	Determines the tools for which icons appear in the *Course List* channel to notify users that there is new content in the tool.	Next to the tools for which you want users to receive news of new tool content, select the check box.

2. Click **Save Values**. The *Settings* screen appears.

Notes Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Notes Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Notes* tool on Learning Module Action Menu and course menu	Determines whether the *Notes* tool can be added to the action menu of a learning module, and the course menu, under *Course Tools*.	Select the value: • To enable the *Notes* tool, under *Value*, select *true*. • To disable the *Notes* tool, under *Value*, select *false*.

2. Click **Save Values**. The *Settings* screen appears.

SCORM Module Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.

- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *SCORM Module Tools* screen, select a value for the following setting:

Setting	Description	Values
Enable *SCORM Module* tool	Determines whether the *SCORM Module* tool is enabled.	Select the value: • To enable the *SCORM Module* tool, select *True*. • To disable the *SCORM Module* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Search Settings

For each unlocked setting you can set a value for the course The value can be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it is locked at a parent learning context and you cannot modify it.

1. From the *Search Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Search* tool	Determines whether the *Search* tool is enabled.	Select the value: • To enable the *Search* tool, select *True*. • To disable the *Search* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Syllabus Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Syllabus Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Syllabus* tool	Determines whether the *Syllabus* tool is enabled at the current learning context.	Select the value: • To enable the *Syllabus* tool, select *True*. • To disable the *Syllabus* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Web Links Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Web Links Tools* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Enable *Web Links* tool	Determines whether the *Web Links* tool is enabled at the current learning context.	Select the value: • To enable the *URL* tool, select *True*. • To disable the *URL* tool, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Who's Online Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Who's Online Tools* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Enable *Who's Online* tool	Determines whether the *Who's Online* tool is enabled.	Select the value: • To enable the *Who's Online* tool, select *True*. • To disable the *Who's Online* tool, select *False*.

Setting	Description	Values
Allow Students and Auditors to use instant messaging	Determines whether Students and Auditors can use instant messaging to chat in the *Who's Online* tool. **NOTE:** Instant messaging is always available to Section Designers, Section Instructors, and Teaching Assistants.	Select the value: • To enable instant messaging, select *True*. • To disable instant messaging, select *False*.
Allow Students and Auditors to become invisible	Determines whether users can hide their name on the list of online users even if they are logged in to WebCT. If users hides their name, other users cannot send them a chat invitation.	Select the value: • To allow users to hide their name, select *True*. • To prevent users from hiding their name, select *False*.

2. Click **Save Values**. The changes are saved.

CONFIGURING ADMINISTRATION SETTINGS

Content Manager Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Content Manager Administration* screen, under *Value*, select the value for the following setting:

Setting	Description	Values
Enable *My Files* Tool for learners	Determines whether or not users who are enrolled as Student or Auditor can use *My Files* for storing personal files in WebCT.	Select the value: • To allow learners to use *My Files*, select *True*. • To prevent learners from using *My Files*, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Content Sharing Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Content Sharing Administration* screen, under *Value*, select the value for the following setting:

Setting	Description	Values
Allow Breaking Links	Determines whether users can break links to files.	Select the value: • To allow users to break links to files, select *True*. • To not allow users to break links to files, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Customize Settings

For each unlocked setting, you can set a value for your course. The current value can be:

- the default value.
- a value selected at a parent organizational level and copied to all child organizational levels.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it is locked at a parent organizational level and you cannot modify it.

1. From the *Customize* settings screen, under *Value*, select values for the following settings:

Setting	Description	Values
Allow Section Instructors to edit descriptions on folder links **NOTE:** This setting is available to Section Designers.	Determines whether Section Instructors can edit the description for a folder link in the *Course Content* tool. The default description is the description provided when the folder was created.	Select the value: • To allow Section Instructors to edit the description, select *true* • To prevent them from doing so, select *false*.
Allow Teaching Assistants to edit descriptions on folder links **NOTE:** This setting is available to Section Designers and Section Instructors.	Determines whether Teaching Assistants can edit the description for a folder link in the *Course Content* tool. The default description is the description provided when the folder was created.	Select the value: • To allow Teaching Assistants to edit the description, select *true* • To prevent them from doing so, select *false*.

Setting	Description	Values
Allow Teaching Assistants to edit descriptions on folder links	Determines whether Teaching Assistants can edit the description for a folder link in the *Course Content* tool. The default description is the description provided when the folder was created.	Select the value: • To allow Teaching Assistants to edit the description, select *true* • To prevent them from doing so, select *false*.
Icon set	Determines the icon style set used in the *Course Content* tool. Styles include photographic and illustrated images.	From the *Icon Set* drop-down list, select the style. **TIP:** The *Photo* and *Casual* images have a white background. The *WebCT*, *Casual transparent*, *Photo transparent*, and *Formal* images do not have a background and are suitable on pages that contain a background image or have a background color other than white.
Default Display of Course Tools and My Tools in the student interface	Determines how the course menu containing links to *Course Tools* and *My Tools* is displayed in the student interface: • Display the course menu vertically on the left of the screen • Display the course menu horizontally at the top of the screen	Select the value: • To display the course menu vertically on the left of the screen, select *vertical on the left*. • To display the course menu horizontally at the top of the screen, select *horizontal at the top*.

2. Click **Save Values**. The changes are saved.

International Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.

- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *International Administration* screen, under *Value*, select values for the following settings:

Setting	Description	Value
Language Locale	Determines the language you want to use.	Select from the drop-down list.
Date Locale	Determines the language, by country, whose date format you want to use.	Select from the drop-down list.
Time Format	Determines whether the 12 hour or 24 hour clock is used.	Select from the drop-down list.
Number Locale	Determines the language, by country, whose number format you want to use.	Select from the drop-down list.
File Upload Default Character Set	Use to set the character set you want to use when uploading files to WebCT.	Select from the drop-down list.

2. Click **Save Values**. The *Settings Management* screen appears.

PeopleLinks Settings

PeopleLinks allow users to perform some specific tasks, such as creating and sending a *Mail* message, directly from tools where user names and group names appear.

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *PeopleLinks Administration* screen, under *Value*, select a value for the following setting:

Setting	Description	Values
Allow Students and Auditors to use *PeopleLinks* on user names	Determines whether Students and Auditors can access the *PeopleLinks* tool from users' names.	Select the value: • To allow Students and Auditors to access *PeopleLinks*, select *True*. • To prevent Students and Auditors from accessing *PeopleLinks*, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

Teaching Assistant Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the*Teaching Assistant Settings Administration* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Allow Teaching Assistants to use *Grade Book* tool	Determines whether Teaching Assistants can use the *Grade Book* tool. If set to *false*, only Section Instructors can use the *Grade Book* tool.	Select the value: • To allow Teaching Assistants to use the *Grade Book* tool, select *true*. • To prevent Teaching Assistants from using the *Grade Book* tool, select *false*.

Setting	Description	Values
Allow Teaching Assistants to use *Selective Release Map* tool	Determines whether Teaching Assistants can use the *Selective Release Map* tool to control the release of items and folders.	Select the value: • To allow Teaching Assistants to use the *Selective Release Map* tool, select *true*. • To prevent Teaching Assistants from using the *Selective Release Map* tool, select *false*.
Allow Teaching Assistants to use *Tracking* tool	Determines whether Teaching Assistants can use the *Tracking* tool, which is used to track various course activities by running reports.	Select the value: • To allow Teaching Assistants to use the *Tracking* tool, select *true*. • To prevent Teaching Assistants from using the *Tracking* tool, select *false*.
Allow Teaching Assistants to use *Assessments* tool	Determines whether Teaching Assistants can use the *Assessments* tool, which is used to create and manage quizzes, surveys, and self-tests.	Select the value: • To allow Teaching Assistants to use the *Assessments* tool, select *true*. • To prevent Teaching Assistants from using the *Assessments* tool, select *false*.
Allow Teaching Assistants to use *Assignment Dropbox* tool	Determines whether Teaching Assistants can use the *Assignment Dropbox* tool, which is used to grade assignments.	Select the value: • To allow Teaching Assistants to use the *Assignment Dropbox* tool, select *true*. • To prevent Teaching Assistants from using the *Assignment Dropbox* tool, select *false*.
Allow Teaching Assistants to use *SCORM* tool	Determines whether Teaching Assistants can use the *SCORM* tool to run SCORM module data reports on SCORM modules in their section.	Select the value: • To allow Teaching Assistants to use the *SCORM* tool, select *true*. • To prevent Teaching Assistants from using the *SCORM* tool, select *false*.

Setting	Description	Values
Allow Teaching Assistants to view *Grade Book* audit history	Determines whether Teaching Assistants can use the *Grade Book* tool to view grade audit history.	Select the value: • To allow Teaching Assistants to view grade audit history, select *true*. • To prevent Teaching Assistants from viewing grade audit history, select *false*.
Allow Teaching Assistants to use *Settings*	Determines whether Teaching Assistants can view and modify *Settings* for the section.	Select the value: • To allow Teaching Assistants to access *Settings*, select *true*. • To prevent Teaching Assistants from accessing *Settings*, select *false*.

2. Click **Save Values**. The *Settings* screen appears.

Tracking Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *Tracking Administration* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Show tracking results	Determines whether Students are displayed in the *Student Tracking* report anonymously (for example, Student 1, Student 2), by name, or by name and user name.	From the drop-down list, select a value: • To display the *Student Tracking* report without Student names and user names, select *Anonymously*. • To display the *Student Tracking* report with Student names, select *Student Name Only*. • To display the *Student Tracking* report with Student names and user names, select *Student Name and Username*.

Setting	Description	Values
Enable export	Determines whether *Tracking* results can be exported.	Select the value: • To enable export, select *True*. • To disable export, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

User Manager Settings

For each unlocked setting, you can set a value for the course. The current value could be:

- the default value.
- a value selected at a parent learning context and copied to all child learning contexts.
- a value you select.

NOTE: If a setting displays the message *You do not have permission to view this locked setting*, it has been locked at a parent learning context and you cannot modify it.

1. From the *User Manager Administration* screen, under *Value*, select values for the following settings:

Setting	Description	Values
Allow users to register themselves as a Student in a section	Determines whether users can register themselves in sections as Students. **NOTE:** If *Allow users to register themselves as a Student in a section* and *Allow users to register themselves as an Auditor in a section* are both true, the user has the option of choosing either role.	Select the value: • To allow users to self-register in sections as Students, select *True*. • To prevent users from self-registering in sections as Students, select *False*.
Allow users to register themselves as an Auditor in a section	Determines whether users can register themselves in sections as Auditors. **NOTE:** If *Allow users to register themselves as a Student in a section* and *Allow users to register themselves as an Auditor in a section* are both true, the user has the option of choosing either role.	Select the value: • To allow users to self-register in sections as Auditors, select *True*. • To prevent users from self-registering in sections as Auditors, select *False*.

2. Click **Save Values**. The settings are applied and the *Settings* screen appears.

CONFIGURING SYSTEM INTEGRATION SETTINGS

Deployable Components Settings

Deployable components are software components, developed either by WebCT or by third parties, that can be integrated with the WebCT application. This includes:

- authentication modules for performing inbound and outbound authentication services.
- translation adapters for use with the system integration framework.
- transport modules for use with the system integration framework.

You can enable or disable all deployable components within a learning context in the *Deployable Components System Integration* screen.

1. From the *Deployable Components System Integration* screen, do one of the following:

Setting	Description	Values
Allow deployable components	Determines whether deployable components are enabled.	Select the value: • To enable deployable components, select *True*. • To disable deployable components, select *False*.

2. Click **Save Values**. The *Settings* screen appears.

SSO V1 Module Security Settings

These settings are not available if your institution is using a Focus license.

IMPORTANT: Deployable components must be enabled before you can enable this module. The institution's System Integration API shared secret setting must also be set before you can use proxy tool instances created for this module.

The SSO V1 module can be used to create proxy tools that enable single sign-on between WebCT and an external application that supports the SSO V1 authentication protocol. (Generally, the external application

would be an instance of WebCT Campus Edition 4.0 or earlier, but this is supported by WebCT Vista and newer versions of CE as well.) For example, you can use the SSO V1 module to create a link from a course on this instance of WebCT to a user's *myWebCT* on a WebCT Campus Edition 4.0 server. The user only needs to click the link to display *myWebCT*. Entering the WebCT ID and password is not required.

1. From the *SSO V1 Module Security System Integration* screen, under *Value*, enter values for the following settings:

Setting	Description	Values
Autosignon URL	The URL for authenticating users in the external application. To log users in to a WebCT Campus Edition 4.0 instance, enter: `http://<server>:<port>/webct/public/autosignon` where `<server>` and `<port>` are the server and port where the WebCT Campus Edition 4.0 instance is running.	In the text box, enter the autosignon URL.
URL	The URL where users are redirected if authentication is successful. To redirect users to the *myWebCT* page in WebCT Campus Edition 4.0, enter:`http://<server>:<port>/webct/public/homearea/homearea` where `<server>` and `<port>` are the server and port where the WebCT Campus Edition 4.0 instance is running.	In the text box, enter the URL.
Enable	Indicates whether the SSO V1 module is enabled.	Select the value: • To enable the SSO V1 module security settings, select *True*. • To disable the SSO V1 module security settings, select *False*.

IMPORTANT: The following SSO V1 module settings are set to default values and should not be modified:

- Control flag

- Order
- Mode

2. Click **Save Values**. The *Settings* screen appears.

CHAPTER 26: MEDIA LIBRARY

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT MEDIA LIBRARY

For Designers

You can use the *Media Library* tool to build a database of text, image, video, and audio entries to enhance your course. You organize these *Media Library* entries into collections. A *Media Library* collection, called *Glossary*, is automatically created for you by default, but you can also create other collections to group entries that are related. To add an entry to the *Media Library*, you upload a file from your local computer and place it in a collection.

EXAMPLE: For a music appreciation course, a course designer creates three collections titled *The Baroque Period*, *The Classical Period*, and *The Romantic Period*. Each collection contains audio files that sample the music of the period, image files that contain pictures of important composers, and text files that define important terms.

Students can view the media library entries you create by going to the *Media Library* tool, but you can also create links to allow Student to access media library entries from within files. Students can click the link in the file to display the text, image, video, or audio file in a pop-up window.

EXAMPLE: An entry titled *Paris*, which contains an image file of the city of Paris, is automatically linked to occurrences of the word *Paris* in all files.

With the *Media Library* tool, you can:

- create, edit, and delete entries and collections.
- manually or automatically link entries to files.
- view entries and collections.
- add entries to collections.
- reorder and sort collections.
- remove entries from collections.
- make collections available or unavailable.

Working with Entries

For Designers

You can use the *Media Library* tool to create and manage entries that contain text, image, video, or audio files that relate to your course. You can also create links to media library entries from instances of the entry title in files.

You can use *Media Library* for:

- creating entries.
- adding entries to collections.
- viewing all entries.
- editing entries.
- previewing entries.
- setting a default linking option for file links to entries.
- updating links to entries in files.
- deleting entries.

Creating Entries

A *Media Library* entry can consist of a term and its definition, or it can be a text, graphic, video, or audio file.

You can create a link to a *Media Library* entry from instances of the entry's title in files. When creating entries, you can select from three linking options:

- *Manual*: manually create links to entries
- *Automatic: first instance*: create links from the first instance of the entry title in all files
- *Automatic: all instances*: create links from all instances of the entry title in all files

EXAMPLE: An entry titled *Paris* contains an image file of a panoramic view of the city from the Eiffel Tower. Each occurrence of the word *Paris* in all files is linked to the *Media Library* entry.

The *Automatic: all instances* linking option is set as the default. You can override the default when you create a new entry, or you can select a new default linking option using the *Manage Linking* feature.

1. From the *View All Entries* screen, or from within a collection, click **Create Entry**. The *Create Entry* screen appears.
2. Enter a title.

   IMPORTANT: If you want to create automatic links from files to this *Media Library* entry, the title must be an exact match of the word or phrase in the file.

3. Enter a description or definition for the entry in Plain Text or HTML format:
   - To create the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.

   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

          NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

          The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
4. If you want to include a file with the entry, such as an image or audio file:
   a. Click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
     - If the file that you want to include is on your computer:
       i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
       ii. Locate and select the file. The *Create Entry* screen appears with updated *File* and *File Type* fields.
     - If the file that you want to include is in WebCT:
       i. Navigate to the file and select it.
       ii. Click **OK**. The *Create Entry* screen appears with updated *File* and *File Type* fields.
     - If you want to remove a file that you have included:
       a. Click the *Remove* icon. A confirmation message appears.
       b. Click **OK**. The file is removed from the entry.
5. In the *Keywords* text box, enter keywords separated by commas.
6. If you want to include this entry in one or more collections, under *Include in collections*, next to each collection in which you want to include the entry, select the check box.

IMPORTANT: Section members can only view entries that have been added to a collection.

7. If you want to create links to the entry in files:
   a. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.
   b. Under *Entry linking*, the default linking option is selected. To change to another option, select how you want the entry to be linked:
      - To only link selected instances of the entry title in files, select *Manual*.

        NOTE: For more information on creating individual links, see *Creating Manual Links to Media Library Entries*.

      - To automatically link only the first instance of the entry title in all files, select *Automatic: first instance*.
      - To automatically link all instances of the entry title in all files, select *Automatic: all instances*.

      IMPORTANT: Links will only appear in files that are in HTML format.
8. Click **Save**. The media library entry is created and added to each selected collection.

Adding Entries to Collections

Once an entry is created, you can add the entry to a collection that contains related entries.

NOTE: Entries can be added to more than one collection.

1. To add an entry to a collection, do one of the following:
   - From within a collection, click **Add Existing Entries**. The *View All Entries* screen appears.
   - From the *Media Library Collections* screen, click **View All Entries**. The *View All Entries* screen appears.
2. Do one of the following:
   - To add one or multiple entries to a collection, next to each entry that you want to add, select the check box.
   - To add all entries to a collection, in the table heading row, select the check box. All entries are selected.
3. From the *Add to collection* drop-down list, select the collection to which you want to add the entries, and click the *Go* icon. The *Collections* column is updated for each selected entry.

Viewing all Entries

You can view a listing of all entries in the *Media Library* tool.

1. Do one of the following:
   - From the *Media Library* screen, click **View All Entries**.
   - From within a collection, click **Add Existing Entries**.

   The *View All Entries* screen appears. From this screen, you can manage existing entries or create new entries. The *Collections* column lists the collections in which the entry is included.
2. To return to the listing of all collections, click **View All Collections**. The *Media Library* screen appears.

Editing Entries

You can change the title, description, and keywords for an entry. You can also add, remove, or change the file associated with the entry, change which collections the entry is included in, or change the linking option.

1. From within a collection, or from the *View All Entries* screen, locate the entry that you want to edit and click its title. The *Edit Entry* screen appears.
2. Edit the entry as desired:
   a. In the *Title* text box, edit the title of your entry.

      IMPORTANT: Changing the title of the entry may cause links from content files to the entry to be removed; the entry title must match the word or phrase in the content file exactly.

   b. Edit the description or definition in Plain Text or HTML format:
      - To edit the description in Plain Text format, in the *Description* text box, edit the description.

        NOTE: The description will appear exactly as you have typed it.
      - To edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*:

          i. Next to *HTML Creator*, select *On*.

             NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

             The *HTML Creator* appears.

          ii. Edit the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
        - To hand code the HTML:

i. Select *Use HTML*.

ii. In the *Description* text box, edit the HTML code.

c. If you want to add or change the file associated with the entry:

i. Click **Browse**. The *Content Browser* pop-up window appears

ii. Do one of the following:

- If the file you want to include is on your computer:

  i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

  ii. Locate and select the file. The *Edit Entry* screen appears with updated *File* and *File Type* fields.

- If the file you want to include is in WebCT:

  i. Navigate to the file and select it.

  ii. Click **OK**. The *Edit Entry* screen appears with updated *File* and *File Type* fields.

d. If you want to remove a file from the entry:

i. Click the *Remove* icon. A confirmation message appears.

ii. Click **OK**. The file is removed.

e. In the *Keywords* text box, enter keywords separated by commas, or edit the existing keywords.

f. If you want to include the entry in one or more collections, under *Include in collections*, next to each collection in which you want to include the entry, select the check box.

g. If you want to edit how the entry is linked in content files:

i. Next to *More Options*, click the *Expand/Collapse* icon. The *More Options* section expands.

ii. Next to *Linking*, select how you want the entry to be linked:

- To link only selected instances of the entry in content files, select *Manual*.

  NOTE: For more information, see *Creating Manual Links to Media Library Entries*.

- To link only the first instance of the entry title in each content file where the title appears, select *Automatic: first instance*.

- To link all instances of the entry title in all content files, select *Automatic: all instances*.

IMPORTANT: Links will only appear in content files that are in HTML format.

3. Click **Save**. A warning message appears.

4. Click **OK**. The entry is updated.
5. If you edited the title or linking option for the entry, you need to update the content file links:
   a. From the *Media Library* or *View All Entries* screen, click **Manage Linking**. The *Manage Linking* screen appears.
   b. Under *Update Links*, click **Update Now**. The *Updated Media Library Links* screen appears.
   c. Click **OK**. The *Media Library* screen appears. All existing links from content files to the entry will be updated, and any new links will be added.

      NOTE: Depending on the number of links to update, this process may take some time to complete.

Previewing Entries

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Selecting a Default Linking Option

When you create or edit a *Media Library* entry, there are three ways to link the entry to instances of the entry's title in files:

- *Manual*: manually create links to entries
- *Automatic: first instance*: create links from the first instance of the entry title in all files
- *Automatic: all instances*: create links from all instances of the entry title in all files

Automatic: all instances is initially set as the default linking option for new entries, but you can change the default to one of the other options. The default option will appear preselected on the *Create Entry* or *Edit Entry* screen, but you can override the default by selecting a new linking option.

NOTE:
- Existing links are not affected when a new default linking option is set.
- Links will only appear in files that are in HTML format.

1. From the *Media Library* or *View All Entries* screen, click **Manage Linking**. The *Manage Linking* screen appears.
2. Under *Default Linking Setting*, select one of the three options.

   NOTE: If you select *Manual*, links will not be automatically created. For more information on manual linking, see *Creating Manual Links to Media Library Entries*.

3. Click **Set Default**. The *Media Library* or *View All Entries* screen appears and the default for all new entries is set.

Updating Links to Entries in Files

When you create a media library entry, you can create links to the entry from within files. Once the links are created, editing an entry in any of the following ways requires that you update the file links:

- deleting the entry
- editing the entry's title
- editing the entry's linking option

NOTE: For media library entries that are set to create links automatically, you do not need to update file links when you edit an existing file or create a new file. The links will automatically be updated.

1. From the *Media Library* or *View All Entries* screen, click **Manage Linking**. The *Manage Linking* screen appears.
2. Under *Update Links*, click **Update Now**. The *Updated Media Library Links* screen appears.
3. Click **OK**. The *Media Library* or *View All Entries* screen appears. All existing links from files to the entry will be updated, and any new links will be added.

   NOTE: Depending on the number of links to update, this process may take some time to complete.

Deleting Entries

When you delete an entry, it is removed from all collections with which it is associated, and links to the entry from content files are removed.

1. Do one of the following:
   - To delete an individual entry:
     a. From within a collection, or from the *View All Entries* screen, locate the entry and click its *ActionLinks* icon.
     b. From the menu that appears, click **Delete**. A confirmation message appears.
   - To delete multiple entries:
     a. From the *View All Entries* screen, next to each entry that you want to delete, select the check box.
     b. Click **Delete**. A confirmation message appears.

- To delete all entries:
  - From the *View All Entries* screen, in the table heading row, select the check box. All entries are selected.
  - Click **Delete**. A confirmation message appears.

2. Click **OK**. The selected entries are deleted.
3. To remove all links to the deleted entry from content files, do the following:
   a. From the *Media Library* or *View All Entries* screen, click **Manage Linking**. The *Manage Linking* screen appears.
   b. Under *Update Links*, click **Update Now**. The *Updated Media Library Links* screen appears.
   c. Click **OK**. The *Media Library* or *View All Entries* screen appears. All existing links from content files to the entry will be removed.

   NOTE: Depending on the number of links to update, this process may take some time to complete.

Working with Collections

For Designers

You use collections to group media library entries that are related. A default collection, called *Glossary*, is created automatically for you in which you can add terms and their definitions. You can also create other collections to organize text, image, video, and audio files.

You can use *Media Library* for:

- creating collections.
- adding entries to collections.
- viewing a collection.
- editing collection properties.
- previewing a collection.
- moving collections.
- reordering and sorting collections.
- removing entries from collections.
- linking collections to pages.

- hiding or showing collections.
- viewing links to collections.
- setting or modifying release criteria for collections.
- deleting collections.

Creating Collections

You can create collections to organize media library entries into logical groupings. An entry can be added to more than one collection.

1. From the *Media Library Collections* screen, click **Create Collection**. The *Create Collection* screen appears.
2. Enter a title and description:

   NOTE: The description is visible to Students and appears next to the collection title.

   - To create the description in Plain Text format, in the *Description* text box, enter the description.

     NOTE: The description will appear exactly as you have typed it.

   - To create the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*.

       NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

       The *HTML Creator* appears.

       b. Enter the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
     - To hand code the HTML:
       a. Select *Use HTML*.
       b. In the *Description* text box, enter the HTML code.
3. Indicate whether the collection is visible to Students:
   - To make the collection visible, select *Show Item*.
   - To hide the collection, select *Hide Item*.
4. In the *Keywords* text box, enter one or more keywords, separated by commas.

5. Click **Save**. The *Media Library Collections* screen appears and the collection is added.

Adding Entries to Collections

Once an entry is created, you can add the entry to a collection that contains related entries.

NOTE: Entries can be added to more than one collection.

1. To add an entry to a collection, do one of the following:
   - From within a collection, click **Add Existing Entries**. The *View All Entries* screen appears.
   - From the *Media Library Collections* screen, click **View All Entries**. The *View All Entries* screen appears.
2. Do one of the following:
   - To add one or multiple entries to a collection, next to each entry that you want to add, select the check box.
   - To add all entries to a collection, in the table heading row, select the check box. All entries are selected.
3. From the *Add to collection* drop-down list, select the collection to which you want to add the entries, and click the *Go* icon. The *Collections* column is updated for each selected entry.

Viewing a Collection

You can view a listing of all the entries associated with a collection.

1. From the *Media Library* screen, locate the collection that you want to view and click its title. A screen appears listing all the entries in the collection.
2. To toggle between showing and hiding the collection's *Description*, click the *Expand/Collapse Description* icon.
3. To return to the listing of all collections, in the breadcrumbs, click **Media Library**. The *Media Library* screen appears.

Editing Collection Properties

You can edit the title, description, availability, and keywords assigned to a collection.

1. From the *Media Library* screen, locate the collection that you want to edit and click its *ActionLinks* icon.
2. From the menu that appears, click **Edit Properties**. The *Edit Collection Properties* screen appears.

3. Edit the collection properties as desired:
   a. In the *Title* text box, edit the collection title.
   b. Edit the description in Plain Text or HTML format:
      - To edit the description in Plain Text format, in the *Description* text box, edit the description.

        NOTE: The description will appear exactly as you have typed it.

      - To edit the description in HTML format, you can use the *HTML Creator* or hand code the HTML:
        - To use the *HTML Creator*:
          i. Next to *HTML Creator*, select *On*.

             NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

             The *HTML Creator* appears.

          ii. Edit the description in the *HTML Creator* editing area. For more information, see *Using the HTML Creator*.
        - To hand code the HTML:
          i. Select *Use HTML*.
          ii. In the *Description* text box, edit the HTML code.
   c. Edit the visibility of the collection:
      - To make the collection visible to Students, select *Show Item*.
      - To hide the collection from Students, select *Hide Item*.
   d. In the *Keywords* text box, enter one or more keywords separated by commas, or edit the existing keywords.
4. Click **Save**. The *Media Library* screen appears and the collection properties are updated.

Previewing Collections

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Moving Collections

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Above**. The selected item is moved up.
   - To move an item down:
     a. Locate an item below the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Below**. The selected item is moved down.

Sorting Collections

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Removing Entries from a Collection

NOTE: Removing an entry from a collection does not delete the entry, nor does it change its status in other collections.

1. From within a collection, locate the entry that you want to remove and click its *ActionLinks* icon.
2. From the menu that appears, click **Remove**. A confirmation message appears.
3. Click **OK**. The entry is removed from the collection.

Linking Collections to the Course Content and Learning Module Tools

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Showing or Hiding Collections

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Viewing Links to Collections

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for Collections

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Deleting Collections

NOTE: Deleting a collection does not delete the entries that are included in that collection.

1. Do one of the following:
   - To delete an individual collection:
     a. Depending on your location in *Media Library*, do one of the following:
        - From the *Media Library* screen, locate the collection and click its *ActionLinks* icon.
        - From within a collection, click the *ActionLinks* icon next to the collection title.

     b. From the menu that appears, click **Delete**. A confirmation message appears.
   - To delete multiple collections:
     a. From the *Media Library* screen, next to each collection that you want to delete, select the check box.

     b. Click **Delete**. A confirmation message appears.
   - To delete all collections:

   a. From the *Media Library* screen, in the table heading row, select the check box. All collections are selected.
   b. Click **Delete**. A confirmation message appears.
2. Click **OK**. The selected collections are deleted.

ABOUT MEDIA LIBRARY

For Section Instructors

In the *Media Library* tool, you can view a database of text, image, video, and audio files related to your course. Files are added to the *Media Library* by creating entries. Entries can then be grouped into *Media Library* collections.

EXAMPLE: In an art history class, the *Media Library* tool contains a collection titled *Monet*. The collection contains multiple files related to Monet, including image files of Monet's paintings, a text file with a brief description of Monet's life, and a video file of a virtual tour of the Metropolitan Museum or Art.

Depending on how your course is designed, you and your Students may also be able to access a *Media Library* entry by clicking linked text from within a file.

With the *Media Library* tool, you can:

- view a collection.
- view entries.
- make collections available or unavailable.

Viewing a Collection

You can view a listing of all the entries associated with a collection.

1. From the *Media Library* screen, locate the collection that you want to view and click its title. A screen appears listing all the entries in the collection.
2. To toggle between showing and hiding the collection's *Description*, click the *Expand/Collapse Description* icon.
3. To return to the listing of all collections, in the breadcrumbs, click **Media Library**. The *Media Library*

screen appears.

Viewing Entries

1. From within a collection, locate the entry that you want to view and click its title. A pop-up window appears displaying the entry.
2. When you have finished viewing the entry, click **Close this window**.

Editing the Description of a Collection

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules*, *Media Library*, and *Web Links* tools. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

IMPORTANT: When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Description**. The *Edit Description* screen appears.
3. Edit the description and click **Save**. The description is changed.

Showing or Hiding Collections

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.

    - Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Viewing Links to Collections

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for Collections

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Deleting Collections

NOTE: Deleting a collection does not delete the entries that are included in that collection.

1. Do one of the following:
   - To delete an individual collection:
     a. Depending on your location in *Media Library*, do one of the following:
        - From the *Media Library* screen, locate the collection and click its *ActionLinks* icon.
        - From within a collection, click the *ActionLinks* icon next to the collection title.
     b. From the menu that appears, click **Delete**. A confirmation message appears.
   - To delete multiple collections:
     a. From the *Media Library* screen, next to each collection that you want to delete, select the check box.
     b. Click **Delete**. A confirmation message appears.
   - To delete all collections:
     a. From the *Media Library* screen, in the table heading row, select the check box. All collections are selected.
     b. Click **Delete**. A confirmation message appears.
2. Click **OK**. The selected collections are deleted.

CHAPTER 27: MY FILES

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT MY FILES

For All Roles

My Files

You can use *My Files* to create and store your personal files in WebCT. Each user has their own *My Files* that is always private and cannot be accessed by other users.

You can use *My Files* for the following tasks:

Locating and Viewing Files and Folders
To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course. To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

Creating and Editing Files and Folders
You can create and edit HTML files and organize them in folders. You can also rename files and folders. Files in WebCT use a default character set selected by the WebCT administrator but you can declare unique character sets for individual files.

Managing Files and Folders
You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

Creating WebDAV Folders
You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage WebCT files and folders from your computer without logging in to WebCT. Any changes you make in WebDAV folders are reflected in WebCT folders. For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

ACCESSING MY FILES

For Designers

You can use *My Files* to create and store your personal files in WebCT. You can access *My Files* from two locations:

- from *File Manager* in a course or template
- from *Content Manager*

Depending on your location in WebCT, do one of the following:

- If you are in a course or template:
  a. Under *Designer Tools*, click **File Manager**. The files and folders in your course or template appear.
  b. Click **My Files**. *My Files* appears.
- If you are at *My WebCT*, click the **Content Manager** tab and then click **My Files**. *My Files* appears.

ACCESSING MY FILES

For Section Instructors

You can use *My Files* to create and store your personal files in WebCT. *My Files* is located in *Content Manager*.

Depending on your location in WebCT, do one of the following:

- If you are in a course:
  1. Click the **My WebCT** link and then click the **Content Manager** tab. *Content Manager* appears.
  2. Click **My Files**. *My Files* appears.
- If you are at *My WebCT*, click the **Content Manager** tab and then click **My Files**. *My Files* appears.

KEY CONCEPTS

For All Roles

You can learn about:

- WebDAV folders.
- case-sensitivity in file and folder names.
- MIME types.

About WebDAV Folders

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add, edit, copy, move, or delete files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

About Case Sensitivity in File and Folder Names

File and folder names in WebCT are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html>Link"</a>
```

```
<a href="FOLDER/FILE.html>Link"</a>
```

IMPORTANT: Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in WebCT or Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

About MIME Types

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is *text/html*, the browser will display the content as HTML.

When you view a file in WebCT, WebCT sends the MIME type to your browser so that it can identify the type of file and know what to do with the file. WebCT supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic

File Type	File Extension	MIME Type
Bitmap Graphics	bmp	image/bmp
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/sxl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
Java Server Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess

File Type	File Extension	MIME Type
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic

File Type	File Extension	MIME Type
Standard Generalized Markup Language	sgml, sgm	text/sgml
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
WebCT e-Pack	epk	application/octet-stream
WebCT file	wct	application/octet-stream
Windows Advanced Systems Format	asf, asx	video/x-ms-video
WordPerfect®	wpg, wpd	application/wordperfect5.1
StuffIt™ Compressed Archive	sit	application/x-stuffit
Zip Compressed Archive	zip	application/x-zip-compressed

LOCATING AND VIEWING FILES AND FOLDERS

For All Roles

You can locate and view files and folders by:

- navigating folders.

- navigating multiple pages.
- sorting items.
- filtering files by type.
- previewing files.
- viewing file information.

Navigating Folders

You can navigate content in different folders from two views:

- Tree view: In the left frame, folders are displayed in a hierarchical tree. Parent folders can be expanded to display child folders and collapsed to hide child folders. Use tree view to quickly navigate up and down the folder structure.
- List view: In the content display area, the contents of the open folder are displayed. Breadcrumbs appear above the list and can be used to navigate from a child folder to a parent folder. Use list view to perform actions on folder content.

1. To navigate folders from tree view:

   NOTE: Tree view is for navigation only. All actions on files and folders are carried out in list view.

   - To expand a folder, next to the folder you want to expand, click the *Expand* icon. The folders under the collapsed folder are displayed.
   - To collapse a folder, next to the folder you want to collapse, click the *Collapse* icon. The folders under the expanded folder are hidden.
   - To view the contents of a folder, click the name of the folder. The contents of the folder appear.
2. To navigate folders from the list view:
   - To navigate down the folder structure, under *Title*, click the name of the folder. The contents of the folder appear.
   - To navigate up the folder structure, from the breadcrumbs, click the name of the folder. The contents of the folder appear.
   - If your files in list view span multiple pages, you can navigate the pages using the paging controls at the bottom of the list. For more information, see *Navigating Multiple Pages*.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

EXAMPLE: If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon. Only files of the specified type are listed.

  IMPORTANT: In the *Content Browser* pop-up window, filtering persists until you change the filter criteria or the pop-up window is closed. In all other areas, filtering persists until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon. All types of files are listed.

Previewing Files

You can preview files that can be viewed in a web browser, such as HTML files and some image files. Files that cannot be viewed in a web browser can be opened with a specified program or downloaded to your computer for viewing.

1. Navigate to the folder that contains the file you want to preview.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **Preview**. If the file can be previewed in a web browser, the file opens. If the file cannot be previewed in a web browser, a dialog box appears. Make your selections to open or download the file.

Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, and keywords.

1. Navigate to the folder that contains the file for which you want to view information. For more information, see *Navigating Folders*.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **View File Information**. The *File Information* pop-up window appears, displaying information about the file.
4. When you are finished viewing the information, click **Close this window**. The *File Information* pop-up window closes.

Creating and Editing Files and Folders

For All Roles

You can create and edit files and folders by:

- creating HTML files.
- editing HTML files.
- creating folders.

- renaming files and folders.
- editing file properties.
- declaring character sets.

Creating HTML Files

You can create HTML files using HTML markup or plain text. When creating HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**. The *Create File* screen appears.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The screen updates and the *HTML Creator* appears.
5. In the *Content* text box or the *HTML Creator* editing area, enter your content.
6. If you want to save the file and create another:
   a. Click **Save and Add Another**. The file is saved and the *Create File* screen is cleared.
   b. Repeat steps 2 through 5.
7. Click **Save**. The file is saved.

Editing HTML Files

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

WARNING: If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Locate the HTML file you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit File* screen appears.
3. Edit the file as desired:
   a. In the *File Name* text box, edit the name of the file.
   b. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
   c. In the *Content* text box or the *HTML Creator* editing area, edit the content.
4. Click **Save**. The file is saved.

Creating Folders

You can create folders to organize content.

1. Navigate to the folder in which you want to create a folder.
2. Click **Create Folder**. The *Create Folder* pop-up window appears.
3. Enter a title and click **OK**. The folder is created.
4.

Renaming Files and Folders

You can change the title of files and folders. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears
3. Click **Rename**. The *Rename* pop-up window appears.
4. In the *New title* text box, enter a new title for the item.
5. Click **OK**. The item is renamed.

Editing File Properties

You can enter information about the author, title, description and keywords of a file.

1. Navigate to the folder containing the files whose information you want to edit. For more information, see *Navigating Folders*.
2. Locate the file whose information you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Edit Properties**. The *Edit Properties* screen appears.
4. Edit the file properties as desired:
   a. In the *Author* text box, enter or edit the name of the person that created the file.
   b. In the *Title* text box, enter or edit the title of the file.
   c. In the *Description* text box, enter or edit text that will help identify the contents of the file.
   d. In the *Keywords* text box, enter or edit terms that you would use to search for this file.

      NOTE: Separate keywords with commas.
5. Click **Save**. The properties are edited.

Declaring Character Sets

When files are uploaded to WebCT, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

WebCT supports the following character sets:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC_CN)
- Chinese Traditional (Big5)
- Cyrillic (ISO-8859-5)

- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)
- Greek (Windows 1253)
- Hebrew (ISO-8859-8)
- Hebrew (Windows 1255)
- Japanese (EUC-JP)
- Japanese (IBM-33722)
- Japanese (Shift_JIS)
- Korean (EUC-KR, KSC5601)
- Korean (ISO-2022-kr)
- Thai (Windows 874)
- Turkish (ISO-8859-9)
- Turkish (Windows 1254)
- Unicode (UCS-2)
- Unicode (UTF-8)
- Western European (ISO-8859-1)
- Western European (Windows 1252)

1. Locate the file or the folder containing the files for which you want to declare a character set and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Declare Character Set**. The *Declare Character Set* screen appears.
3. From the drop-down list, select the character set for the files.
4. If you want to preview a file in the selected character set:
   a. Locate the file and, under *Actions*, click its *Preview* icon. The file appears in a pop-up window.
   b. When you are finished previewing the file, close the pop-up window.
5. Next to the name of each file, ensure that the check box is selected.
6. Click **Save**. The character set is declared on all selected files.

MANAGING FILES AND FOLDERS

For All Roles

You can manage files and folders by:

- getting files.
- copying files and folders.
- moving files and folders.
- downloading files.
- zipping files and folders.
- unzipping files.
- deleting files and folders.

Getting Files

You can get files from another location in WebCT or from your computer and copy them to your current location in *Content Manager*.

1. Navigate to the location to which you want to add files. For more information on navigating, see *Navigating Folders*.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the files you want to get are in WebCT:
     a. Navigate to the location of the files you want to get and, next to the title of each file, select the check box. For more information on navigating, see *Navigating with Content Browser*.
     b. Click **OK**. One of the following occurs:
       - Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.
       - If the destination folder contains files with the same name as the files you are creating, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:
         - To select a new destination folder, from the *Select another location* drop-down list, select a folder and click **OK**.

           NOTE: Only the original destination folder and sub-folders of the original destination folder are available for selection.

- To create a destination folder:
  i. Click **Create Folder**. The *Create Folder* pop-up window appears.
  ii. In the *Title* text box, enter the name for the folder.

  NOTE: The folder name can include multiple words and spaces.

  iii. Click **OK**. The folder is created and appears in the *Select another location* text box.
  iv. Click **OK**.
- To rename the file, select *Rename* and in the text box, enter a new file name and click **OK**.
- To replace the file in the destination folder with the file you are creating, select *Replace existing* and click **OK**.

Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.

- If the files you want to get are on your computer:
  a. Click the *My Computer* icon. Either your computer's file browser or the *Upload Files from Your Computer* screen appears.
  b. Locate and select the files you want to get. Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.

Copying Files and Folders

You can create copies of files and folders and paste them on your computer or to another location in WebCT.

1. Navigate to the folder containing the items you want to copy.
2. Do one of the following:
   - To copy one or more items:
     a. Next to each item you want to copy, select the check box.
     b. Click **Copy**. The *Content Browser* pop-up window appears.
   - To copy all items listed on the current page:

     NOTE: If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

a. In the table heading row, select the check box. All items listed on the page are selected.

b. Click **Copy**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to copy the items to your computer:

  NOTE: Multiple items copied to your computer will be compressed and copied as a single zip file.

  a. Click the *My Computer* icon. A message appears.

  b. Click **Save**. Your browser's download dialog box appears.

  c. Make your selections to copy the items to the desired location.

- If you want to copy the items to another location in WebCT:

  a. Navigate to the location where you want to paste the copied items. For more information on navigating, see *Navigating with Content Browser*.

     NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

     - If there are no naming conflicts, the items are copied and a confirmation message appears.

     - If the destination folder contains items with the same names as the items you want to copy, the *Resolve Naming Conflicts* pop-up window appears:

       a. For each item with a naming conflict, do one of the following:

          - To select a new destination folder:

            i. Select *Select another location for the file or folder*.

            ii. From the *Select another location for the file or folder* drop-down list, select a folder.

                NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

          - To create a destination folder:

            i. Select *Select another location for the file or folder*.

            ii. Click **Create Folder**. The *Create Folder* pop-up window appears.

            iii. In the *Title* text box, enter a name for the folder.

            iv. Click **OK**. The folder is created in the original destination folder.

v. From the *Select another location for the file or folder* drop-down list, select the new folder.

- To rename the item:

  i. Select *Rename file or folder*.

  ii. In the *Rename file or folder* text box, enter a new file name.

- To replace the item in the destination folder with the copy, select *Replace file or folder*.
- If you are copying multiple items and have multiple naming conflicts, to cancel the copy action for a single item, select *Skip*.

b. Click **OK**. The items are copied and a confirmation message appears.

Moving Files and Folders

You can move files and folders to your computer or another location in WebCT.

IMPORTANT: Items moved to your computer are not automatically removed from WebCT. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items you want to move. For more information, see *Navigating Folders*.

   TIP: The items may appear on multiple pages. You can use the paging controls to navigate to items that appear on other pages. For more information, see *Navigating Multiple Pages*.

2. Do one of the following:

   - To move one or more items:

     a. Next to each item you want to move, select the check box.

     b. Click **Move**. The *Content Browser* pop-up window appears.

   - To move all items listed on the current page:

     NOTE: If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

     a. In the table heading row, select the check box. All items listed on the page are selected.

b. Click **Move**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to move the items to your computer:

  NOTE: Multiple items moved to your computer will be compressed and moved as a single zip file.

  a. Click the *My Computer* icon. A message appears.

  b. Click **Save**. Your computer's download dialog box appears.

  c. Make your selections to move the items to the desired location. The items are moved and a confirmation message appears.

- If you want to move the items to another location in WebCT:

  a. Navigate to the location where you want to move the items. For more information on navigating, see *Navigating with Content Browser*.

  NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

  - If there are no naming conflicts, the items are moved and a confirmation message appears.
  - If the destination folder contains items with the same names as the items you want to move, the *Resolve Naming Conflicts* pop-up window appears:

    a. For each item with a naming conflict, do one of the following:

    - To select a new destination folder:

      i. Ensure *Select another location* is selected.

      ii. From the *Select another location* drop-down list, select a folder.

      NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

    - To create a destination folder:

      i. Ensure *Select another location* is selected.

      ii. Click **Create Folder**. The *Create Folder* pop-up window appears.

      iii. In the *Title* text box, enter a name for the folder.

      iv. Click **OK**. The folder is created in the original destination folder.

      v. In the *Select another location* drop-down list, ensure the new folder is

selected.

- To rename the item:
  i. Select *Rename*.
  ii. In the *Rename* text box, enter a new file name.
- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

b. Click **OK**. The items are moved and a confirmation message appears.

Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

NOTE: You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zipping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Download**. A message appears.
4. Click **Save**. Your computer's download dialog box appears.
5. Make your selections to download the file to the desired location.

Zipping Files and Folders

You can create a compressed zip file that contains files and folders. Zipping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items you want to compress into a single zip file.
2. Do one of the following:

- To compress one or more items:
  a. Next to each item you want to compress, select the check box.
  b. Click **Zip**. The *Content Browser* pop-up window appears.
- To compress all items listed on the current page:

  NOTE: If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.
  b. Click **Zip**. The *Content Browser* pop-up window appears.

3. Do one of the following:
   - If you want to save the zip file to a location in WebCT:
     a. Navigate to the location where you want to save the zip file.
     b. If you want to change the default name for the zip file, in the *Save as* text box, edit the name.
     c. Click **OK**. The compressed zip file is created in the specified location.
   - If you want to save the zip file to your computer:
     a. Click the *My Computer* icon. A message appears.
     b. Click **Save**. Your computer's download dialog box appears.
     c. Make your selections to save the zip file to the desired location. The compressed zip file is created in the specified location.

Unzipping Files

You can extract all the contents of zip files.

1. Navigate to the folder containing the zip file you want to unzip.
2. Locate the zip file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Extract**. A folder is created with the same name as the zip file. The contents of the zip file are extracted to the folder.

Deleting Files and Folders

You can permanently delete files and folders in WebCT.

WARNING: Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  a. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. The item is deleted.
- To delete several items:
  a. Select the items and click **Delete**. A confirmation message appears.
  b. Click **OK**. The selected items are deleted.
- To delete all items listed on the current page:

  NOTE: If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. All items listed on the page are deleted.

CREATING WEBDAV FOLDERS

For All Roles

You can create WebDAV folders by:

- creating WebDAV connections on a Windows® operating system.
- creating WebDAV connections on Mac® operating system software.

Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
  c. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `CTRL+C`. The text is copied.
  d. From your Windows desktop, double-click the *My Network Places* icon. The contents of the folder appear.
  e. Double-click **Add Network Place**. The *Add Network Place Wizard* pop-up window appears.
  f. Ensure that your cursor is in the *Type the location of the Network Place* text box and, on your keyboard, press `CTRL+V`. The text that you copied is pasted into the *Type the location of the Network Place* text box.
  g. Click **Next**. The *Enter Network Password* pop-up window appears.
  h. In the *User name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. The *Add Network Place Wizard* pop-up window appears.
  i. Click **Next**. Your WebCT user name and password are authenticated.

     NOTE: This may take a few minutes.

j. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.

Creating WebDAV Connections on a Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

1. Navigate to *Content Manager* area or folder for which you want to create a web folder and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
3. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `COMMAND+C`. The text is copied.
4. From your Mac desktop, from the *Finder*, click **Go**.
5. Click **Connect to Server**.
6. Ensure that your cursor is in the *Address* text box and, on your keyboard, press `COMMAND+V`. The text that you copied is pasted into the *Address* text box.
7. Click **OK**.
8. In the *User Name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. Your WebCT user name and password are authenticated, and the folder is added to the Mac *Finder*.

CHAPTER 28: NOTES

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT NOTES

For Designers

NOTE: Depending on the settings used by your institution, the *Notes* tool may not be available.

With the *Notes* tool, section members can create general or learning module notes to use as a reminder or study aid. General notes are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic. Both general and learning module notes are private and cannot be viewed by other members of the course.

NOTE: Learning module notes must be created from within a learning module. However, section members can edit learning module notes when they have accessed the *Notes* tool from the course menu.

Students, Teaching Assistants, and Section Instructors can:

- create general notes.
- edit notes.
- print notes.
- delete items.

To make the *Notes* tool available to section members, you must add it to the course menu.

ABOUT NOTES

For Section Instructors

NOTE: Depending on the settings used by your institution and the design of your course, the *Notes* tool may not be available.

With the *Notes* tool, you can create general or learning module notes to use as a reminder. General notes are relevant to the entire course; learning module notes are relevant to specific content within a learning module, such as a quiz or discussion topic.

EXAMPLE: If you have general ideas, concepts, or questions that apply to the course, create a general note. If you have ideas, concepts, or questions that apply to content in a learning module, create a learning module note. You can use both types of notes as a reminder later on.

Both general notes and learning module notes are private and cannot be viewed by other members of the course. To access your notebook, under *Instructor Tools*, click **Notes**.

NOTE: Learning module notes must be created from within a learning module. However, you can edit learning module notes when you have accessed the *Notes* tool under *Instructor Tools*.

You can:

- create general notes.
- edit notes.
- print notes.
- delete items.

CREATING GENERAL NOTES

For Section Instructors

You can create general notes to use as a reminder or study aid. General notes are private and cannot be viewed by other members of the course.

NOTE: You can also create learning module notes that pertain to specific content within a learning module, such as a quiz or discussion topic. However, you must do this from within the learning module.

1. From the *Notebook* pop-up window, click **Add General Note**. The *General Note* pop-up window appears.
2. Enter a title.
3. Enter the note:
   - To enter the note in Plain Text format, enter the text.

     NOTE: The note will appear exactly as you have typed it.

- To enter the note in HTML format:
  a. Select *Use HTML*.
  b. Enter HTML code.

4. Click **Save**. The note is created.

CREATING LEARNING MODULES NOTES

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you.

You can create one note per item in a learning module. Your notes are private and cannot be viewed by other members of the course.

Any notes you create in a learning module are added to your notebook, which lets you create general notes. You can access your notebook by clicking the *Notes* icon from the action menu. For more information, see *Notes*.

1. From the item, in the *Action Menu*, click the *Notes* icon. The *Notes* pop-up window for the item appears.
2. In the *Notes* text box, enter your note:
   - To enter the note in Plain Text format, enter the text.

     NOTE: The note will appear exactly as you have typed it.

   - To enter the note in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code.
3. Click **Save**. The *Notebook* pop-up window appears with your general and learning module notes displayed.
4. Click *Close this window*. The *Notebook* pop-up window closes.

   NOTE: You can edit learning module notes from your notebook only. For more information, see *Editing Notes*.

EDITING NOTES

For Section Instructors

1. From the *Notebook* pop-up window, next to the note you want to edit, click the *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit Notes* pop-up window appears.
3. Edit the note as desired:
   a. For general notes, in the *Title* text box, edit the title.
   b. In the *Notes* text box, edit your note:
      - To edit the note in Plain Text format, edit the text.

        NOTE: The note will appear exactly as you have typed it.
      - To edit the note in HTML format:
        a. Select *Use HTML*.
        b. Enter HTML code.
4. Click **Save**. The *Notebook* pop-up window appears and the note is edited.

PRINTING NOTES

For Section Instructors

1. From the *Notebook* pop-up window, select the notes you want to print:
   - To print one or multiple notes, next to the notes you want to print, select the check box.
   - To print all notes, in the table heading row, select the check box next to *Title*. All notes are selected.
2. Click **Create Printable View**. The *Compiled Notes* pop-up window appears displaying a printable view of the notes.

3. Click **Print**. Your browser's print dialog box appears
4. Make your selections to print the compiled notes.
5. To return to the *Notebook* pop-up window, from the *Compiled Notes* pop-up window, click **Back**. The *Notebook* pop-up window appears.

DELETING NOTES

For Section Instructors

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

CHAPTER 29: PEOPLELINKS

IMPORTANT: Topics in this chapter apply to Section Instructors.

ABOUT PEOPLELINKS

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you.

PeopleLinks allow you to perform some specific tasks directly from tools where user names and group names appear. *PeopleLinks* are available from the following tools:

- *Assignments*
- *Assessments*
- *Calendar*
- *Discussions*
- *Grade Book*
- *Group Manager*
- *Mail*
- *Who's Online*

You can access *PeopleLinks* from anywhere that the *View PeopleLink Options for This User* icon is displayed next to a user's name or a group name. By clicking this icon, you can perform the following tasks:

- *Send Mail*: create and send a *Mail* message to a Student, Teaching Assistant, Section Instructor, or group.

  NOTE: This option is available only if the *Mail* tool has been added to the course. It is not available from within the *Mail* tool.

- *View Performance Report*: view a summary, by tool, of a Student's activity in the course. The Student's grades in the course are also reported.

Additional *PeopleLinks* are available from the following tools:

Discussions

- *View Student Posts*: view all messages posted by a Student in a topic.

  NOTE: This option is available only when viewing topics that are gradable.

Grade Book

- *Edit Member*: enter or edit grades for a Student. You can also view an audit history for a Student or a specific grade.
- *Grant Access/Deny Access*: change a Student's access to the course.

  NOTE: Depending on administrator settings, this option may not be available to you.

- *Unenroll Member*: unenroll a Student from the course.

Group Manager

- *Edit Group*: edit a group's name, description, or membership.
- *Edit Sign-Up Sheet*: edit the title, instructions, and location of a group's sign-up sheet.

USING PEOPLELINKS

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLink Options for This User* icon that appears next to the user's name or the group name. A menu appears.
2. Depending on the tool you are accessing *PeopleLinks* from, do one of the following:
   - To create and send a mail message to a user, or to all users in a group, click **Send Mail**. The *Create Message* screen appears.

     NOTE: This option is available only if the *Mail* tool has been added to the course. It is not available from the *Mail* tool.

   - To view a summary, by tool, of the Student's activity in the course, or to view the Student's grades, click **View Performance Report**. The *Individual Student Performance Report* screen appears.
   - From the *Discussions* tool, to view all messages posted by a Student in a gradable topic, click **View Student Posts**. The *Student Discussion Posts* screen appears.
   - From the *Grade Book* tool, to change a user's grades or course access, click **Edit Member**. The

Edit Member screen appears.

- From the *Grade Book* tool, to prevent the user from participating in the course, click **Deny Access**. The screen refreshes and the user is denied access.
- From the *Grade Book* tool, to allow a user with denied access to participate in the course, click **Grant Access**. The screen refreshes and the user is granted access.
- From the *Grade Book* tool, to unenroll a user from the course, click **Unenroll Member**. The screen refreshes and the user is unenrolled.

  NOTE: Any grade data for the user remains in the *Grade Book*. An icon appears next to the user's name to indicate that they are no longer enrolled in the course. To re-enroll a member that was previously unenrolled, see *Enrolling Members*.

- From the *Group Manager* tool, to edit a group's name, description, or membership, click **Edit Group**. The *Edit Group* screen appears.
- From the *Group Manager* tool, to edit the settings for a group's Sign-Up Sheet, click **Edit Sign-Up Sheet**. The *Edit Sign-Up Sheet* screen appears.

ABOUT INDIVIDUAL STUDENT PERFORMANCE REPORTS

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view the Individual Student Performance report for a Student. The report provides information on the Student’s level of activity in your course and a summary of the Student’s grades. The report is divided into three sections.

The first section, *Overview*, provides the following information:

- *Student*: the Student's first and last names.
- *First login*: the date and time that the Student first accessed the course.
- *Last login*: the date and time that the Student last accessed the course.
- *Total sessions*: the total number of user sessions for the Student.
- *Total time*: the cumulative time of the Student's user sessions.

The second section, *Tool Usage*, details the Student's activity in each tool. You can compare the Student's tool usage to the average tool usage in the section using the data provided under *Section Average*. The

report contains data generated from the following tools:

- *Mail*
  - *Messages read*: the total number of messages that the Student read in the *Mail* tool.
  - *Messages sent*: the total number of messages that the Student sent in the *Mail* tool.
- *Discussions*
  - *Messages read*: the total number of messages that the Student read in the *Discussions* tool.
  - *Messages sent*: the total number of messages that the Student posted in the *Discussions* tool.
- *Calendar*
  - *Entries viewed*: the total number of entries that the Student viewed in the *Calendar* tool.
  - *Entries added*: the total number of entries that the Student added to the *Calendar* tool.
- *Chat*
  - *Tool entered*: the total number of times that the Student accessed the *Chat and Whiteboard* tool.
- *Assessments*
  - *Assessment started*: the total number of assessments that the Student began.
  - *Assessment completed*: the total number of assessments that the Student finished.
  - *Total time*: the total amount of time that the Student spent in the *Assessments* tool.
- *Assignments*
  - *Assignments read*: the total number of assignments that the Student read.
  - *Assignments completed*: the total number of assignments that the Student submitted.
  - *Total time*: the total amount of time that the Student spent in the *Assignments* tool.
- *Web Links*
  - *Web Links viewed*: the total number of web links that the Student viewed.
- *Folders*
  - *Folders viewed*: the total number of folders in the *Course Content* tool that the Student viewed.
- *Files*
  - *Files viewed*: the total number of files the Student viewed.
- *Media Library*
  - *Media Library entries viewed*: the total number of entries that the Student viewed in the *Media Library* tool.
  - *Media Library collections viewed*: the total number of collections that the Student viewed in the *Media Library* tool.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

The third section, *Student Grades*, lists all grades assigned to the Student in the course.

VIEWING AND PRINTING INDIVIDUAL STUDENT PERFORMANCE REPORTS

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available to you.

From the *PeopleLinks* tool, you can view and print the Individual Student Performance report for a Student. The report provides information on the Student's level of activity in your course and a summary of the Student's grades.

1. From a screen where the *PeopleLinks* tool is available, click the *View PeopleLinks Options for This User* icon that appears next to the Student's name. A menu appears.
2. Click **View Performance Report**. The *Individual Student Performance Report* screen appears.
3. To view all sections in the report, do the following:
   a. To move from the *Tool Usage* section to the *Student Grades* section, click **View Student Grades**. The screen refreshes and the Student's grades appear.
   b. To return to the *Tool Usage* section from the *Student Grades* section, click **View Tool Usage**. The screen refreshes and the *Student*'s tool activity information appears.
4. To print the report, each screen must be printed separately.
   - To print the tool usage information:
     a. Under *Tool Usage*, click **Print**. Your computer's print dialog box appears.
     b. Make your selections to print the report on your local printer.
   - To print the Student grade information:
     a. Under *Student Grades*, click **Print**. Your computer's print dialog box appears.
     b. Make your selections to print the report on your local printer.

CHAPTER 30: QUESTION DATABASE

IMPORTANT: Topics in this chapter apply to designers.

ABOUT THE QUESTION DATABASE

For Designers

With the *Question Database* tool, you can create a repository of questions to be used in assessments. You can also import questions from the *Question Database* tool of a WebCT Campus Edition course.

NOTE: When you create questions using the *Assessments* tool, the questions are automatically added to the *Question Database* tool. As well, when you import assessments created using Respondus™ 2.0 or that were exported from a WebCT Campus Edition course, the assessment questions are automatically added to the *Question Database* tool.

You can create the following types of questions:

- Calculated: The Student is presented with a mathematical formula and must enter the answer.
- Combination Multiple Choice: The Student is first presented with a list of answers. They are then presented with various combinations of those answers and must select one of the combinations as correct.
- Fill in the Blank: The Student is presented with a question containing blanks and must provide the missing text.
- Jumbled Sentence: The Student is presented with a question containing blanks for which they must provide the missing text by selected a word or phrase from drop-down lists.
- Matching: The Student is presented with two lists and must match terms in one list with terms or definitions in the other list.
- Multiple Choice: The Student is presented with a list of answers and must select one or more answers as correct.
- Paragraph: The Student must answer the question by entering multiple sentences.
- Short Answer: The Student must answer the question by entering a brief response.
- True False: The Student must select whether the statement is true or false.

With the *Question Database* tool, you can:

- create variations of a question in order to present Students with similar, but not identical questions.

- specify that the order of multiple choice answers be varied per assessment.
- specify that for mathematical, calculated questions, values for variables be randomly assigned within specified ranges.

When you create questions, you must organize them into categories. Since the *Question Database* tool can contain thousands of questions, category names should be descriptive of their content. You can have only one level of categories, i.e., you cannot create categories within categories.

ACCESSING THE QUESTION DATABASE TOOL

For Designers

To access the Question Database tool:

- From the *Assessments* screen, click **Go to Question Database**. The *Question Database* screen appears.

CREATING OR EDITING QUESTIONS

For Designers

You can create the following types of questions:

- Calculated: Students are presented with a mathematical formula and must enter the answer.
- Combination: Students are first presented with a list of answers. They are then presented with various combinations of those answers and must select one of the combinations as correct.
- Fill in the blank: Students are presented with a question containing blanks and must provide the missing text.
- Jumbled sentence: Students are presented with a question containing blanks and must select the correct word or phrase from a drop-down list.
- Matching: Students area presented with two lists and must match terms in one list with terms or definitions in the other list.
- Multiple choice: Students are presented with a list of answers and must select one or more answers as correct.

- Paragraph: Students must answer the question by entering multiple sentences.
- Short answer: Students must answer the question by entering a brief response.
- True false: Students must select whether the statement is true or false.

Once questions are added to the *Question Database* tool, you can add them to assessments.

Creating or Editing Calculated Questions

A calculated question requires Students to solve a mathematical problem.

EXAMPLE: What is 19 + 64?

You use variables when creating or editing calculated questions. WebCT replaces each variable with random values in a specified numeric range and generates a set of calculated questions. Students are given different questions so they cannot share their answers with each other.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Calculated**. The *Create Calculated Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Calculated Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format, placing the variables inside square brackets:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

  a. Select *Use HTML*.

  b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

   - If the image file you want to add is on your computer:

     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

     ii. Locate and select the file. The image is added.

   - If the image file you want to add is in WebCT:

     i. Navigate to the file and select it.

     ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

   a. Click the *Remove Image* icon. A confirmation message appears.

   b. Click **OK**. The image is removed.

7. Under *Formula*, enter the mathematical problem and place the variables in square brackets. To see a list of the operators and functions that you can use, click **View a list of supported formulas**.

   EXAMPLE: (([x]+[y])*([x]+[y]))

   IMPORTANT: Use parentheses, not square brackets, to accentuate precedence. Use square brackets to contain variables.

8. Click **Analyze Variables**.
9. Under *Units*, if you want to specify units for the answer, do the following:

   a. In the *Units* text box, enter the unit for the answer.

   b. If necessary, select the following:

   - If the unit is required for the correct answer, select *Required*.
   - If multiple words are acceptable as one word, select *Ignore spaces*.

EXAMPLE: *Kilowatt hours* and *kilowatthours* are both correct.

- If the unit is acceptable in either uppercase or lowercase, select *Ignore case*.

  EXAMPLE: *Mile* and *mile* are both correct.

c. If you want to award a percentage value for the correct unit, select it from the *Percentage of the question value* drop-down list. The combined percentage value of the unit and answer will equal 100%.

EXAMPLE: If *30%* is awarded for the correct unit, Students who enter the correct answer but incorrect unit will be awarded only 70%.

10. Under *Variables*, do the following:

    a. For each variable, enter the minimum and maximum values. WebCT generates values for a variable between these two numbers.

    EXAMPLE: You can specify a numeric range of 1 to 100 for x and a range of 50 to 500 for y. This generates an answer set where x can be any number between 1 and 100, and where y can be any number between 50 and 500. This will create a question such as *What is 19 + 230?*

    b. If you want to specify decimal places for variables, select it from the *Calculate to decimal places* drop-down list.

11. Under *Answers*, do the following:

    a. If you want to specify the number of questions to be generated, select it from the *Specify the number of answers per set*.

    b. If you want to set the number of decimal places or significant figures to which the answer is calculated, select the number from the *Calculate the answer sets to* drop-down lists.

    c. If you want to allow a range of answers (in units or percent) to be correct, enter the tolerance in the *Answer Tolerance (+/-)* text box and select either *Units* or *Percent*.

    d. Click **Generate Answer Set**. The questions are created.

    e. If you want to manually change the answer set, enter new values for each variable as necessary and click **Update Answer Set**. The updated questions appear.

12. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

13. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

14. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

15. Place the question into a category. All questions are automatically stored in the *Question Database*

but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

  NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

16. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
17. Click **Save**. Your changes are saved.

Creating or Editing Combination Multiple Choice Questions

A combination question requires Students to choose a correct answer combination from a list of possible answers.

EXAMPLE: Which of the following are European countries: France, Germany, Spain, Montreal, Luxembourg, Tanzania? Choose one of the following answer combinations:

a. France, Germany, Montreal

b. France, Spain, Luxembourg, Tanzania

c. France, Germany, Spain, Luxembourg

d. all of the above

e. none of the above

The correct answer is *c. France, Germany, Spain, Luxembourg*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

NOTE: If your question requires a single correct answer, you should create a multiple choice question instead. For more information, see *Creating or Editing Multiple Choice*

.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Combination**. The *Create Combination Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Combination Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.
5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:
  i. Navigate to the file and select it.
  ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Under *Single Answers*, do the following:
   a. In the *Answer* text boxes, enter the answer choices in Plain Text or HTML format.

      EXAMPLE: If the question is *Which of the following are countries in Europe: France, Germany, Spain, Montreal, Luxembourg, Tanzania*, you enter the name of each country in a different text box.

   b. If you want to create additional answers, click **Create Additional Single Answers**. Additional answer fields appear.
8. Under *Create Answer Combinations*, do the following:
   a. Select the answers for each combination.

      EXAMPLE: For *Combination 1*, select answers *A, C, and E*. The combination *A, C, and E* will be one of the answer choices that Students can choose from.

   b. If you want to use an answer choice that is not based on an answer combination, such as *none of the above* or *all of the above*, enter it in Plain Text or HTML format in the *Other* text box.
   c. Next to the correct combination, select *Correct response*. Only one correct answer is allowed.
   d. If you want to provide feedback for an answer, enter it in Plain Text or HTML format in the *Feedback* text box.
   e. If you want to create more answer combinations, click **Create Additional Combinations**. Additional combination fields appear.
9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

  NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Fill in the Blank Questions

A fill in the blank question requires Students to enter missing text.

EXAMPLE: Albert Einstein was born on March 14 in the year _____. His birthplace was _____.

The correct answers are *1879* and *Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Fill in the Blank**. The *Create Fill in the Blank Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Fill in the Blank Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets. When Students view the question, the text inside the square brackets will appear as a blank.

   EXAMPLE: Albert Einstein was born on March 14 in the year [1879]. His birthplace was [Ulm, Germany].

   IMPORTANT: Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:

       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

       b. Enter the question.

     - To hand-code the HTML:

       a. Select *Use HTML*.

       b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

      - If the image file you want to add is on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the file. The image is added.

      - If the image file you want to add is in WebCT:

        i. Navigate to the file and select it.

        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

   a. Click the *Remove Image* icon. A confirmation message appears.

   b. Click **OK**. The image is removed.

7. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question, click **Generate Answers**.
   - If you are editing a question, click **Update Answers**.
8. Under *Answers*, do the following:
   a. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
   b. Select a grading scheme for each answer:
      - If Students' answers must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
      - If Students' answers must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
      - If you want to use a PERL regular expression to evaluate Students' answers, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
9. If another answer is correct, create an alternate answer:
   a. Click **Create Alternate**. The *Alternate* text box appears.
   b. In the *Alternate* text box, enter the alternate answer text.
   c. In the *Value (%)* text box, enter the percentage value of each correct answer. The total percentage must equal 100%.
   d. Select a grading scheme.

   TIP: If you want to remove an alternate answer, click **Remove Alternate**. The alternate answer is removed.

10. Under *Settings*, do the following
    a. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.
    b. Next to *Answers are case sensitive*, select one of the following:
       - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
       - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.
11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
12. If you want to include a comment about the question, enter it in the *General feedback* text box in Plain Text or HTML format. The comment appears when Students view their graded assessment.

13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
15. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
16. Click **Save**. Your changes are saved.

Creating or Editing Jumbled Sentence Questions

A jumbled sentence question requires Students to select text that is missing from a sentence and put the text in the correct order. This question type is useful for language classes because you can provide sentences for Students to translate.

EXAMPLE: Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

The text that is in square brackets will be presented to Students in random order. To translate the sentence correctly, Students must select the words in the correct order.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Jumbled Sentence**. The *Create Jumbled Sentence Question* screen appears.

- If you are editing a question, click the question title. The *Edit Jumbled Sentence Question* screen appears.

3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format, placing the missing text in square brackets.

EXAMPLE: Translate the sentence *I love to travel to Europe with friends* into French: *J'[aime] [voyager] [en] [Europe] [avec] [des] [amis]*.

IMPORTANT: Use only one pair of square brackets for the missing text. Correct: [missing text]. Incorrect: [[missing text]]

- To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
    b. Enter the question.
  - To hand-code the HTML:
    a. Select *Use HTML*.
    b. Enter the HTML code.

5. If you want, insert an equation.

NOTE: You cannot use equations as one of the jumbled items.

6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:

i. Navigate to the file and select it.

ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Depending on whether you are creating or editing a question, do one of the following:

- If you are creating a question, click **Generate Answers**.
- If you are editing a question, click **Update Answers**.

8. Under *Answers*, do the following:

a. In the *Value (%)* text box, enter the percentage value of the correct answer.

b. If another answer is correct, create an alternate answer:

a. Click **Create Alternate**. Drop-down lists for the alternate answer appear.

b. From the drop-down lists, select the words in another order.

NOTE: Text that is already selected appears at the bottom of the list under a dotted line.

c. In the *Value (%)* text box, enter the percentage value of he correct answer.

TIP: If you want to remove an alternate answer, click **Remove Alternate**. The alternate answer is removed.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
        i. Select your answer and click **Grade**. The grade appears in preview mode.
        ii. If you want to test another answer, click **Back**. The question appears in preview mode.
        iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Matching Questions

A matching question requires Students to match items on one list to items on another list.

EXAMPLE: Match the following capital cities with their countries:

Capital City	Country
Toyko	Canada
Ottawa	France
London	Italy
Paris	England
Rome	Japan

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:
        a. Click **Create Questions**. A menu appears.
        b. Click **Matching**. The *Create Matching Question* screen appears.

- If you are editing a question, click the question title. The *Edit Matching Question* screen appears.

3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.
b. Click **OK**. The image is removed.

7. Under *Matching Pairs*, do the following:

   a. If you need larger text boxes, change the column format by clicking **Long Answer**. Larger text boxes appear.

      NOTE: The default column format is *Short Answer*.

   b. In *Column 1*, enter an item in a text box in Plain Text or HTML format.

   c. In *Column 2*, enter the matching item in the corresponding text box in Plain Text or HTML format.

   d. If you need more text boxes, click **Create Additional Pairs**. Additional text boxes appear.

8. Under *Grading Scheme*, do the following:

   - If you want each correct match in the list to receive an equal percentage value, select *Equally weighted/All answers have equal value*. This means if Students match 50% of the items correctly, they receive 50%.
   - If you want all items in the list to be correctly matched for 100%, select *All or nothing*. This means if Students match 50% of the items correctly, they receive 0%. They must correctly match all items to receive 100%.
   - If you want to deduct a percentage value for incorrect matches, select *Right minus wrong*. This means if Students match 60% of the items correctly but 40% incorrectly, they receive 20%.

9. Under *Column Preview*, select one of the following:

   - If you want Students to see both lists at the same time, select *Preview both columns*.
   - If you want Students see the first list and to select items in the second list from a drop-down list, select *Do not preview both columns*.

10. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.

11. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

12. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.

13. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.

14. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
        i. Select your answer and click **Grade**. The grade appears in preview mode.
        ii. If you want to test another answer, click **Back**. The question appears in preview mode.
        iii. When you are finished previewing the question, click **Close**. The question appears.
15. Click **Save**. Your changes are saved.

Creating or Editing Multiple Choice Questions with One Correct Answer

A multiple choice question requires Students to choose a correct answer from a list of possible answers.

EXAMPLE: Which of the following countries is NOT in Europe?

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

The correct answer is *(4) Tanzania*

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:
        a. Click **Create Questions**. A menu appears.
        b. Click **Multiple Choice**. The *Create Multiple Choice Question* screen appears.
    - If you are editing a question, click the question title. The *Edit Multiple Choice Question* screen appears.
3. Enter a title. You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
    - To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

  NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

  - To use the *HTML Creator*:
    a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
    b. Enter the question.
  - To hand-code the HTML:
    a. Select *Use HTML*.
    b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:
   a. Click the *Remove Image* icon. A confirmation message appears.
   b. Click **OK**. The image is removed.

7. Under *Answers*, do the following:
   a. Next to *Select mode*, indicate if there is one correct answer or multiple correct answers: select *One answer* or *Multiple Answers*.
   b. In the *Answer* text boxes, enter the answer choices, including the correct answer, in Plain Text or HTML format.
   c. If you want to include a comment about an answer, enter it in Plain Text or HTML format in the *Feedback* text box. When Students view their graded assessment, this feedback appears next to

the answer.

d. Next to the correct answer or answers, select *Correct response* and enter the *Value (%)*.

EXAMPLE: If there is one correct answer, you can award 100%. If there are two correct answers, you can award 50% to each answer.

e. Next to each incorrect answer, do one of the following:

- If you want to deduct a percentage value for incorrect answers, enter the negative percent value in the *Value (%)* text box.
- If you do not want deduct a percentage value for incorrect answers, leave the value in the *Value (%)* text box as *0*.

f. If you want to create more answers, click **Create Additional Answers**. Additional *Answer* text boxes appear.

8. Under *Settings*, do the following:

a. Next to *Answer layout*, select one of the following:

- To make the answers appear under each other in one column, select *Vertical*.
- To make the answers appear next to each other from left to right, select *Horizontal*.

b. Next to *Answer labels*, select whether the answers should be identified by *Numbers* or *Letters*.

EXAMPLE:

- (1) France
- (2) Germany
- (3) Spain
- (4) Tanzania

or

- (a) France
- (b) Germany
- (c) Spain
- (d) Tanzania

c. Next to *Randomize answer ordering*, select one of the following:

- To make answers appear in random order each time the question appears in an assessment, select *Yes*. This prevents Students who complete the assessment first from sharing their answers with others.
- To keep the answers in the same order that you entered them, select *No*.

d. Next to *Grading Scheme*, do one of the following:

- If there is only one correct answer or if there are multiple correct answers and you want each correct answer to count for a portion of the total score, select *Cumulative*.
- If you want all correct answers to be selected for a score 100%, select *All or nothing*.

  EXAMPLE: If there are three correct answers but Students select only one or two of the answers, they receive 0%.

e. Next to *Allow negative score*, select one of the following:

- To deduct a percentage value for incorrect answers, next to *Allow negative score*, select *Yes*.

  NOTE: You may want to inform Students in the question text. For example, `An incorrect answer will result in a negative score`.

- To make incorrectly answered questions worth 0%, next to *Allow negative score*, select *No*.

9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.

    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:

    a. Click **Preview**. The question appears in preview mode.

    b. If you want to test the grading scheme and feedback:

       i. Select your answer and click **Grade**. The grade appears in preview mode.

       ii. If you want to test another answer, click **Back**. The question appears in preview mode.

       iii. When you are finished previewing the question, click **Close**. The question appears.

14. Click **Save**. The question is created.

Creating or Editing Paragraph Questions

A paragraph question requires Students to write a paragraph or an essay as their answer. Section Instructors or Teaching Assistants must mark paragraph questions.

EXAMPLE: Using examples from Shakespeare's plays, write about the differences between a comedy and tragedy.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Paragraph**. The *Create Paragraph Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Paragraph Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:
       a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.
       b. Enter the question.
     - To hand-code the HTML:
       a. Select *Use HTML*.
       b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:
   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
   b. Do one of the following:
      - If the image file you want to add is on your computer:
        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
        ii. Locate and select the file. The image is added.
      - If the image file you want to add is in WebCT:
        i. Navigate to the file and select it.
        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:
   a. Click the *Remove Image* icon. A confirmation message appears.
   b. Click **OK**. The image is removed.

7. Under *Answer*, do the following:
   a. If you want to give information that will help Students answer the question, enter it in Plain Text or HTML format in the *Pre-fill answer box with* text box. When Students view the question, the information will appear in the text box where they enter their answer.
   b. If you want Students to see an example of a correct answer after their answer is marked, enter it in Plain Text or HTML format in the *Correct response* text box. Section Instructors or Teaching Assistants can use the correct answer as a reference when they mark the question.
8. Under *Settings*, specify the size of the text box where Students enter their answer:
   a. From the *Answer box height* drop-down list, select the number of lines of text allowed in the answer box. A minimum of two lines or a maximum of 50 lines of text are allowed.
   b. From the *Answer box width* drop-down list, select the width of the text box, in characters. A minimum of 30 and a maximum of 100 characters are allowed.
9. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
10. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
11. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
12. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize

questions in categories.

- To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

  NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

- To place the question in a new category, select *Create a category* and enter the category name in the text box.

13. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
14. Click **Save**. Your changes are saved.

Creating or Editing Short Answer Questions with One Correct Answer

A short answer question requires Students to write a word or short phrase as their answer. The following are examples of short answer questions:

EXAMPLE: What is the birth date of Albert Einstein? The correct answer is *March 14, 1879*.

EXAMPLE: Name the four planets in the inner solar system. The correct answer is *Mercury, Venus, Earth, and Mars*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

NOTE: If you want to award bonus marks for your short answer questions, see *Creating or Editing Short Answer Questions with Bonus Marks*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.

b. Click **Short Answer**. The *Create Short Answer Question* screen appears.

- If you are editing a question, click the question title. The *Edit Short Answer Question* screen appears.

3. Enter a title.

NOTE: You can search by question title in the *Question Database*.

4. Enter the question in Plain Text or HTML format:

- To enter the question in Plain Text format, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

- To use the *HTML Creator*:

a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

a. Select *Use HTML*.

b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

b. Do one of the following:

- If the image file you want to add is on your computer:

i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:

i. Navigate to the file and select it.

ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Scroll to the *Settings* section.
8. Under *Settings*, do the following:

   a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.

   b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.

   c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.

   d. Next to *Answers are case sensitive*, select one of the following:

      - If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
      - If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.

9. Scroll to the *Answers* section.
10. Under *Answers*, do the following:

    a. In the *Answer text* text box, enter the correct answer.

    IMPORTANT: The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.

    b. If the answer requires more than one text box, click **Create Additional Answers**. More text boxes appear.

    c. In the *Value (%)* text box, enter the percentage value for the answer. For example, if there is one correct answer, enter 100%. If it is a multi-part answer that is acceptable in any order, enter a percentage for each part so that the total equals 100%.

    d. Select a grading scheme for the answer:

       - If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
       - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.

- If you want to use a PERL regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
- Depending on whether you want Students to enter answers in a certain order, select one of the following in the *Allow in answer box* drop-down list:
  - If Students can enter answers in order, select *All Answers* for each answer text box.
  - If Students must enter answers in a specific order, select the answer number that corresponds to the answer text box number.

    EXAMPLE: For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
15. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
16. Click **Save**. Your changes are saved.

Creating or Editing Short Answer Questions with

Bonus Marks for the Correct Order

A short answer question requires Students to write a word or short phrase as their answer. You have the option of awarding bonus marks if you want Students to include additional information in their answer.

EXAMPLE: What is Albert Einstein's birth date? For bonus marks, where is his birth place?

You can award marks in the following ways:

- Option 1: Award partial marks (for example, 60%) for the correct answer *March 14, 1879*. Award full marks (for example, 100%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.
- Option 2: Award full marks (for example, 100%) for the correct answer: *March 14, 1879*. Award bonus marks (for example, 150%) for the correct and bonus answers: *March 14, 1879 Ulm, Germany*.

You can create or edit questions from two locations in the *Assessments* tool: in an assessment or the *Question Database*.

NOTE: If you want to create or edit short answer questions without bonus marks, see *Creating or Editing Short Answer Questions*.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
   - If you are creating a question:
     a. Click **Create Questions**. A menu appears.
     b. Click **Short Answer**. The *Create Short Answer Question* screen appears.
   - If you are editing a question, click the question title. The *Edit Short Answer Question* screen appears.
3. Enter a title.

   NOTE: You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:
   - To enter the question in Plain Text format, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

     NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

     - To use the *HTML Creator*:

a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

b. Enter the question.

- To hand-code the HTML:

a. Select *Use HTML*.

b. Enter the HTML code.

5. If you want, insert an equation.

6. If you want to add an image to display with the question:

a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

b. Do one of the following:

- If the image file you want to add is on your computer:

i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

ii. Locate and select the file. The image is added.

- If the image file you want to add is in WebCT:

i. Navigate to the file and select it.

ii. Click **OK**. The image is added.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed.

7. Scroll to the *Settings* section.

8. Under *Settings*, do the following:

a. Depending on the length of the answers, decide how many text boxes are necessary for Students to enter their answers. For example, if the question is *What is the birth date of Albert Einstein* and the correct answer is *March 14, 1879*, then you need one text box. If the question is *Name the four planets in the inner solar system* and the correct answer is *Mercury, Venus, Earth, and Mars*, then you need four text boxes if you want them in a specific order.

b. From the *Number of answer boxes shown to the Student* drop-down list, select the number of text boxes for Students to enter their answers.

c. From the *Answer box width* drop-down list, select the number of characters that can be entered in the answer boxes. A minimum of 10 and a maximum of 100 characters are allowed.

d. Next to *Answers are case sensitive*, select one of the following:

- If the answer is case sensitive, select *Yes*. For example, *Albert Einstein* is correct but *albert einstein* is incorrect.
- If the answer is case insensitive, select *No*. For example, *Albert Einstein* and *albert einstein* are correct.

9. Scroll to the *Answers* section.
10. Under *Answers*, enter two versions of the answer: (1) the correct answer and (2) the correct answer with bonus.
    a. In the *Answer text 1* text box, enter the correct answer.

       IMPORTANT: The answer is space-sensitive. For example, *March 14, 1879* and *March14,1879* are different. You may want to give specific instructions about how Students should enter their answer or you may want to enter different variations of the answer text.

    b. In the *Answer text 2* text box, enter the correct answer with bonus.
    c. In the *Value (%)* text box, enter the percentage value for the correct answer and the correct answer with bonus.

       NOTE: Percentage values for both answers must equal a minimum of 100%.

    d. For each answer, select a grading scheme:
       - If Students' answer must match the text exactly, select *Equals* from the *Grading scheme* drop-down list.
       - If Students' answer must contain the same text in any order, select *Contains* from the *Grading scheme* drop-down list.
       - If you want to use a PERL regular expression to evaluate Students' answer, select *Regular expression* from the *Grading scheme* drop-down list. Ensure that you entered the regular expression in square brackets in the *Question text*.
    e. For each answer, select the following from the *Allow in answer box* drop-down list:
       - For the correct answer, select *All answers*.
       - For the correct answer with bonus, select the answer number that corresponds to the answer text box number.

         EXAMPLE: For *Answer text 1*, select *Answer 1*. For *Answer text 2*, select *Answer 2*.

11. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
12. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.
13. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the

Section Designer notes text box.

14. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
15. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
16. Click **Save**. Your changes are saved.

Creating or Editing True False Questions

With this question type, Students select either *True* or *False* in response to the question.

EXAMPLE: True or false: Albert Einstein was born in Germany.

1. Locate and click the assessment or click **Go to Question Database**.
2. Depending on whether you are creating or editing a question, do one of the following:
    - If you are creating a question:
      a. Click **Create Questions**. A menu appears.
      b. Click **True False**. The *Create True False Question* screen appears.
    - If you are editing a question, click the question title. The *Edit True False Question* screen appears.
3. Enter a title. You can search by question title in the *Question Database*.
4. Enter the question in Plain Text or HTML format:

- To enter the question in Plain Text format, enter the text.

  NOTE: The text will appear exactly as you have typed it.

- To enter the question in HTML format, you can use the *HTML Creator* or hand code the HTML:

  NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

  - To use the *HTML Creator*:

    a. Next to *HTML Creator*, select *On*. The *HTML Creator* appears.

    b. Enter the question.

  - To hand-code the HTML:

    a. Select *Use HTML*.

    b. Enter the HTML code.

5. If you want, insert an equation.
6. If you want to add an image to display with the question:

   a. Next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.

   b. Do one of the following:

      - If the image file you want to add is on your computer:

        i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.

        ii. Locate and select the file. The image is added.

      - If the image file you want to add is in WebCT:

        i. Navigate to the file and select it.

        ii. Click **OK**. The image is added.

   TIP: If you want to remove the image from the question:

   a. Click the *Remove Image* icon. A confirmation message appears.

   b. Click **OK**. The image is removed.

7. Under *Answer*, select whether the correct answer is *True* or *False*.
8. To see more options, click the *Expand/Collapse* icon next to *More Options*. The *More Options* section expands.
9. If you want to include a comment about the question, enter it in Plain Text or HTML format in the *General feedback* text box. The comment appears when Students view their graded assessment.

10. If you want to include a note that is visible only to yourself or other Section Designers, enter it in the *Section Designer notes* text box.
11. Place the question into a category. All questions are automatically stored in the *Question Database* but the *Question Database* can contain many questions, so we recommend that you organize questions in categories.
    - To place the question in an existing category, select *Specify an existing category* and from the drop-down list, select the category.

      NOTE: *Uncategorized Questions* is a default category. If you do not specify a category, the question is placed here automatically.

    - To place the question in a new category, select *Create a category* and enter the category name in the text box.
12. If you want to preview the question to ensure it appears correctly, do the following:
    a. Click **Preview**. The question appears in preview mode.
    b. If you want to test the grading scheme and feedback:
       i. Select your answer and click **Grade**. The grade appears in preview mode.
       ii. If you want to test another answer, click **Back**. The question appears in preview mode.
       iii. When you are finished previewing the question, click **Close**. The question appears.
13. Click **Save**. Your changes are saved.

Creating Questions Using Existing Questions

You can create a question by saving an existing question as a new question and then editing the new question.

1. From the *Question Database* screen, locate the question that you want to save as a new question and click its title. The question appears.
2.
3. Enter a title. The question title is used to identify the question when browsing the *Question Database*. When Students view the question, the title is displayed at the top of the question.

   NOTE: If you don't change the question title, the question is saved as a new question with the same title as the existing question.

4. Click **Save as New**. The question is added.
5. Edit the new question.

MANAGING QUESTIONS

For Designers

Editing Paging for the Question View

You can edit the number of questions that are displayed on the *Question View* screen at one time.

1. From the *Question View* screen, click *Paging Preferences*. The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of questions you want displayed at a time and click **OK**. The *Question View* screen updates to display the specified number of questions.

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:

1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Adding Images to Questions

Add images as an aid to Students in answering questions or make questions that relate to the image. You can add an image file of type `.jpg` or `.gif` to any question by:

- selecting a file in WebCT.
- selecting a file from your computer.

1. While adding or editing any question, from the *Create Question* or *Edit Question* screen, next to *Image*, click **Browse**. The *Content Browser* pop-up window appears.
2. Do one of the following:
   - If the image file you want to add is on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the file. The *Create Question* or *Edit Question* screen appears with the selected image listed next to *Image*.
   - If the image file you want to add is in WebCT:
     i. Navigate to the file and select it.
     ii. Click **OK**. The *Create Question* or *Edit Question* screen appears with the selected image listed next to *Image*.

TIP: If you want to remove the image from the question:

a. Click the *Remove Image* icon. A confirmation message appears.

b. Click **OK**. The image is removed from the question.

Browsing Question Database

1. From the *Question Database* screen, click **Question View**. All questions in the *Question Database* appear.
2. Browse the database as follows:
   - To sort questions by any of the columns, click the column heading. The *Sort* icon appears next to the column heading.

    - If a column is sorted in ascending order (e.g., 1 to 10, A to Z), to sort in descending order, next to the column heading, click the *Sorted in ascending order, click to reverse order* icon. The column sorts in descending order.
    - If a column is sorted in descending order (e.g., 10 to 1, Z to A), to sort in ascending order, next to the column heading, click the *Sorted in descending order, click to reverse order* icon. The column sorts in ascending order.
- To scroll through the questions, to the right of the table, use the scroll bar.
- To edit the number of records that appear on the screen:
    - Click **Edit Paging**. The *Configure Paging Options* pop-up window appears.
    - In the *Number of records per page* text box, enter the number of records you want to appear, and click **OK**. The *Question Database* screen updates to reflect the number of records you specified.

Copying Questions to Another Category

A question can exist in multiple categories; you can copy a question to another category.

1. From the *Question Database* screen, do one of the following:
    - If you are in *Category View*, open the category containing the question you want to copy, and locate the question.
    - From *Question View*, locate the question you want to copy.
2. Next to the question you want to copy, click the *ActionLinks* icon. A menu appears.
3. Click *Edit*. The *Edit Question* screen appears.
4. Next to *More Options*, click the *Expand/Collapse* icon.
5. Under *Category*, from the *Specify an existing category* drop-down list, select the category to which you want to move the question.
6. Click **Save as New**. A confirmation message appears.
7. Click *OK*. The *Question Database* screen appears with the question copied to the selected category.

Moving Questions to a Category

1. From the *Question Database* screen, from either *Category View* or *Question View*, next to each question you want to move, select the check box.

2. From the *Select category* drop-down list, select the category and click the *Go* icon. The selected questions are moved.

Previewing Questions

You can preview a question to see how it will appear to Students. To verify question grading, you can answer the question and have the question graded.

1. On the *Question Database* screen, click *Question View*.
2. Locate the question you want to preview and click the *ActionLinks* icon next to it. A menu appears.
3. Click *Preview*. The *Preview Question* pop-up window appears and the question is displayed as it will appear in the Student view.
4. If you want to verify question grading:
   a. Answer the question and click **Grade**. The *Preview Question: Graded* pop-up window appears with your answer, the grade, and any feedback displayed.
   b. If you want to return to the question to try another answer:
      i. Click **Back**. The *Preview Question* pop-up window appears.
      ii. Repeat step a.
   c. Click **Close**. The *Question Database* screen appears.

Deleting Questions

You can delete one question, multiple questions, or all questions in a category from the *Question Database* tool. After you have deleted questions, you will not be able to recover them.

- To delete one or more questions:
  1. From the *Question Database* screen, click **Question View**. All questions in the *Question Database* tool are displayed.
  2. Do one of the following:
     - To delete one question:
       a. Locate the question and click the *ActionLinks* icon next to it. A menu appears.
       b. Click **Delete**. A warning message appears.
     - To delete multiple questions:

   a. Select each question that you want to delete.
   b. Click **Delete**. A warning message appears.
3. Click **OK**. The selected questions are deleted.

- To delete all questions in a category:
  a. From the *Question Database* screen, click **Category View**. All questions are displayed in their categories.
  b. Expand the category containing the questions that you want to delete.
  c. In the table heading row, select the check box. All questions in the expanded category are selected.
  d. Click **Delete**. A warning message appears.
  e. Click **OK**. The selected questions are deleted.

MANAGING CATEGORIES

For Designers

Editing Paging for the Category View

You can edit the number of categories that are displayed at one time on the *Category View* screen.

1. From the *Category View* screen, click the *Paging Preferences*. The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of categories you want to display at a time and click **OK**. The *Category View* screen updates to display the specified number of categories.

Creating Categories

To organize questions, group your questions in categories. You can create as many categories as you need to organize all the questions in the *Question Database*. You can only have one level of categories, i.e.,

you cannot create categories within categories. Categories allow you to perform tasks on all questions contained in the category at once, such as deleting all questions in a category or exporting all questions in a category to a text file.

1. From the *Question Database* screen, do one of the following:
   - If questions or categories have been added to the database, the screen will contain two views: **Category View** and **Question View**. Click **Category View**. All categories in the *Question Database* are displayed, and the **Create Category** button will be available.
   - If no questions or categories have been added to the database, proceed to step 2.
2. Click **Create Category**. The *Create Category* pop-up window appears.
3. In the *Title* text box, enter the category name.
4. Click **Save**. The *Question Database* screen displays the new category. You can now move questions into this category or create questions that belong to this category.

Browsing Categories

1. From the *Question Database* screen, click **Category View**. All categories in the *Question Database* appear.
2. Browse the categories as follows:
   - To show questions contained within a category, next to the category name, click the *Open Category* icon.
   - To collapse questions contained within a category, next to the category name, click the *Close Category* icon.
   - To sort categories by any of the columns, click the column heading. The *Sort* icon appears next to the column heading.
     - If a column is sorted in ascending order (e.g., 1 to 10, A to Z), to sort in descending order, next to the column heading, click the *Sorted in ascending order, click to reverse order* icon. The column sorts in descending order.
     - If a column is sorted in descending order (e.g., Z to A, 10 to 1), to sort in ascending order, next to the column heading, click the *Sorted in descending order, click to reverse order* icon. The column sorts in ascending order.
   - To scroll through the categories, to the right of the table, use the scroll bar.
   - To edit the number of records that appear on the screen:
     - Click *Paging Preferences*. The *Configure Paging Options* pop-up window appears.
     - In the *Number of records per page* text box, enter the number of records you want to appear, and click **OK**. The *Question Database* screen updates to reflect the number of records you specified.

Renaming Categories

You can rename a category without affecting the questions within the category.

1. From the *Question Database* screen, click **Category View**. All categories in the *Question Database* tool are displayed.
2. Locate the category you want to rename and click the *ActionLinks* icon next to it. A menu appears.
3. Click *Rename*. The *Rename Category* pop-up window appears.

   NOTE: Because *Uncategorized Questions* is a default category, it will not have a *Rename* icon. You cannot rename this category.

4. In the *Title* text box, edit the category name.
5. Click **Save**. The *Question Database* screen appears with the category renamed.

Deleting Categories

When you delete a category, the category and all questions within that category are deleted.

NOTE: *Uncategorized Questions* is a default category; you cannot delete this category.

1. From the *Question Database* screen, click **Category View**. All categories in the *Question Database* tool appear.
2. Do one of the following:
   - To delete one category:
     a. Locate the category and click the *ActionLinks* icon next to it. A menu appears.
     b. Click *Delete*. A confirmation message appears.
   - To delete multiple categories:
     a. Select each category that you want to delete.
     b. Click **Delete Categories**. A confirmation message appears.
3. Click **OK**. The selected categories are deleted.

MANAGING COLUMNS

For Designers

Creating Columns

To add descriptive information to each question, you can create columns in the *Question Database*. When creating or editing a question, you will be presented with a text box in which to enter the information.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears.
2. Click **Create Column**. The *Create Column* pop-up window appears.
3. In the *Name* text box, enter the column name.
4. Click **Save**.
5. Click **OK**. The column is created.

Hiding Columns

You can hide columns so they don't display on the *Question Database* screen. Although hidden columns do not display, the data contained within that column remains intact, and you can perform searches on the data.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears.
2. Do one of the following:
   - To hide one column, locate the column and, under *Visibility*, click **Hide Item**. The button switches to *Show Item*, indicating the action that can now be performed on the column, which is hidden.
   - To hide multiple columns:
     a. Next to each column you want to hide, select the check box.
     b. Click **Hide**. Under *Visibility*, the status of the selected columns is updated to indicate the action that can be performed on the columns.
   - To hide all columns:
     a. In the table heading row, select the check box. All columns are selected.

   b. Click **Hide**. Under *Visibility*, the status of all columns is updated.

3. Click **OK**. The *Question Database* screen appears, and the selected columns are hidden.

Showing Columns

You can show any columns in the *Question Database* screen that have been hidden.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears. Columns that are currently hidden will display *Show Item* under *Visibility*, indicating the action that can be performed on the column.
2. Do one of the following:
   - To show one column, locate the column and, under *Visibility*, click **Show Item**. The button switches to **Hide Item**, indicating the action that can be performed on the column, which is now visible.
   - To show multiple columns:
     a. Next to each column you want to show, select the check box.
     b. Click **Show**. Under *Visibility*, the status of the selected columns is updated to updated to indicate the action that can be performed on each column.
   - To show all columns:
     a. In the table heading row, select the check box. All columns are selected.
     b. Click **Show**. Under *Visibility*, the status of all columns is updated to to indicate the action that can be performed on each column.
3. Click **OK**. The *Question Database* screen appears with the selected columns showing.

Moving Columns

You can change the order of the columns that appear on the *Question Database* screen. You can move both the default columns and the columns that you added.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears, displaying in rows the columns that appear on the *Question Database* screen. The top row on the *Manage Columns* screen is the leftmost column on the *Question Database* screen.
2. Next to the column that you want to move, select the check box.

3. Locate the column above which you want to move the selected column and, under *Order*, click its *Insert selected Items Above* icon.
4. If you want to move another column, repeat steps 2 and 3.
5. Click **Save**. The *Question Database* screen appears, displaying the columns in the selected order.

Renaming Columns

You can rename columns that you created; the data contained in the columns is not affected. You cannot rename the default columns.

1. From the *Question Database* screen, from either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears.
2. Locate the column that you want to rename and, under *Actions*, click its *Rename* icon. The *Rename Column* pop-up window appears.
3. In the *Name* text box, edit the column name.
4. Click **Save**. The *Manage Columns* screen appears with the column renamed.
5. Click **Save**. The *Question Database* screen appears.

Deleting Columns

You can delete columns that you have added. When you delete a column, all data stored in that column is deleted. Application default columns can be hidden but not deleted.

1. From the *Question Database* screen, in either *Category View* or *Question View*, click **Manage Columns**. The *Manage Columns* screen appears.
2. Do one of the following:
   - To delete one column, locate the column and, under *Actions*, click its *Delete Column* icon. A confirmation message appears.
   - To delete multiple columns:
     a. Next to each column you want to delete, select the check box.
     b. Click **Delete**. A confirmation message appears.
3. Click **OK**. The selected columns are deleted and the *Manage Columns* screen is updated.
4. Click **Save**. The *Question Database* screen appears.

EXPORTING AND IMPORTING QUESTIONS

For Designers

If you want to re-use questions that were created in this course, you can export them and import them to other WebCT courses and installations. For more information, see *Exporting Questions*.

If you want to use questions that were created in other WebCT courses, you can import them to this course. For more information, see *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.

Exporting Questions

You can export questions and use them in assessments in other WebCT courses and installations. For example, if you create 25 multiple choice questions for a quiz in a Biology 101 course, you can export the questions and re-use them in a quiz in a Biology 110 course.

NOTE: If the course contains content from an e-Learning Resource Pack (e-Pack), you cannot export questions.

Questions are exported in WebCT Content Interoperability Specification (CIS) format. The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

When you export questions, the categories the questions belong to, question settings, and any linked image files also export.

1. From the *Question Database* screen, from the *Category View* or the *Question View*, do one of the following:
   - To export one question:
     a. Locate the question you want to export and click its *ActionLinks* icon. A menu appears.
     b. Click **Export**.
   - To export multiple questions:
     a. Next to each question you want to export, select the check box.
     b. Click **Export Questions**.
   - To export all questions on the page:
     a. In the table heading row, select the check box.

NOTE: If you want to export questions that span multiple pages, you must adjust the number of questions listed on a single page to include all questions you want to export. For more information, see *Navigating Multiple Pages*.

All questions on the page are selected.

b. Click **Export Questions**.

- To export a question category:

  a. Next to each question in the question category you want to export, select the check box.

  b. Click **Export Questions**.

  The *Content Browser* pop-up window appears.

  When you export questions, they export as a content package and are saved in a zip file. The content package includes XML files, XML schema files (`.xsd` files), and any image files (for example, `.jpg` files) used in the questions.

2. Navigate to the location where you want to save the zip file. For more information, see *Navigating with Content Browser*.

3. In the *Save as* text box, enter a name for the zip file and click **OK**.

   NOTE: We recommend you use all lowercase letters for file names.

   The *Export Progress* screen appears, listing details of the export in progress. When the export is complete, the *Export Log* screen appears. If the export is unsuccessful, use the information on the *Export Log* screen to troubleshoot.

   The zip file is saved in the location you specified. If you are going to import the questions to another WebCT installation, you must download the zip file to your computer first. For more information, see *Downloading Files* and *Importing WebCT Quizzes, Surveys, Self Tests, and Questions*.

4. Click **Return**. The course entry screen appears.

Importing WebCT Quizzes, Surveys, Self Tests, and Questions

You can import quizzes, surveys, self tests, and questions that were created in other WebCT courses.

You can import the following:

- all quizzes, surveys, and questions exported from a WebCT Campus Edition (CE) 4.x course
- quizzes, surveys, self tests, and questions that were:
  - exported from a CE 6 or WebCT Vista 3.x or later course
  - created using the WebCT Content Interoperability Specification (CIS)

The CIS implements the IMS Content Packaging and the IMS Question and Test Interoperability specifications. For more information, see the appropriate version of the *WebCT Content Interoperability Specification*.

Imported quizzes, surveys, and self tests are added to the *Assessments* tool. Imported questions are added to the *Question Database* tool.

After a quiz, survey, or self test is imported, you can create links to it on content folders in the *Course Content* tool and in learning modules. After questions are imported, you can add them to quizzes, surveys, and self tests.

1. Do one of the following:
   - If you are on the *Manage Course* screen, go to step 2.
   - To navigate to the *Manage Course* screen, under *Designer Tools*, click *Manage Course*. The *Manage Course* screen appears.
2. Click **Import**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the zip file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the zip file.
   - If the zip file you want to import is in WebCT, locate and select the zip file. For more information, see *Navigating with Content Browser*.

   The *Content Import in Progress* screen appears, listing details of the import in progress.
4. After the content package finishes importing, if you want to view a log that contains details about the import process:
   a. Click **View Import Log**. The *Import Log* pop-up screen appears.
   b. When you are finished viewing the import log, click **Close**.
5. Click **Return**. The *Course Content Home* screen appears and the content is imported.

   NOTE: If you imported all quizzes, surveys, and questions that were exported from a CE 4.x course, a file called *Content Import Log* was created when the content was imported. This file describes what happened to the content after it was imported and where you can find it in this version of WebCT. For more information, see *Viewing the Content Import Log*.
6. To go to an assessment or the questions:
   a. From the *Build* tab, under *Course Tools*, click **Assessments**. The *Assessments* screen appears, listing the assessments in the tool.

b. To go to an assessment, click its title.

NOTE: You can create links to assessments on folders in the *Course Content* tool and in learning modules. For more information, see *Linking Items to the Course Content and Learning Module Tools*.

c. To go to the questions, click **Go to Question Database**. The *Question Database* screen appears.

NOTE:

- If you imported questions that are in a category that did not exist in the *Question Database* tool, the category is created and the questions are added to it.
- If you imported questions that were exported from a CE 4.x course and the questions were in a category, which was automatically created by WebCT, called *Default*, the questions are added to the *Uncategorized Questions* category.
- If you imported questions created using the CIS and a category is not specified for the questions, the questions are added to the *Uncategorized Questions* category.

7. If you imported an assessment, ensure you review, and if necessary, edit the assessment properties. Properties define how an assessment will be delivered to Students and how results will be released to Students. For more information, see *Editing Quiz Properties*, *Editing Survey Properties*, or *Edit Self Test Properties*.

NOTE: If you imported an assessment or a question that has the same title as an assessment or question that exists in WebCT already, before you can edit its properties, you must edit the title and make it unique.

WebCT stores all imported files in a folder called `Imported_Resources`. You can view the contents of this folder in *File Manager*.

CHAPTER 31: REPOSITORY

IMPORTANT: Topics in this chapter apply to template designers.

ABOUT REPOSITORY

Repository allows you and other users to share WebCT content and re-use materials across your institution. You can use *Repository* to create and store files in WebCT that you intend to share with other users. You have options to allow other users to access and edit these files, so you can collaborate and develop content. Depending on your role and permissions, you may also have access to files in the *Repository* of other learning contexts, allowing you to view and re-use a variety of content created by other users. For more information, see *About Roles and File Permissions*.

Each learning context, from the domain organizational level to the course organizational level, has a *Repository*. You use the *Repository* for your learning context. For example, if you are a Course Designer enrolled in a Biology 100 course, you use the *Repository* for that course. If there are other Course Designers enrolled in the same Biology 100 course, they use the same *Repository*.

You can use *Repository* for the following tasks:

Locating and Viewing Files and Folders
To locate and view files and folders, you use the folder tree in the left frame and the list view in the content display area at the center of the screen. The breadcrumbs, at the top of the screen, display your current location in the course. To preview files, you click their titles. You can also set the number of items listed on one page, sort by a column, or filter by file type.

Creating and Editing Files and Folders
You can create and edit HTML files and organize them in folders. You can also rename files and folders. Files in WebCT use a default character set selected by the WebCT administrator but you can declare unique character sets for individual files.

Managing Files and Folders
You can manage files and folders by copying, moving, downloading, zipping, and deleting them. You can also get files from another location, including your computer, and bring them to your current location.

Creating WebDAV Folders
You can use WebDAV (World Wide Web Distributed Authoring and Versioning) folders to access and manage WebCT files and folders from your computer without logging in to WebCT. Any changes you make in WebDAV folders are reflected in WebCT folders. For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

Accessing Repository

Repository allows you and other users to share WebCT content and re-use materials across your institution. You can use *Repository* to create and store files in WebCT that you intend to share with other users. *Repository* is located in *Content Manager*.

Click the **Content Manager** tab and then click **Repository**. The repository screen for your learning context appears.

About Roles and File Permissions

Repository allows administrators and designers to create and store files that can be shared with other users. As a designer, you can create files and folders in your own learning contexts. You can control access to these files by setting permissions on your files. Similarly, your ability to view and use files created by others users is controlled by file permissions. For detailed instructions on managing the file permissions of your own files, see *Setting File Permissions*.

Aside from a user's role in WebCT and the learning contexts in which they are enrolled, there are three factors that determine file permissions:

- the ownership of the file
- the editorship of the file
- the status of the file, either public or private

Ownership

By default, you are the owner of all files that you create. You can transfer ownership of a file to another user at any time. Similarly, you can be granted ownership of a file by the file owner or an administrator. File ownership allows you to perform the following tasks on the file:

- preview
- edit content
- rename

- edit properties (name, keywords, and description)
- view file information
- set file permissions
- copy
- move
- download
- create a zip archive
- extract a zip archive
- delete

Editorship

Only designers can be file editors. You can be granted editorship of a file by the file owner or and by an administrator. Editorship allows you to perform the following tasks on the file:

- preview
- edit content
- edit properties (name, keywords, and description)
- view file information
- copy
- download
- create a zip archive

File Status

In *Repository*, files can be either public or private. The default setting when you create files is private, but you can make files available to other designers by changing their status to public. This allows you to share files with other users while ensuring that no changes are made to the file; making a file public does not grant file ownership or editorship.

NOTE: Private files are not available to designers unless they are owners or editors of the files.

The table below describes permissions on public files in *Repository* for each designer role.

NOTE: The permissions described below only apply if the designer is not an owner or editor of the files.

Role	Permissions with Public Files
Domain Designer	Preview, view file information on, copy, download, and create zip archives of public files at the domain learning context

Role	Permissions with Public Files
Institution Designer	Preview, view information on, copy, download, and create zip archives of public files in the institution and domain learning contexts
Division Designer	Preview, view information on, copy, download, and create zip archives of public files in their division learning contexts and the institution and domain learning contexts
Group Designer	Preview, view information on, copy, download, and create zip archives of public files in their group learning contexts and all parent division, institution, and domain learning contexts
Course Designer	Preview, view information on, copy, download, and create zip archives of public files in their course learning contexts and all parent group, division, institution, and domain learning contexts

KEY CONCEPTS

About File Subscriptions

Designers can add files that reside in *Repository* to their templates or sections in two ways: by copying the files or by creating file subscriptions. Unlike file copies, file subscriptions maintain continuity between copies of a file by allowing changes to the original file to be automatically reflected in the file in the template or section.

EXAMPLE: You create and save a file in *Repository* that template designers can use in their templates. From within each template, the designer creates a file subscription to the file. Now, when you update the file in *Repository*, the changes will be automatically reflected in the file copies in each template.

Therefore, before you edit or delete a file, you may want to know if there are any file subscriptions from templates or sections to the file. You can see all of the subscriptions to a file using the *View File Information* option. For more information, see *Viewing File Information*.

NOTE: Deleting a file that is subscribed to removes the file from *Repository* and also removes the file from all templates and sections where subscriptions to the file exist.

About WebDAV Folders

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add, edit, copy, move, or delete files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

About Case Sensitivity in File and Folder Names

File and folder names in WebCT are case insensitive. This means that lowercase and uppercase letters in file names and folders are not recognized as unique. For example, if you create a file named `file.html` and another file named `FILE.html` in the same folder, these two files are recognized as the same file, causing a naming conflict.

This also means that paths used for linking files do not need to match the actual case of the folder names and file name in the path. For example, the paths in the following links reference the same location and file:

```
<a href="folder/file.html>Link"</a>
```

```
<a href="FOLDER/FILE.html>Link"</a>
```

IMPORTANT: Case sensitivity varies across operating systems. For example, the Windows® operating system is case insensitive, but the UNIX® operating system is case sensitive. Case inconsistencies in WebCT or Windows will not cause broken paths but if files are moved to a case-sensitive system, this may cause errors. We recommend that you use lowercase or uppercase consistently so you can avoid these errors.

About MIME Types

A Multipurpose Internet Mail Extensions (MIME) type is used by browsers to determine how to display content. For example, if the MIME type is text is *text/html*, the browser will display the content as HTML.

When you view a file in WebCT, WebCT sends the MIME type to your browser so that it can identify the type of file and know what to do with the file. WebCT supports the following MIME types:

File Type	File Extension	MIME Type
Adobe® Portable Document Format	pdf	application/pdf
Adobe Postscript®	ps	application/postscript
AOL Art Image	art	image/x-art
Apple® QuickTime® movie	movie	video/x-sgi-movie
Apple QuickTime video clip	mov, qt	video/quicktime
Audio Interchange File	aif, aifc, aiff	audio/x-aiff
Audio Video Interleave	avi	video/x-msvideo
Backup file	bak	application/octet-stream
Basic Audio	au	audio/basic
Bitmap Graphics	bmp	image/bmp
Calendar file	ics	text/calendar
Cascading Style Sheet	css	text/css
Comma-Separated Variables	csv	text/csv
Corel® Presentations™	shw	applications/presentations
Encapsulated Postscript	eps	application/postscript
Executable	exe	application/octet-stream
Extensible Markup Language	xml	text/xml
Extensible Style Sheets	xsl	text/sxl
Graphic Interchange Format	gif	image/gif
Hypertext Markup Language	htm, html	text/html
HyperText Template	htt	text/html

File Type	File Extension	MIME Type
Java	java	text/plain
Java Class	class	application/octet-stream
JavaScript™	js	application/x-javascript
Java Server Pages	jsp	text/html
Joint Photographic Experts Group	jpg, jpe, jpeg	image/jpeg
Log File	log	text/plain
Macromedia® Director®	dir, dcr, dxr	application/x-director
Macromedia Flash®	fla	application/x-shockwave-flash
Macromedia Shockwave® Flash	swf	application/x-shockwave-flash
Microsoft® Access	mdb	application/x-msaccess
Microsoft Excel	xls, xlt	application/vnd.ms-excel
Microsoft HTML	mht	text/mht
Microsoft Outlook®	eml	message/rfc822
Microsoft PowerPoint®	ppt, pot	application/vnd.ms-powerpoint
Microsoft Project	mpp, mpt, mpx	application/vnd.ms-project
Microsoft Word	doc, dot	application/msword
Microsoft Works	msw	application/x-msworks-wp
Moving Pictures Experts Group	mpg, mpe, mpeg	video/mpg
Moving Pictures Experts Group Audio	mpga, mp2, mp3	audio/mpeg
Musical Instrumental Digital Interface	mid, midi	audio/midi
PC Paintbrush Bitmap Graphic	pcx	appliation/x-pc-paintbrush

File Type	File Extension	MIME Type
Portable (Public) Network Graphic	png	image/png
Properties (Java)	properties	text/plain
RealAudio®	ra, ram, rm	audio/x-realaudio
RealPlayer® Plug-In	rpm	audio/pn-realaudio-plugin
RealVideo®	rv	audio/x-realvideo
Rich Text Document	rtx	text/richtext
Rich Text Format	rtf	application/rtf
Shell (Unix)	sh	text/plain
Sound	snd, au, ulaw	audio/basic
Standard Generalized Markup Language	sgml, sgm	text/sgml
Tab-Separated Values	tsv	text/tab-separated-values
Tagged Image Format File	tif, tiff	image/tiff
Text	txt, asc	text/plain
Uniform Resource Locator	url	text/plain
Unknown Binary	bin	application/octet-stream
Virtual Reality Modeling Language	vrml, wrl	x-world/x-vrml
Waveform Audio	wav	audio/x-wave
WebCT e-Pack	epk	application/octet-stream
WebCT file	wct	application/octet-stream
Windows Advanced Systems Format	asf, asx	video/x-ms-video

File Type	File Extension	MIME Type
WordPerfect®	wpg, wpd	application/wordperfect5.1
StuffIt™ Compressed Archive	sit	application/x-stuffit
Zip Compressed Archive	zip	application/x-zip-compressed

LOCATING AND VIEWING FILES AND FOLDERS

Navigating Repository

You can navigate *Repository* to locate all files and folders which are available to you. When you first access *Repository*, the *Repository* screen displays the files and folders residing in your learning context. The name of the learning context that you are currently viewing is displayed in the breadcrumbs. You can perform actions on these files and folders using the *ActionLinks* menu and the button controls.

You can navigate to files and folders in other learning contexts using the organizational structure displayed in the left-hand frame.

NOTE: Only those learning contexts that your role has access to are listed in the organizational structure.

To view the files and folders in a learning context, click the learning context in the left-hand frame. The following occurs:

- In the right-hand frame, the files and folders residing in that learning context, which you have permissions for, are listed. Depending on your role and file permissions, you can perform various tasks on these items. For more information on file permissions, see *About Roles and File Permissions*.
- In the left-hand frame, the organizational structure expands to display the child learning contexts, if any, in the selected learning context. A heading identifies the organizational level of the child learning contexts.

  EXAMPLE: In the left-hand frame, you click the course learning context, Chemistry 121. The learning context expands to display all the sections in the course below the heading, "Sections".

Navigating Multiple Pages

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Filtering Files by Type

You can view files of a specific type on their own. Filtering makes it easier to navigate large lists of files because it hides all files except those that match the type you specify.

EXAMPLE: If you wanted to find all HTML files in a folder containing many files, you could filter by the HTML file type. All HTML files would be listed and all other files would be hidden.

Do one of the following:

- If you want to view files by type, from the *Filter content* drop-down list, select the type of files you want to view and click the *Go* icon. Only files of the specified type are listed.

  IMPORTANT: In the *Content Browser* pop-up window, filtering persists until you change the filter criteria or the pop-up window is closed. In all other areas, filtering persists until you change the filter criteria or log out.

- If you want to view all files, from the *Filter content* drop-down list, select *All Types* and click the *Go* icon. All types of files are listed.

Previewing Files

You can preview files that can be viewed in a web browser, such as HTML files and some image files. Files that cannot be viewed in a web browser can be opened with a specified program or downloaded to your computer for viewing.

1. Navigate to the folder that contains the file you want to preview.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **Preview**. If the file can be previewed in a web browser, the file opens. If the file cannot be previewed in a web browser, a dialog box appears. Make your selections to open or download the file.

Viewing File Information

You can view the ID and location of a file. You may also be able to view other information about the file, such as its author, title, description, keywords and file subscriptions.

1. Navigate to the folder that contains the file for which you want to view information.
2. Locate the file and click its *ActionLinks* icon. A menu appears.
3. Click **View File Information**. The *File Information* pop-up window appears displaying information about the file.

   NOTE: If you are viewing a file that is subscribed to from other locations:

   - the path to the original file is displayed next to *Location*.
   - the tools or areas in each template or section where the file is being used are displayed under *File is Shared by*.
   - the title and location of all templates and sections that contain file subscriptions to the file are displayed under *Subscriptions to File*.

   For more information on subscriptions, see *About File Subscriptions*.

4. When you are finished viewing the information, click **Close this window**. The *File Information* pop-up window closes.

CREATING AND EDITING FILES AND FOLDERS

Creating HTML Files

You can create HTML files in any learning context in which you have file permissions. For more information, see *About Roles and File Permissions*.

When creating HTML files, you can use HTML markup or plain text. If you are going to use markup, you can either hand-code the HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

1. Navigate to the location or folder in which you want to create a file.
2. Click **Create File**. The *Create File* screen appears.
3. In the *File Name* text box, enter a name for the file.
4. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The screen updates and the *HTML Creator* appears.
5. In the *Content* text box or the *HTML Creator* editing area, enter your content.
6. If you want to save the file and create another:
   a. Click **Save and Add Another**. The file is saved and the *Create File* screen is cleared.
   b. Repeat steps 2 through 5.
7. Click **Save**. The file is saved.

Editing HTML Files

You can edit all HTML files for which you have file editing permissions. For more information, see *About Roles and File Permissions*.

You can edit HTML files using HTML markup or plain text. When editing HTML files, you can hand-code HTML or you can use the *HTML Creator*. *HTML Creator* offers an easy, graphical interface for applying formatting, such as bold type, and for inserting images and links.

NOTE: Depending on administrator settings, the *HTML Creator* may not be available or it may appear by default.

WARNING: If you use *HTML Creator* to edit an HTML file that was created in a different HTML editor, such as Macromedia Dreamweaver® software, *HTML Creator* may remove complex HTML tags that it does not recognize.

1. Navigate to and locate the HTML file you want to edit and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Edit**. The *Edit File* screen appears.
3. Edit the file as desired:
   a. In the *File Name* text box, edit the name of the file.
   b. If you want to use the *HTML Creator*, next to *HTML Creator*, select *On*. The *HTML Creator* appears.
   c. In the *Content* text box or the *HTML Creator* editing area, edit the content.
4. Click **Save**. The file is saved.

Creating Folders

You can create folders to organize content. You can create folders in your own learning context, and depending on your permissions, you may also be able to create folders in other learning contexts. For more information, see *About Roles and File Permissions.*

1. Navigate to the location in which you want to create a folder.
2. Click **Create Folder**. The *Create Folder* pop-up window appears.
3. Enter a title and click **OK**. The folder is created.

Renaming Files and Folders

You can change the title of all files and folders for which you have file permissions. For more information, see *About Roles and File Permissions*. The current titles for your files and folders appear under *Title*.

1. Navigate to the folder containing the item you want to rename.
2. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears
3. Click **Rename**. The *Rename* pop-up window appears.
4. In the *New title* text box, enter a new title for the item.
5. Click **OK**. The item is renamed.

Editing Files Properties

For all files for which you have file permissions, you can enter information to describe each file's author, title, description, and keywords. For more information on file permissions, see *About Roles and File Permissions*.

1. Navigate to the folder containing the file for which you want to edit file properties.
2. Locate the file and next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Edit Properties**. The *Edit Properties* screen appears.
4. Edit the file properties as desired:
   a. In the *Author* text box, enter or edit the name of the person that created the file.
   b. In the *Title* text box, enter or edit the title of the file.
   c. In the *Description* text box, enter or edit text that will help identify the contents of the file.
   d. In the *Keywords* text box, enter or edit terms that you would use to search for this file.

      NOTE: Separate keywords with commas.
5. Click **Save**. The properties are edited.

Declaring Character Sets

When you upload files to WebCT, a default character set is applied to the files.

If a file was created using a character set other than the default, you must declare its character set for it to display properly. For example, if a file was created using the Korean (ISO-2022-kr) character set, you must declare this character set for the file. When you declare a character set, the file's metadata is updated. This metadata is read to display the file in the declared character set.

Anyone who wants to use content that was not created in the default character set can benefit from this feature, including language instructors, multilingual educational institutions, and multilingual students.

WebCT supports the following character sets:

- Arabic (ISO-8859-6)
- Arabic (Windows 1256)
- Baltic (ISO-8859-4)
- Baltic (Windows 1257)
- Central European (ISO-8859-2)
- Central European (Windows 1250)
- Chinese Simplified (EUC_CN)
- Chinese Traditional (Big5)

- Cyrillic (ISO-8859-5)
- Cyrillic (KOi8-R)
- Cyrillic (Windows 1251)
- Greek (ISO-8859-7)
- Greek (Windows 1253)
- Hebrew (ISO-8859-8)
- Hebrew (Windows 1255)
- Japanese (EUC-JP)
- Japanese (IBM-33722)
- Japanese (Shift_JIS)
- Korean (EUC-KR, KSC5601)
- Korean (ISO-2022-kr)
- Thai (Windows 874)
- Turkish (ISO-8859-9)
- Turkish (Windows 1254)
- Unicode (UCS-2)
- Unicode (UTF-8)
- Western European (ISO-8859-1)
- Western European (Windows 1252)

You can declare character sets for all files for which you have permissions. For more information, see *About Roles and File Permissions*.

1. Locate the file or the folder containing the files for which you want to declare a character set and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **Declare Character Set**. The *Declare Character Set* screen appears.
3. From the drop-down list, select the character set for the files.
4. If you want to preview a file in the selected character set:
   a. Locate the file and, under *Actions*, click its *Preview* icon. The file appears in a pop-up window.
   b. When you are finished previewing the file, close the pop-up window.
5. Next to the name of each file, ensure that the check box is selected.
6. Click **Save**. The character set is declared on all selected files.

MANAGING FILES AND FOLDERS

Getting Files

You can get files from another location in WebCT or from your computer and copy them to any location in *Repository* for which you have file permissions. For more information on permissions, see *About Roles and File Permissions*.

1. In *Repository*, navigate to the location to which you want to add files.
2. Click **Get Files**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the files you want to get are in WebCT:
     a. Navigate to the location of the files you want to get and, next to the title of each file, select the check box. For more information on navigating, see *Navigating with Content Browser*.
     b. Click **OK**. One of the following occurs:
        - Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.
        - If the destination folder contains files with the same name as the files you are creating, the *Resolve Naming Conflicts* screen appears. For each naming conflict, do one of the following:
          - To select a new destination folder, from the *Select another location* drop-down list, select a folder and click **OK**.

            NOTE: Only the original destination folder and sub-folders of the original destination folder are available for selection.

          - To create a destination folder:
            i. Click **Create Folder**. The *Create Folder* pop-up window appears.
            ii. In the *Title* text box, enter the name for the folder.

            NOTE: The folder name can include multiple words and spaces.

            iii. Click **OK**. The folder is created and appears in the *Select another location* text box.
            iv. Click **OK**.
          - To rename the file, select *Rename* and in the text box, enter a new file name and click

OK.

- To replace the file in the destination folder with the file you are creating, select *Replace existing* and click **OK**.

Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.

- If the files you want to get are on your computer:

  a. Click the *My Computer* icon. Either your computer's file browser or the *Upload Files from Your Computer* screen appears.

  b. Do one of the following:

     - If your computer's file browser appears, locate and select the files.
     - If the *Upload Files from Your Computer* screen appears, do the following:

       i. Next to one of the text boxes, click **Browse**. Your computer's file browser appears.

       ii. Locate and select the file you want to get. The path and name of the file appears in the text box.

       iii. If you want to get more files, repeat steps i. and ii. You can get up to seven files.

       iv. Click **OK**.

       Each file is copied to the *Content Manager* folder from which you clicked **Get Files**.

Setting File Permissions

Repository allows you to create and store files in WebCT that you intend to share with other users. File sharing is governed by the following three permissions:

- file status, either public or private
- file ownership
- file editorship

For more information on the files for which you can set permissions, and on file status, ownership, and editorship, see *About Roles and File Permissions*.

1. From *Repository*, navigate to the folder that contains the file for which you want to set permissions.
2. Locate the file for which you want to set permissions and, next to its title, click the *ActionLinks* icon. A pop-up menu appears.
3. Click **Manage Permissions**. The *Manage Permissions* screen appears.
4. Under *File status*, do one of the following:

- To make the file private, select *Private*.
- To make the file public, select *Public*.

5. If you want to assign ownership of the file to another user with permissions in the learning context where the file resides, from the *Ownership* drop-down list, select a user.
6. If you want to assign editors to the file, next to *Editorship*, select one or more designers:

   NOTE: Only designers enrolled in the learning context where the file resides can be editors.

   a. Under *Available*, select the users.

      TIP: You can select multiple users:

      - To select consecutive users in the list, hold the `Shift` key while selecting the users.
      - To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

   b. Click the *Add* icon. The users are moved from the *Available* column to the *Selected* column.

   c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon. The user is moved back to the *Available* column.
7. Click **Save**. The *Repository* screen for the learning context appears.

For information on editing other file information, see *Editing File Properties*.

Copying Files and Folders

You can create copies of files and folders and paste them on your computer or to another location in WebCT.

1. Navigate to the folder containing the items you want to copy.
2. Do one of the following:
   - To copy one or more items:
     a. Next to each item you want to copy, select the check box.
     b. Click **Copy**. The *Content Browser* pop-up window appears.
   - To copy all items listed on the current page:

     NOTE: If you want to copy items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to copy. For more information, see *Navigating Multiple Pages*.

a. In the table heading row, select the check box. All items listed on the page are selected.

b. Click **Copy**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to copy the items to your computer:

  NOTE: Multiple items copied to your computer will be compressed and copied as a single zip file.

  a. Click the *My Computer* icon. A message appears.

  b. Click **Save**. Your browser's download dialog box appears.

  c. Make your selections to copy the items to the desired location.

- If you want to copy the items to another location in WebCT:

  a. Navigate to the location where you want to paste the copied items. For more information on navigating, see *Navigating with Content Browser*.

  NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

  - If there are no naming conflicts, the items are copied and a confirmation message appears.
  - If the destination folder contains items with the same names as the items you want to copy, the *Resolve Naming Conflicts* pop-up window appears:

    a. For each item with a naming conflict, do one of the following:

    - To select a new destination folder:

      i. Select *Select another location for the file or folder*.

      ii. From the *Select another location for the file or folder* drop-down list, select a folder.

      NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

    - To create a destination folder:

      i. Select *Select another location for the file or folder*.

      ii. Click **Create Folder**. The *Create Folder* pop-up window appears.

      iii. In the *Title* text box, enter a name for the folder.

      iv. Click **OK**. The folder is created in the original destination folder.

v. From the *Select another location for the file or folder* drop-down list, select the new folder.

- To rename the item:

  i. Select *Rename file or folder*.

  ii. In the *Rename file or folder* text box, enter a new file name.

- To replace the item in the destination folder with the copy, select *Replace file or folder*.
- If you are copying multiple items and have multiple naming conflicts, to cancel the copy action for a single item, select *Skip*.

b. Click **OK**. The items are copied and a confirmation message appears.

Moving Files and Folders

You can move files and folders for which you have permissions to your computer or another location in WebCT. For more information on permissions, see *About Roles and File Permissions*.

IMPORTANT: Items moved to your computer are not automatically removed from WebCT. You must manually delete them. For more information, see *Deleting Files and Folders*.

1. Navigate to the folder containing the items you want to move.

   TIP: The items may appear on multiple pages. You can use the paging controls to navigate to items that appear on other pages. For more information, see *Navigating Multiple Pages*.

2. Do one of the following:

   - To move one or more items:

     a. Next to each item you want to move, select the check box.

     b. Click **Move**. The *Content Browser* pop-up window appears.

   - To move all items listed on the current page:

     NOTE: If you want to move items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to move. For more information, see *Navigating Multiple Pages*.

     a. In the table heading row, select the check box. All items listed on the page are selected.

b. Click **Move**. The *Content Browser* pop-up window appears.

3. Do one of the following:

- If you want to move the items to your computer:

  NOTE: Multiple items moved to your computer will be compressed and moved as a single zip file.

  a. Click the *My Computer* icon. Your computer's download dialog box appears.

  b. Make your selections to move the items to the desired location. The items are moved and a confirmation message appears.

- If you want to move the items to another location in WebCT:

  a. Navigate to the location where you want to move the items.

  NOTE: Only those locations where you have file and folder pasting capabilities will be available to you.

  b. Click **OK**.

  - If there are no naming conflicts, the items are moved and a confirmation message appears.
  - If the destination folder contains items with the same names as the items you want to move, the *Resolve Naming Conflicts* pop-up window appears:

    a. For each item with a naming conflict, do one of the following:

    - To select a new destination folder:

      i. Ensure *Select another location* is selected.

      ii. From the *Select another location* drop-down list, select a folder.

      NOTE: Only the original destination folder and subfolders of the original destination folder are available for selection.

    - To create a destination folder:

      i. Ensure *Select another location* is selected.

      ii. Click **Create Folder**. The *Create Folder* pop-up window appears.

      iii. In the *Title* text box, enter a name for the folder.

      iv. Click **OK**. The folder is created in the original destination folder.

      v. In the *Select another location* drop-down list, ensure the new folder is selected.

    - To rename the item:

i. Select *Rename*.

ii. In the *Rename* text box, enter a new file name.

- To replace the item in the destination folder, select *Replace existing*.
- If you are moving multiple items and have multiple naming conflicts, to cancel the move action for a single item, select *Skip*.

b. Click **OK**. The items are moved and a confirmation message appears.

Downloading Files

You can download copies of files to your local computer or network. This allows you to view or edit the files locally.

NOTE: You can only download one file at a time. If you want to download multiple files, package them into a single zip file before downloading. For more information, see *Zipping Files and Folders*.

1. Navigate to the folder that contains the file you want to download. For more information, see *Navigating Folders*.
2. Locate the file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Download**. A message appears.
4. Click **Save**. Your computer's download dialog box appears.
5. Make your selections to download the file to the desired location.

Zipping Files and Folders

You can create a compressed zip file that contains files and folders. Zipping items allows you to download multiple items to your computer more efficiently.

1. Navigate to the folder containing the items you want to compress into a single zip file.
2. Do one of the following:
   - To compress one or more items:

     a. Next to each item you want to compress, select the check box.

   b. Click **Zip**. The *Content Browser* pop-up window appears.

- To compress all items listed on the current page:

  NOTE: If you want to compress items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to compress. For more information, see *Navigating Multiple Pages*.

   a. In the table heading row, select the check box. All items listed on the page are selected.

   b. Click **Zip**. The *Content Browser* pop-up window appears.

3. Do one of the following:

   - If you want to save the zip file to a location in WebCT:

     a. Navigate to the location where you want to save the zip file.

     b. If you want to change the default name for the zip file, in the *Save as* text box, edit the name.

     c. Click **OK**. The compressed zip file is created in the specified location.

   - If you want to save the zip file to your computer:

     a. Click the *My Computer* icon. A message appears.

     b. Click **Save**. Your computer's download dialog box appears.

     c. Make your selections to save the zip file to the desired location. The compressed zip file is created in the specified location.

Unzipping Files

You can extract all the contents of zip files for which you have permissions. For more information, see *About Roles and File Permissions*.

1. Navigate to the folder containing the zip file you want to unzip.
2. Locate the zip file and, next to its title, click the *ActionLinks* icon. A menu appears.
3. Click **Extract**. A folder is created with the same name as the zip file. The contents of the zip file are extracted to the folder.

Deleting Files and Folders

You can permanently delete files and folders for which you have permissions from WebCT. For more information on permissions, see *About Roles and File Permissions*.

WARNING: Deleting a folder deletes all files within the folder. Deleted folders and files can not be recovered.

Navigate to the folder in which you want to delete files and folders and do one of the following:

- To delete one item:
  a. Locate the item and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. The item is deleted.
- To delete several items:
  a. Select the items and click **Delete**. A confirmation message appears.
  b. Click **OK**. The selected items are deleted.
- To delete all items listed on the current page:

  NOTE: If you want to delete items that span multiple pages, you must adjust the number of items listed on a single page to include all items you want to delete. For more information, see *Navigating Multiple Pages*.

  a. In the table heading row, select the check box. All items listed on the page are selected.
  b. Click **Delete**. A confirmation message appears.
  c. Click **OK**. All items listed on the page are deleted.

CREATING WEBDAV FOLDERS

Creating WebDAV Connections on a Windows® Operating System

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Windows® 2000, Windows XP Home, and Windows XP Professional operating systems.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

Depending on the browser that you are using, do one of the following:

- If you are using Microsoft® Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.
- If you are not using Microsoft Internet Explorer as your browser:
  a. Navigate to *Content Manager* area or folder for which you want to create a WebDAV folder and, next to its title, click the *ActionLinks* icon. A menu appears.
  b. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
  c. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `CTRL+C`. The text is copied.
  d. From your Windows desktop, double-click the *My Network Places* icon. The contents of the folder appear.
  e. Double-click **Add Network Place**. The *Add Network Place Wizard* pop-up window appears.
  f. Ensure that your cursor is in the *Type the location of the Network Place* text box and, on your keyboard, press `CTRL+V`. The text that you copied is pasted into the *Type the location of the Network Place* text box.
  g. Click **Next**. The *Enter Network Password* pop-up window appears.
  h. In the *User name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. The *Add Network Place Wizard* pop-up window appears.
  i. Click **Next**. Your WebCT user name and password are authenticated.

     NOTE: This may take a few minutes.

  j. Click **Finish**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.

Creating WebDAV Connections on Mac® Operating System Software

WebDAV (World Wide Web Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDAV folders on your computer that mirror your folders in WebCT. You can also create a WebDAV folder for an area in *Content Manager*, such as *My Files*. When you add, edit, copy, move, or delete files and sub-folders using the WebDAV folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDAV folders.

You can set up WebDAV folders on Mac® operating system software.

For more information about the WebDAV protocol, see http://www.webdav.org (`http://www.webdav.org`).

1. Navigate to *Content Manager* area or folder for which you want to create a web folder and, next to its title, click the *ActionLinks* icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the *Folder path* text box.
3. Ensure that the text is selected in the *Folder path* text box and, on your keyboard, press `COMMAND+C`. The text is copied.
4. From your Mac desktop, from the *Finder*, click **Go**.
5. Click **Connect to Server**.
6. Ensure that your cursor is in the *Address* text box and, on your keyboard, press `COMMAND+V`. The text that you copied is pasted into the *Address* text box.
7. Click **OK**.
8. In the *User Name* and *Password* text boxes, enter your WebCT user name and password and click **OK**. Your WebCT user name and password are authenticated, and the folder is added to the Mac *Finder*.

CHAPTER 32: SCORM MODULES

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT SCORM MODULES

For Section Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported as a `.zip` file. SCORM content packages can contain the following two types of learning objects:

- assets: normally files or images, such as an HTML file
- Sharable Content Objects (SCOs), such as a quiz

Once imported into WebCT, the SCORM content package is referred to as a SCORM module.

SCORM modules are displayed in a similar user interface to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

EXAMPLE: When a quiz is imported into WebCT as a SCORM module, the SCORM module containing the quiz displays within the WebCT interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported to Section Instructor s in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- creating SCORM modules (actually importing SCORM-compliant content packages into WebCT).
- editing the SCORM module's title and description.
- showing or hiding SCORM modules.
- viewing links to SCORM modules.
- setting or modifying release criteria for SCORM modules.
- adding SCORM modules to the *Course Content* tool and to learning modules.
- running SCORM module data reports
- deleting SCORM modules.

Creating SCORM Modules

Sharable Content Object Reference Model (SCORM)-compliant content packages are actually created outside of WebCT and imported into your course. Creating a SCORM module merely creates an instance of the already-existing module.

IMPORTANT: SCORM modules can only be imported as `zip` files.

1. From the *SCORM Modules* screen, click **Create SCORM Module**. The *Import SCORM Module* screen appears.
2. Enter a title.

   NOTE: If you enter the same title as an existing SCORM module, the new SCORM module title will be added with a number when you save the module. For example, if a SCORM module named TEST already exists and you created a new SCORM Module named TEST, the title for the new SCORM module is changed to TEST 1.

3. From the *Numbering* drop-down list, select the numbering style you want to use for the SCORM module's table of contents.
4. In the *Author* text box, enter your name.
5. In the *Keywords* text box, enter searchable keywords that relate to the SCORM module.
6. In the *Description* text box, enter a description of the SCORM module.
7. Next to *Gradable*, select whether the SCORM module is gradable.

   NOTE: Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the *Grade Book* tool of the *Teach* tab.

8. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.
9. Next to *File*, click **Browse**. The *Content Browser* pop-up window appears.
10. Do one of the following:
    - If the file you want to import is on your computer:
      i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
      ii. Locate and select the file. The *Import SCORM Module* screen appears with the selected `zip` file listed next to *File*.
    - If the file you want to import is in WebCT, locate and select the file. The *Import SCORM Module* screen appears with the selected `zip` file listed next to *File*.

11. If you want to save this SCORM module and import another:
    a. Click **Save and Import Another**. The SCORM module is saved and the *Import SCORM Module* screen is cleared.
    b. Repeat steps 2 to 10.
12. Click **Save**. The SCORM module is created.

Editing the Title or Description of a SCORM Module

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to change the title or description and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Edit Properties*. The *Edit SCORM Module Settings* screen appears.
3. Edit the SCORM module title or description as desired.
4. Click **Save**. The *SCORM Modules* screen appears and the SCORM module is renamed.

Showing or Hiding SCORM Modules

You can control Students' access to a SCORM module by making it visible or hidden.

NOTE: When a SCORM module is imported, it is automatically visible.

1. From the *SCORM Modules* screen, locate the SCORM module you want to make visible or hidden and click the *ActionLinks* icon next to it. A menu appears.
2. Depending upon the current state of the item, hidden or visible, click *Hide Item* or *Show Item*. If the module is now hidden, the word *Hidden* appears next to it in parentheses.

Running SCORM Module Data Reports

You can run data reports for both gradable and non-gradable SCORM modules. Data reports contain the following information for each Student:

- the status of the SCORM module: *Passed*, *Completed*, *Failed*, *Incomplete*, *Browsed*, or *Not attempted*.
- the total time the Student spent viewing the SCORM module.
- if applicable, the Student's score.

Data reports can be filtered by status and by Sharable Content Object (SCO).

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to run a data report and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Run Data Report*. The *SCORM Module Data Report* screen appears.
3. If you want to apply a filter to the data report, next to *Show*:
   a. From the *Status* drop-down list, select the status by which you want to filter the data report.
   b. From the *SCO* drop-down list, select the SCO for which you want to view the selected status and click the *Go* icon. The *SCORM Module Data Report* screen updates and the filtered data report is displayed.
4. If you want to change the number of Students displayed on each page of the report:
   a. Click the *Paging Preferences* icon. The *Configure Paging Options* pop-up window appears.
   b. In the *Number of records per page* text box, enter a number up to three digits in length and click **OK**. The *SCORM Module Data Report* screen refreshes and the paging option is updated.
5. Once you have finished viewing the data report, click **OK**. The *SCORM Modules* screen appears.

Linking SCORM Modules to the Course Content and Learning Modules Tools

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Viewing Links to SCORM Modules

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.

2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for SCORM Modules

You can control the availability of SCORM modules based on date, member, group, or *Grade Book* criteria.

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to set or modify release criteria and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Set Release Criteria*. The *Set Release Criteria* screen appears.
3. Set or modify release criteria for the SCORM module. For more information, click **Help** from the *Set Release Criteria* screen.
4. When you have finished setting or modifying release criteria, click **Save**. The *SCORM Modules* screen appears.

Deleting SCORM Modules

1. From the *SCORM Modules* screen, do one of the following:
   - To delete an individual SCORM module:
     a. Locate the SCORM module that you want to delete and click the *ActionLinks* icon next to it. A menu appears.
     b. Click *Delete*. A confirmation message appears.
   - To delete multiple SCORM modules:
     a. Next to each SCORM module that you want to delete, select the check box.
     b. Click **Delete**. A confirmation message appears.
   - To delete all SCORM modules:
     a. In the table heading row, select the check box. All SCORM modules are selected.
     b. Click **Delete**. A confirmation message appears.
2. Click **OK**. Each selected SCORM module is deleted.

About SCORM Modules

For Template Designers

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported as a `.zip` file. SCORM content packages can contain the following two types of learning objects:

- assets: normally files or images, such as an HTML file
- Sharable Content Objects (SCOs), such as a quiz

Once imported into WebCT, the SCORM content package is referred to as a SCORM module.

SCORM modules are displayed in a similar user interface to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

EXAMPLE: When a quiz is imported into WebCT as a SCORM module, the SCORM module containing the quiz displays within the WebCT interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported to Section Instructor s in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- creating SCORM modules (actually importing SCORM-compliant content packages into WebCT).
- editing the SCORM module's title and description.
- showing or hiding SCORM modules.
- viewing links to SCORM modules.
- setting or modifying release criteria for SCORM modules.
- adding SCORM modules to the *Course Content* tool and to learning modules.
- deleting SCORM modules.

Creating SCORM Modules

Sharable Content Object Reference Model (SCORM)-compliant content packages are actually created outside of WebCT and imported into your course. Creating a SCORM module merely creates an instance of the already-existing module.

IMPORTANT: SCORM modules can only be imported as `zip` files.

1. From the *SCORM Modules* screen, click **Create SCORM Module**. The *Import SCORM Module* screen appears.
2. Enter a title.

NOTE: If you enter the same title as an existing SCORM module, the new SCORM module title will be added with a number when you save the module. For example, if a SCORM module named TEST already exists and you created a new SCORM Module named TEST, the title for the new SCORM module is changed to TEST 1.

3. From the *Numbering* drop-down list, select the numbering style you want to use for the SCORM module's table of contents.
4. In the *Author* text box, enter your name.
5. In the *Keywords* text box, enter searchable keywords that relate to the SCORM module.
6. In the *Description* text box, enter a description of the SCORM module.
7. Next to *Gradable*, select whether the SCORM module is gradable.

   NOTE: Only SCORM modules that contain gradable content for which Students are assigned a grade within the SCORM module and for which you select the gradable option will produce grades that appear in the *Grade Book* tool of the *Teach* tab.

8. Under *Navigation Controls*, select how you want Students to navigate the SCORM module.
9. Next to *File*, click **Browse**. The *Content Browser* pop-up window appears.
10. Do one of the following:
    - If the file you want to import is on your computer:
      i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
      ii. Locate and select the file. The *Import SCORM Module* screen appears with the selected `zip` file listed next to *File*.
    - If the file you want to import is in WebCT, locate and select the file. The *Import SCORM Module* screen appears with the selected `zip` file listed next to *File*.
11. If you want to save this SCORM module and import another:
    a. Click **Save and Import Another**. The SCORM module is saved and the *Import SCORM Module* screen is cleared.
    b. Repeat steps 2 to 10.
12. Click **Save**. The SCORM module is created.

Editing the Title or Description of a SCORM Module

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to change the title or description and click the *ActionLinks* icon next to it. A menu appears.

2. Click *Edit Properties*. The *Edit SCORM Module Settings* screen appears.
3. Edit the SCORM module title or description as desired.
4. Click **Save**. The *SCORM Modules* screen appears and the SCORM module is renamed.

Showing or Hiding SCORM Modules

You can control Students' access to a SCORM module by making it visible or hidden.

NOTE: When a SCORM module is imported, it is automatically visible.

1. From the *SCORM Modules* screen, locate the SCORM module you want to make visible or hidden and click the *ActionLinks* icon next to it. A menu appears.
2. Depending upon the current state of the item, hidden or visible, click *Hide Item* or *Show Item*. If the module is now hidden, the word *Hidden* appears next to it in parentheses.

Linking SCORM Modules to the Course Content and Learning Modules Tools

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

Deleting SCORM Modules

1. From the *SCORM Modules* screen, do one of the following:
   - To delete an individual SCORM module:
     a. Locate the SCORM module that you want to delete and click the *ActionLinks* icon next to it. A menu appears.

   b. Click *Delete*. A confirmation message appears.

- To delete multiple SCORM modules:
   a. Next to each SCORM module that you want to delete, select the check box.
   b. Click **Delete**. A confirmation message appears.
- To delete all SCORM modules:
   a. In the table heading row, select the check box. All SCORM modules are selected.
   b. Click **Delete**. A confirmation message appears.

2. Click **OK**. Each selected SCORM module is deleted.

ABOUT SCORM MODULES

For Section Instructors

Sharable Content Object Reference Model (SCORM)-compliant content packages are created outside of WebCT and imported into your course. Once imported, the SCORM content package is referred to as a SCORM module. SCORM modules are displayed in a user interface very similar to that of a learning module, including a table of contents and *Previous* and *Next* icons for navigation.

EXAMPLE: When a quiz is imported into WebCT as a SCORM module, the SCORM module containing the quiz displays within the WebCT interface containing the optional table of contents and *Previous* and *Next* icons, but the content, grading scheme, and appearance of the quiz itself is determined by the creator of the quiz. Data generated by the quiz, such as Student grades, are reported in the *Grade Book* tool.

You can use the *SCORM Module* tool for:

- viewing the SCORM modules that have been added to your course.
- editing the SCORM module's description.
- viewing Students' grades for gradable SCORM modules. Grades are automatically calculated within the SCORM module and then reported on the *SCORM Grades* tab of the *Grade Book* tool. For more information, see *About the SCORM Grades Tab*.
- setting or modifying release criteria.
- showing or hiding the SCORM module.
- running data reports for SCORM modules.

Viewing SCORM Modules

NOTE: Depending on the settings selected when the SCORM module was created, some or all of these viewing options may not be available to you.

You can view the content in a SCORM module by using the navigational controls provided in the module. If the table of contents is set to display, it appears in the left-hand frame of the SCORM module. If the *Previous* or *Next* icons are set to display, they appear in the taskbar at the top of the SCORM module.

1. From the *SCORM Module* pop-up window, do one of the following:
   - To navigate through the SCORM module using the table of contents, under *Table of Contents*, click the item that you want to access. The *SCORM Module* pop-up window updates and the selected item is displayed.
   - To navigate through the SCORM module using the *Previous* and *Next* icons, from the taskbar, click the appropriate icon.
   - If you want to display the table of contents in a drop-down list:
     a. Click the *Display table of contents as a drop-down list* icon. The *SCORM Module* pop-up window updates and the table of contents appears as a drop-down list.
     b. From the drop-down list, select the item you want to access. The *SCORM Module* pop-up window updates and the selected item is displayed.
     c. To return to viewing the table of contents in the left-hand frame, click the *Display table of contents in frame* icon. The *SCORM Module* pop-up window updates and the table of contents appears in the left-hand frame.
2. Once you have finished viewing the SCORM module, click the *Quit* icon. The *SCORM Module* pop-up window closes.

Editing the Description of SCORM Modules

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules*, *Media Library*, and *Web Links* tools. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

IMPORTANT: When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Description**. The *Edit Description* screen appears.
3. Edit the description and click **Save**. The description is changed.

Running SCORM Module Data Reports

You can run data reports for both gradable and non-gradable SCORM modules. Data reports contain the following information for each Student:

- the status of the SCORM module: *Passed*, *Completed*, *Failed*, *Incomplete*, *Browsed*, or *Not attempted*.
- the total time the Student spent viewing the SCORM module.
- if applicable, the Student's score.

Data reports can be filtered by status and by Sharable Content Object (SCO).

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to run a data report and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Run Data Report*. The *SCORM Module Data Report* screen appears.
3. If you want to apply a filter to the data report, next to *Show*:
   a. From the *Status* drop-down list, select the status by which you want to filter the data report.
   b. From the *SCO* drop-down list, select the SCO for which you want to view the selected status and click the *Go* icon. The *SCORM Module Data Report* screen updates and the filtered data report is displayed.
4. If you want to change the number of Students displayed on each page of the report:
   a. Click the *Paging Preferences* icon. The *Configure Paging Options* pop-up window appears.
   b. In the *Number of records per page* text box, enter a number up to three digits in length and click **OK**. The *SCORM Module Data Report* screen refreshes and the paging option is updated.
5. Once you have finished viewing the data report, click **OK**. The *SCORM Modules* screen appears.

Showing or Hiding SCORM Modules

You can control Students' access to a SCORM module by making it visible or hidden.

1. From the *SCORM Modules* screen, locate the SCORM module you want to make visible or hidden and click the *ActionLinks* icon next to it. A menu appears.
2. Depending upon the current state of the item, hidden or visible, click *Hide Item* or *Show Item*. If the module is now hidden, the word *Hidden* appears next to it in parentheses.

Viewing Links to SCORM Modules

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

Setting or Modifying Release Criteria for SCORM Modules

You can control the availability of SCORM modules based on date, member, group, or *Grade Book* criteria.

1. From the *SCORM Modules* screen, locate the SCORM module for which you want to set or modify release criteria and click the *ActionLinks* icon next to it. A menu appears.
2. Click *Set Release Criteria*. The *Set Release Criteria* screen appears.
3. Set or modify release criteria for the SCORM module. For more information, click **Help** from the *Set Release Criteria* screen.
4. When you have finished setting or modifying release criteria, click **Save**. The *SCORM Modules* screen appears.

CHAPTER 33: SEARCH

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT SEARCH

For All Roles

NOTE: If you do not have access to the *Build* tab, you can only access the *Search* tool if it has been added to *Course Tools*.

The *Search* tool allows you to conduct a search for data within a course. For example, if you remember sending a discussion message regarding `Assignment Five`, but you can't recall in which discussion topic you posted the message, you can do a keyword search to retrieve the message.

To perform a search, you must enter keywords, select the area of records you want to search, and select the area of the course you want to search. You can also apply date restrictions and specify preferences for viewing results. After performing a search, records that match your search criteria are displayed. You can choose to view a record, refine or expand your search using the advanced search functionality, or conduct a new search.

NOTE: Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

PERFORMING SEARCHES

For All Roles

You can search for data within a course.

NOTE: Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

1. In the *Search for* text box, enter your search terms and any of the following connectors:

NOTE: You can search for alphabetic characters only.

- and: Use the `and` connector between terms to specify that search results must contain all terms, in any order.
- or: Use the `or` connector between terms to specify that search results must contain at least one of the terms.
- quotation marks: Use quotation marks around search terms to specify that search results must contain the exact phrase.
- not: Use the `not` connector to specify that search results cannot contain the term following the connector.
- parentheses: Use parentheses in your search to indicate the order of operations.

EXAMPLE: `(cat or feline or dog or canine) and ("hip displacia" or"hip displasia")`

2. Under *Search area*, select the areas to be searched:
   - To search the title, select *Title*.
   - To search the author, select *Author*.
   - To search the subject, select *Subject*.
   - To search the main area, select *Full text*.

     NOTE: *Full text* does not search the *Title*, *Author*, or *Subject* area.
3. From the *Search tool* drop-down list, select the tool you want to search in. You can select to search a specific tool or all searchable tools.
4. Under *Date*, select the date criteria to be applied to your search:
   - To retrieve results from any date, select *Any*.
   - To retrieve results from a specific date range:
     - Select *Specify range*.
     - Beside *Beginning*, select the first date in the range by doing one of the following:
       - Select the date from a calendar:
         - Click the *Date Selection Calendar* icon. The *Date Selection Calendar* pop-up window appears.
         - If you want to navigate to a different month, click the *Previous Month* or *Next Month* icon.
         - Click the date. The selected date appears in the drop-down lists.
       - From the drop-down lists, select the date.

- Below *Ending*, select the last date in the date range by doing one of the following:
  - Select the date from a calendar:
    - Click the *Date Selection Calendar* icon. The *Date Selection Calendar* pop-up window appears.
    - If you want to navigate to a different month, click the *Previous Month* or *Next Month* icon.
    - Click the date. The selected date appears in the drop-down lists.
  - From the drop-down lists, select the date.

5. From the *Sort results by* drop-down list, select how you want the results sorted:
   - To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*
   - To sort results alphabetically by record title, select *Title*.
   - To sort results alphabetically by author's name, select *Author*.
   - To sort results alphabetically by tool, select *Tool*.
   - To sort results beginning with the most recent records, select *Date*.
6. Click **Search**. Records that satisfy your search criteria are displayed.

VIEWING SEARCH RESULTS

For All Roles

Each result contains a title, date, subject, author, description, and a link to the record.

1. From the *Search Results* screen, if you want to sort the results:
   a. From the *Sort results by* drop-down list, select how you want the results sorted:
      - To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*.
      - To sort results alphabetically by record title, select *Title*.
      - To sort results alphabetically by author's name, select *Author*.
      - To sort results alphabetically by tool type, select *Tool*.

- To sort results beginning with the most recent records, select *Date*.

b. Click the *Go* icon. The results are sorted according to your selection.

2. Locate the record you want to view:
   - To go to the next page of records, click the *Next Page* icon.
   - To go to the previous page of records, click the *Previous Page* icon.
   - To go to the last page of records, click the *Last Page* icon.
   - To go to the first page of records, click the *First Page* icon.
3. Click the record's title. The record appears.
4. To return to the *Search Results* screen, click **Back**.
5. If you want to view another record, repeat steps 2 and 3.

REFINING SEARCHES

For All Roles

After performing a search, you can refine your search by searching within the results.

NOTE: If you run a search to locate content that has just been created and no results are returned, run the search again at a later time. Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

1. From the *Search Results* screen, under *Advanced Search*, select *Search within these results*.
2. In the *Search for* text box, enter the terms you want to search for within the results of your previous search. You can also enter any of the following connectors:

   NOTE: You can search for alphabetic characters only.

   - and: Use the `and` connector between terms to specify that search results must contain all terms, in any order.
   - or: Use the `or` connector between terms to specify that search results must contain at least one of the terms.
   - quotation marks: Use quotation marks around search terms to specify that search results must contain the exact phrase.

- not: Use the `not` connector to specify that search results cannot contain the term that follows the connector.
- parentheses: Use parentheses in your search to indicate the order of operations.

EXAMPLE: If your initial search was `(cat or feline or dog or canine) and ("hip displacia" or"hip displasia")`, you may now want to search within those results for `spayed or neutered`.

3. Under *Search area*, select the areas to be searched:
   - To search the title, select *Title*.
   - To search the author, select *Author*.
   - To search the subject, select *Subject*.
   - To search the main area, select *Full text*.

     NOTE: *Full text* does not search the *Title*, *Author*, or *Subject* area.
4. From the *Search tool* drop-down list, select the tool to be searched. You can search a specific tool or all searchable tools.
5. Under *Date*, select the date to be applied to your search:
   - To retrieve results from any date, select *Any*.
   - To retrieve results from a specific date range:
     - Select *Specify range*.
     - Under *Beginning*, select the first date in the range by doing one of the following:
       - Select the date from a calendar:
         - Click the *Date Selection Calendar* icon. The *Date Selection Calendar* pop-up window appears.
         - If you want to navigate to a different month, click the *Previous Month* or *Next Month* icon.
         - Click the date. The selected date appears in the drop-down lists.
       - From the drop-down lists, select the date.
     - Under *Ending*, select the last date in the date range by doing one of the following:
       - Select the date from a calendar:
         - Click the *Date Selection Calendar* icon. The *Date Selection Calendar* pop-up window appears.
         - If you want to navigate to a different month, click the *Previous Month* or *Next Month* icon.

        - Click the date. The selected date appears in the drop-down lists.
    - From the drop-down lists, select the date.

6. From the *Sort results by* drop-down list, select how you want the results sorted:
    - To sort results beginning with records containing the most occurrences of your search terms, select *Relevance*.
    - To sort results alphabetically by record title, select *Title*.
    - To sort results alphabetically by author's name, select *Author*.
    - To sort results alphabetically by tool, select *Tool*.
    - To sort results beginning with the most recent records, select *Date*.
7. Click **Search**. Records matching your search criteria are displayed.

SEARCH TIPS

For All Roles

When performing a search, keep the following tips in mind:

- Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.
- You can include numeric characters in your search if they are accompanied by alphabetic characters. Entering numeric characters alone will cause the search to fail to return any results.
- Entering any of the following characters in a search will fail to return any results: ? * | %
- The *Search* tool is not case sensitive (i.e. searching for "faculty" or "Faculty" will generate the same results).
- The *Search* tool is designed to ignore common words, known as stop words, when performing a search for a phrase. This is done to shorten the time spent generating the search results returned to you. However, if you try to search for a stop word on its own, or in combination with other stop words, the search does not return any results. Therefore, avoid performing searches on the following words: a, about, after, all, also, an, and, any, are, as, at, be, because, been, but, by, can, co, could, for, from, had, has, have, he, her, his, if, in, inc, into, is, it, its, last, more, most, no, not, of, on, one, only, or, other, out, over, s, says, she, so, some, such, than, that, the, their, there, they, this, to, up, was, we, were, when, which, who, will, with, would.

- If you run a search to locate content that has just been created and no results are returned, run the search again at a later time. Depending on administrator settings, it may take from one hour to one day for new course content to be added to the *Search* index.

CHAPTER 34: SELECTIVE RELEASE

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT SELECTIVE RELEASE

For Section Designers and Section Instructors

You can use the *Selective Release* tool to control the release of items and folders, all from a single page.

The *Selective Release* screen displays all of the items and folders that have been added to the *Course Content* tool. From that screen, you can do the following:

- show or hide items and folders to Students
- selectively release items and folder to Students who meet the criteria you set
- view which items and folders are visible to Students

Showing or Hiding Items and Folders to Students

If you need to, you can temporarily hide an item or folder from Students and then, when you are ready, show it to Students.

EXAMPLE: If a course evaluation survey has been added to the *Course Content* tool but you do not want it to be visible to Students yet, you can temporarily hide the survey and then, near the end of the course, when Section Instructors are ready, they can show it to Students.

Selectively Releasing Items and Folders to Students Who Meet the Criteria You Set

You can control when and to whom an item or folder is released by setting release criteria for it. When the release criteria is satisfied, the item or folder is released (becomes visible) to Students.

There are four types of release criteria that you can set:

- Date criteria allows you to specify a date and time when items and folders will be released to Students.
- Member criteria allows you to specify to which Students items and folders will be released.
- Group criteria allows you to specify to which group of Students items and folders will be released.
- *Grade Book* criteria allows you to release items and folder to Students based on information in the *Grade Book*.

You can set more than one criterion for items and folders and you can combine different types of criteria.

EXAMPLE: If you create a bonus assignment that you want to release on October 23 to Students who receive an A on a midterm assignment, you can set date and *Grade Book* criteria for the bonus assignment. The bonus assignment will then be released on October 23, only to Students who achieve greater than 86 out of 100 on the midterm assignment.

Viewing Which Items and Folders are Visible to Students

For each Student enrolled in the course, you can view which items and folders are visible to them.

EXAMPLE: If Students tell you that they are unable to view a quiz, you can check to see if the quiz is visible to them.

ABOUT SELECTIVE RELEASE

For Template Designers

You can use the *Selective Release* tool to control the release of items and folders, all from a single page.

The *Selective Release* screen displays all of the items and folders that have been added to the *Course Content* tool. From that screen, you can do the following:

- show or hide items and folders to Students
- selectively release items and folder to Students who meet the criteria you set

Showing or Hiding Items and Folders to Students

If you want, you can hide an item or folder from Students and then, when Section Instructors are ready, they can show it to Students.

EXAMPLE: If a course evaluation survey has been added to the *Course Content* tool but you do not want it to be visible to Students yet, you can hide the survey and then, near the end of the course, when Section Instructors are ready, they can show it to Students.

Selectively Releasing Items and Folders to Students Who Meet the Criteria You Set

You can control when and to whom an item or folder is released by setting release criteria for it. When the release criteria is satisfied, the item or folder is released (becomes visible) to Students.

There are three types of release criteria that you can set:

- Date criteria allows you to specify a date and time when items and folders will be released to Students.
- Group criteria allows you to specify to which learning group items and folders will be released.
- *Grade Book* criteria allows you to release items and folder to Students based on information in the *Grade Book*.

You can set more than one criterion for items and folders and you can combine different types of criteria.

EXAMPLE: If you create a bonus assignment that you want to release on October 23 to Students who receive an A on a midterm assignment, you can set date and *Grade Book* criteria for the bonus assignment. The bonus assignment will then be released on October 23, only to Students who achieve a score of greater than 86 out of 100 on the midterm assignment.

SHOWING OR HIDING ITEMS USING THE SELECTIVE RELEASE TOOLS

For All Roles

You can control whether items in the *Course Content* tool are visible to Students by using the *Selective Release* tool to show or hide the items.

EXAMPLE: If an assignment and a learning module have been added to the *Course Content* tool but you do not want them to be visible to Students yet, you can use the *Selective Release* tool to temporarily hide both of the items. When you want the assignment and the learning module to be visible to Students, you can use the *Selective Release* tool to show both of the items.

When you hide an item, all instances of the item in the course are hidden; when you show an item, all instances of the item in the course are shown.

IMPORTANT: If release criteria are set for an item, the item must be set to show. If release criteria are set for an item and the item is hidden, when the release criteria are satisfied, the item will not be visible to Students.

TIP: You can also show or hide items from within the *Course Content* tool and from within the tool in which the items were created. For more information, see *Showing or Hiding Items*.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item that you want to show or hide.

   TIP: To display items in a folder or learning module, next to the title of the folder or learning module, click the *Expand* icon. All items in the folder or learning module display.

2. Do one of the following:

   - To show all instances of an item, click **Show Item**. The button switches to *Hide Item* and all instances of the item are shown to Students.

     NOTE: If release criteria are set for the item and the release criteria are not satisfied, all instances of the item will show when the release criteria are satisfied.

- To hide all instances of an item, click **Hide Item**. The button switches to *Show Item* and all instances of the item are hidden from Students.

3. If you want to show or hide another item, repeat steps 1 and 2.

SETTING RELEASE CRITERIA FOR ITEMS

For Section Designers and Section Instructors

You can selectively release items to Students by setting release criteria for them. By setting release criteria for items, you can control when and to whom the items are visible.

There are four types of release criteria you can set for items:

- Date criteria allows you to select the starting and ending dates and times when an item will be released to Students.

  EXAMPLE: If a learning module has been added to the *Course Content* tool but you do not want it to be released to Students until the third week of the course, you can add date criteria to the learning module so that it will be released to Students starting on the first day of the third week of the course.

- Member criteria allows you to select the Students and Auditors to which an item will be released.

  EXAMPLE: If a makeup assignment has been added to the *Course Content* tool but you want it to be released only to Students who were unable to submit an earlier assignment, you can add member criteria to the makeup assignment so that it is released only to the Students you select.

- Group criteria allows you to select the groups to which an item will be released.

  EXAMPLE: If two assignments (Assignment A and Assignment B) have been added to the *Course Content* tool and two groups of Students (Group A and Group B) have been created, you can add group criteria to Assignment A to release it only to Students in Group A and add group criteria to Assignment B to release it only to Students in Group B.

- Grade Book criteria allows you to release an item to Students based on information in the *Grade Book*.

  EXAMPLE: If a bonus assignment has been added to the *Course Content* tool but you want it to be released only to Students who receive an A on the midterm, you can add *Grade Book* criteria to the bonus assignment so that it is released only to Students who receive a grade on the midterm that is greater than 90 out of 100.

If you want to release an item based on several release criteria, you can group criteria and combine

criteria using the *And* and *Or* Boolean operators.

If you need help with setting advanced release criteria for an item or folder, you can work through an example that shows you how to combine, group, move, and preview release criteria. For more information, see *Example of Setting Advanced Released Criteria for an Item*.

For Template Designers

You can selectively release items to Students by setting release criteria for them. By setting release criteria for items, you can control when and to whom the items are visible.

There are three types of release criteria you can set for items:

- Date criteria allows you to select the starting and ending dates and times when an item is released to Students.

  EXAMPLE: If a learning module has been added to the *Course Content* tool but you do not want it to be released to Students until the third week of the course, you can add date criteria to the learning module so that it will be released to Students starting on the first day of the third week of the course.

- Group criteria allows you to select the groups to which an item is released.

  EXAMPLE: If two assignments (Assignment A and Assignment B) have been added to the *Course Content* tool and two groups of Students (Group A and Group B) have been created, you can add group criteria to Assignment A to release it only to Students in Group A and add group criteria to Assignment B to release it only to Students in Group B.

- Grade Book criteria allows you to release an item to Students based on information in the *Grade Book*.

  EXAMPLE: If a bonus assignment has been added to the *Course Content* tool but you want it to be released only to Students who receive an A on the midterm, you can add *Grade Book* criteria to the bonus assignment so that it is released only to Students who receive a grade on the midterm that is greater than 90 out of 100.

If you want to release an item based on several release criteria, you can group criteria and combine criteria using the *And* and *Or* Boolean operators.

If you need help with setting advanced release criteria for an item or folder, you can work through an example that shows you how to combine, group, move, and preview release criteria. For more information, see *Example of Setting Advanced Released Criteria for an Item*.

Adding Date Criteria to Items

For All Roles

If you want to release an item to Students starting from a specific date and time and/or until a specific date and time, you can add date criteria to the item.

EXAMPLE: If you want a *Discussion* topic to be released to Students for one week only, you can add date criteria to the topic and it will be released (be visible) to Student s for only the week that you specify.

IMPORTANT:

- If you add date criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.
- When adding date criteria to an assignment, ensure that the date criteria does not conflict with the due and cutoff dates of the assignment.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item to which you want to add date criteria.

   TIP: To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon. The items in the content folder or learning module display.

2. In the row of the item, under *Release Criteria*, click *Set Release Criteria*. The *Set Release Criteria for* screen appears.
3. Click **Add Date Criteria**. The *Add Date Criteria* pop-up window appears.
4. Under *Available Starting*, select the date and time on which you want the item to be released, by doing one of the following:
   - To release the item immediately, select *Immediately*.
   - To select a starting date and time:
     a. Select the radio button next to the date and time selection area.
     b. Do one of the following:
        - Click the *Date Selection Calendar* icon and, from the pop-up window that appears, select the starting date.
        - From the date drop-down lists, select the starting date.
     c. From the time drop-down lists, select the starting time.
5. Under *Available Until*, select the date and time until which the item will be released, by doing one of the following:
   - To release the item for an unlimited period, select *Unlimited*.
   - To set an ending date and time:
     a. Select the radio button next to the date and time selection area.
     b. Do one of the following:

- Click the *Date Selection Calendar* icon and, from the pop-up window that appears, select the ending date.
- From the date drop-down lists, select the ending date.

c. From the time drop-down lists, select the ending time.

6. Click **Save**. The *Set Release Criteria for* screen appears and the date criterion is added.
7. When you are finished adding release criteria to the item, click **Save**. The *Selective Release* screen appears. The item will be released when the release criteria are satisfied.

NOTE: To indicate that release criteria have been set for the item, in folders and the tool in which the item was created, the word *Conditional* appears in parentheses next to the item.

Adding Member Criteria to Items

For Section Designers and Section Instructors

If you want to release an item only to certain Students, you can add member criteria to the item.

EXAMPLE: If you want a quiz to be released only to Students who did not complete the midterm, you can add member criteria to the quiz and it will be released only to the Students you specify.

If you do not want to release an item to certain Students and Auditors, you can also add member criteria to the item.

EXAMPLE: If you want a quiz to be released to all Students except a few who will be completing a written assignment instead, you can add member criteria to the quiz and it will be released to all Student s except the ones you specify.

IMPORTANT: If you add member criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item to which you want to add member criteria.

TIP: To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon. The items in the content folder or learning module display.

2. In the row of the item, under *Release Criteria*, click *Set Release Criteria*. The *Set Release Criteria for* screen appears.
3. Click **Add Member Criteria**. The *Add Member Criteria* pop-up window appears.
4. Do one of the following:
   - To release the item to specific Students only:
     a. Next to *User ID*, select *Equals*.
     b. Select members by doing one of the following:
        - To select one or more members, next to each member to which you want to release the item, select the check box.
        - To select all members, in the table heading row, select the check box.
   - To specify the Students to whom you do not want to release the item:
     a. Next to *User ID*, select *Does not equal*.
     b. Select members by doing one of the following:
        - To select one or more members, next to each member to which you do not want to release the item, select the check box.
        - To select all members, in the table heading row, select the check box.
5. Click **Save**. The *Set Release Criteria for* screen appears and the member criterion is added.
6. When you are finished adding release criteria to the item, click **Save**. The *Selective Release* screen appears. The item will be released when the release criteria are satisfied.

NOTE: To indicate that release criteria have been set for the item, in folders and the tool in which the item was created, the word *Conditional* appears in parentheses next to the item.

Adding Group Criteria to Items

For All Roles

If learning groups have been created in the course and you want to release an item to certain groups only, you can add group criteria to the item.

EXAMPLE: If two learning groups have been created and separate quizzes have been created for each group, you can add group criteria to the quizzes so that each quiz will be released only to the group that you specify.

You can also add group criteria to an item if you do want to release it to certain groups.

EXAMPLE: If five learning groups have been created and you want to release a *Media Library* collection to four of the five learning groups, instead of selecting the four groups to which you want to release the collection, you can select the one group to which you do not want to release the collection.

IMPORTANT: If you add group criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item to which you want to add group criteria.

   TIP: To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon. The items in the content folder or learning module display.

2. In the row of the item, under *Release Criteria*, click *Set Release Criteria*. The *Set Release Criteria for* screen appears.
3. Click **Add Group Criteria**. The *Add Group Criteria* pop-up window appears.
4. Do one of the following:
   - To release the item only to specific groups:
     a. Next to *Group Name*, select *Equals*.
     b. Select groups by doing one of the following:
        - To select one or more groups, next to each group to which you want to release the item, select the check box.
        - To select all groups, in the table heading row, select the check box.
   - To specify the groups to which you do not want to release the item:
     a. Next to *Group Name*, select *Does not equal*.
     b. Select groups by doing one of the following:
        - To select one or more groups, next to each group to which you do not want to release the item, select the check box.
        - To select all groups, in the table heading row, select the check box.
5. Click **Save**. The *Set Release Criteria* screen appears and the group criterion is added.
6. When you are finished adding release criteria to the item, click **Save**. The *Selective Release* screen appears. The item will be released when the release criteria are satisfied.

   NOTE: To indicate that release criteria have been set for the item, in folders and the tool in which the item was created, the word *Conditional* appears in parentheses next to the item.

Adding Grade Book Criteria to Items

For All Roles

If you want to release an item to Students and Auditors based on information in the *Grade Book*, you can add *Grade Book* criteria to the item.

EXAMPLE: If you want to release a bonus assignment only to Students who receive an A on a semester assignment, you can add *Grade Book* criteria to the bonus assignment so that it will be released only to Students who receive greater than 90 out of 100 on the semester assignment.

IMPORTANT: If you add *Grade Book* criteria to an item, ensure the item is set to show. If the item is hidden, when the release criteria is satisfied, the item will not be visible. For more information, see *Showing or Hiding Items Using the Selective Release Tool*.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item to which you want to add *Grade Book* criteria.

   TIP: To display the items in a folder or learning module, next to the name of the folder or learning module, click the *Expand* icon. The items in the content folder or learning module display.

2. In the row of the item, under *Release Criteria*, click *Set Release Criteria*. The *Set Release Criteria for* screen appears.
3. Click **Add Grade Book Criteria**. The *Add Grade Book Criteria* pop-up window appears.
4. From the *Criteria* drop-down list, select a *Grade Book* criterion.
5. From the *Condition* drop-down list, select the condition that you want to use with the *Grade Book* criterion.
6. If the condition requires a value, in the *Value* text box, enter the value you want the *Grade Book* criterion and condition to meet.
7. Click **Save**. The *Set Release Criteria for* screen appears and the *Grade Book* criterion is added.
8. When you are finished adding release criteria to the item, click **Save**. The *Selective Release* screen appears. The item will be released when the release criteria are satisfied.

   NOTE: To indicate that release criteria have been set for the item, in folders and the tool in which the item was created, the word *Conditional* appears in parentheses next to the item.

Combining Release Criteria Using the And and Or Boolean Operators

For All Roles

You can use the *And* and *Or* Boolean operators to define a relationship between two criteria that are listed consecutively.

If you want an item to be released only when both release criteria are satisfied, use the *And* operator.

EXAMPLE: If you want to release a quiz to a learning group named *Group 1*, but only on September 26, 2005 at 9:00 A.M., you would add group and date criteria to the quiz and combine them using the *And* operator (the release criteria would look similar to the following: *Group Equals Group 1 And September 26, 2005 09:00 AM Until Unlimited*).

If you want an item to be released when either release criterion is satisfied, use the *Or* operator.

EXAMPLE: If you want to release a bonus assignment to Students who receive greater than 89 out of 100 on either Quiz 1 or Quiz 2, you would add two *Grade Book* criteria to the bonus assignment and combine them using the *Or* operator (the release criteria would look similar to the following: *Quiz 1 Greater than 89 Or Quiz 2 Greater than 89*).

1. From the *Set Release Criteria* screen, do one of the following:
   - If both criteria must be satisfied for the item to be released, from the *And/Or* drop-down list, select *And*. The default operator is *And*.
   - If only one criterion must be satisfied for the item to be released, from the *And/Or* drop-down list, select *Or*.

   NOTE: If you have more than two criteria and use the *And* operator and the *Or* operator, the *And* operator is evaluated before the *Or* operator. For example, if you specify this release criteria:

   - A: October 22, 2005 9:00AM until October 22, 2005 5:00PM
   - B: User ID = Student1
   - C: Group = Group C

   Then use the *And* and *Or* operators to create this expression:

   - (A and B) or C

   WebCT looks for A and B criteria before it looks for C. If WebCT finds A and B criteria, it will not go on to look for C.

2. When you are finished setting release criteria for the item, click **Save**. The *Selective Release* screen

appears.

Grouping Release Criteria

For All Roles

You can use parentheses to group release criteria.

EXAMPLE: If you set the following release criteria for Quiz 3, specifying that all three release criteria must be satisfied:

1. Midterm grade is greater than 60 (*Midterm Greater than 60*)
2. And passed Quiz 1 (*Quiz 1 Greater than or equal to 50*)
3. And passed Quiz 2 (*Quiz 2 Greater than or equal to 50*)

But then decide that you want to change the release criteria for Quiz 3 so that the first criterion and either the second or third criterion must be satisfied:

1. Midterm grade is greater than 60 (*Midterm Greater than 60*)
2. And release if passed Quiz 1 (*Quiz 1 Greater than or equal to 50*)
3. Or Quiz 2 (*Quiz 2 Greater than or equal to 50*)

You can update the release criteria by indenting the Quiz 1 and Quiz 2 criteria:

1. Select *Quiz 1 Greater than or equal to 50*.
2. Click **Indent**. The criterion moves to the bottom of the list.
3. Select *Quiz 2 Greater than or equal to 50*.
4. Next to *Quiz 1 Greater than or equal to 50*, under *Move*, click the *Move Selected Item to Bottom of List* icon. The criterion moves to the bottom of the list.
5. Next to the parentheses, from the *And/Or* drop-down list, select *And*.
6. Next to *Quiz 2 Greater than or equal to 50*, from the *And/Or* drop-down list, select *Or*. The release criteria would appears as follows: *Midterm Greater than 60 And (Quiz 1 Greater than or equal to 50 Or Quiz 2 Greater than or equal to 50)*

To group release criteria

1. From the *Set Release Criteria* screen:
   a. Next to the first criterion of the grouping, select the check box.
   b. Click **Indent**. Parentheses appear above the criterion and the criterion is indented.

2. If you want to remove the criterion from the grouping:
   a. Next to the parentheses, select the check box.
   b. Click **Outdent**. The parentheses are deleted and the criterion is no longer grouped.
3. If necessary, select the Boolean operator to define the relationship between the release criteria. For more information, see *Combining Release Criteria Using the And and Or Boolean Operators*.
4. When you are finished setting release criteria for the item, click **Save**. The *Selective Release* screen appears.

Moving Release Criteria

For All Roles

If you want to change the order of the release criteria that are set for an item, you can move the release criteria.

EXAMPLE: Quiz 3 is set to be released to Students only if they pass Quiz 1 and it is between October 20, 2005 7:00 AM and December 22, 2005 11:59 PM and if they pass Quiz 2. The release criteria for Quiz 3 currently looks like the following:

- *Quiz 1 Greater than or equal to 50*
- *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*
- *And Quiz 2 Greater than or equal to 50*

You can change the order of the release criteria for Quiz 3 so that it will be released to Students if they pass either Quiz 1 or Quiz 2 and it is between October 20, 2005 7:00 AM and December 22, 2005 11:59 PM. After the release criteria is moved, it will look similar to the following:

- *Quiz 1 Greater than or equal to 50*
- *Or Quiz 2 Greater than or equal to 50*
- *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*

1. From the *Set Release Criteria for* screen, next to the criterion you want to move, select the check box.

   NOTE: You can move only one criterion at a time.

   For the example above, you would select the check box next to *And Quiz 2 Greater than or equal to 50*.
2. Do one of the following to move the selected criterion:

- To move the selected criterion within the list, under *Move*, in the row above which you want to move the criterion, click the *Move Selected Item Above* icon. For the example above, you would click the *Move Selected Item Above* icon next to *And October 20, 2005 7:00 AM Until December 22, 2005 11:59 PM*.
- To move the selected criterion to the end of the list, locate the last criterion in the list and, under *Move*, click its *Move Selected Item to Bottom of List* icon.

The selected criterion moves.

3. If necessary, select the Boolean operator to define the relationship between the release criteria. For more information, see *Combining Release Criteria Using the And and Or Boolean Operators*.
4. When you finish setting release criteria for the item, click **Save**. The *Selective Release* screen appears.

Previewing Release Criteria

For All Roles

If advanced release criteria have been set for an item (for example, release criteria have been grouped within parentheses), you can view the release criteria in a more readable format by previewing the criteria.

1. From the *Set Release Criteria for* screen, click **Preview Expression**. The *Preview Expression* pop-up window appears.
2. When you are finished previewing the release criteria, click **OK**. The *Preview Expression* pop-up window closes.

Example of Setting Advanced Release Criteria for an Item

For All Roles

This is an example to guide you through the process of setting advanced release criteria for an item. In this example, you want to release an item based on the following criteria:

- section member has achieved a score of greater than or equal to 50 on two quizzes titled Quiz 1 and Quiz 2, Or

- section member has achieved a score of greater than 75 on Quiz 3, Or
- section member is a member of Group 1, And
- the date is November 30th, 2005, between 8:00 A.M. and 10:00 P.M.

NOTE: If you want to reproduce this example, in the *Assessments* tool, three quizzes must be created titled *Quiz 1*, *Quiz 2*, and *Quiz 3*; in the *Group Manager* tool, a group must be created named *Group 1*; and, at least, one item or folder must have been added to the *Course Content* tool.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item you want to use for this example and, under *Release Criteria*, click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
2. Click **Add Grade Book Criteria**. The *Add Grade Book Criteria* pop-up window appears.
3. Set the *Grade Book* criterion so that the section member has achieved a score of greater than or equal to 50 on Quiz 1:
   a. From the *Criteria* drop-down list, select *Quiz 1*.
   b. From the *Condition* drop-down list, select *Greater than or equal to*.
   c. In the *Value* text box, enter `50`.
   d. Click **Save**. The *Set Release Criteria for* screen appears and the criterion is added.
4. Click **Add Grade Book Criteria**. The *Add Grade Book Criteria* pop-up window appears.
5. Set the *Grade Book* criterion so that the section member has achieved a score of greater than or equal to 50 on Quiz 2:
   a. From the *Criteria* drop-down list, select *Quiz 2*.
   b. From the *Condition* drop-down list, select *Greater than or equal to*.
   c. In the *Value* text box, enter `50`.
   d. Click **Save**. The *Set Release Criteria for* screen appears and the criterion is added.
6. Click **Add Grade Book Criteria**. The *Add Grade Book Criteria* pop-up window appears.
7. Set the *Grade Book* criterion so that the section member has achieved a score of greater than 75 on Quiz 3:
   a. From the *Criteria* drop-down list, select *Quiz 3*.
   b. From the *Condition* drop-down list, select *Greater than*.
   c. In the *Value* text box, enter `75`.
   d. Click **Save**. The *Set Release Criteria for* screen appears and the criterion is added.
8. Click **Add Group Criteria**. The *Add Group Criteria* pop-up window appears.

9. Set the group criteria so that the section member is a member of Group 1:
   a. Select *Group 1*.
   b. Click **Save**. The *Set Release Criteria for* screen appears and the criterion is added.
10. Click **Add Date Criteria**. The *Add Date Criteria* pop-up window appears.
11. Set the date criteria as November 30, 2005 between 8:00 A.M. and 10:00 P.M.:
    a. Under *Available Starting*:
       i. Select the radio button next to the date selection area.
       ii. Do one of the following:
          - Click the *Date Selection Calendar* icon and, from the pop-up window that appears, select November 30, 2005.
          - From the date drop-down lists, select *November 30, 2005*.
       iii. From the time drop-down lists, select *8:00 AM*.
    b. Under *Available Until*:
       i. Select the radio button next to the date selection area.
       ii. Do one of the following:
          - Click the *Date Selection Calendar* icon and, from the pop-up window that appears, select November 30, 2005.
          - From the date drop-down lists, select *November 30, 2005*.
       iii. From the time drop-down lists, select *10:00 PM*.
    c. Click **Save**. The *Set Release Criteria for* screen appears.

    Next, you will group the criteria, as appropriate, by indenting the criteria.
12. Next to the date criterion, select the check box and click **Indent**. The criterion indents.
13. Next to the group criterion, select the check box and click **Indent**. The criterion indents.
14. Next to the criterion for Quiz 3, select the check box and click **Indent**. The criterion indents.
15. Next to the criterion for Quiz 2, select the check box and click **Indent**. The criterion indents.
16. Move the criterion for Quiz 1 into the parentheses with Quiz 2:
    a. Next to the criterion for Quiz 1, select the check box.
    b. Next to the criterion for Quiz 2, under *Move* , click the *Move Selected Item Above* icon.
17. Before you continue, check your work to ensure you have set the release criteria correctly so far. Click **Preview Expression**. The *Preview Expression* pop-up window appears. The release criteria should look the same as the following: *(Quiz 1 Greater than or equal to 50 And Quiz 2 Greater than or equal to 50) Or (Quiz 3 Greater than 75) Or (Group Equals Group 1) Or (November 30, 2005*

08:00 AM Until November 30, 2005 10:00 PM). To close the *Preview Expression* pop-up window, click **OK**.

Select the appropriate Boolean operators:

18. Next to the criterion for Quiz 2, from the *And/Or* drop-down list, ensure *And* is selected.
19. Next to the parentheses above the Quiz 3 criterion, from the *And/Or* drop-down list, ensure *Or* is selected.
20. Next to the parentheses above the group criteria, from the *And/Or* drop-down list, ensure *Or* is selected.
21. Next to the parentheses above the date criteria, from the *And/Or* drop-down list, select *And*.

    If you click **Preview Expression**, the release criteria appears as follows: *(Quiz 1 Greater than or equal to 50 And Quiz 2 Greater than or equal to 50) Or (Quiz 3 Greater than 75) Or (Group Equals Group 1) And (November 30, 2005 08:00 AM Until November 30, 2005 10:00 PM)*. To close the *Preview Expression* pop-up window, click **OK**.
22. Do one of the following:
    - To return to the *Selective Release* screen without saving the example release criteria, click **Cancel**.
    - To save the release criteria, click **Save**.

    The *Selective Release* screen appears.

WORKING WITH RELEASE CRITERIA

For All Roles

If you need to, you can edit or delete release criteria that have been set for an item.

EXAMPLE: If an assignment is set to be released to Students during the third week of the course but the course outline changes and the assignment is postponed for one week, you can edit the date criteria so the assignment is released one week later.

Editing Release Criteria

For All Roles

If you need to, you can edit the release criteria that is set for an item.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item for which you want to edit release criteria and, under *Release Criteria*, click the release criteria. The *Set Release Criteria for* screen appears.
2. Locate the criterion you want to edit and click its *ActionLinks* icon. A menu appears.
3. Click **Edit**. The *Edit Criteria* pop-up window appears.
4. Edit the criterion, as required.
5. When you are finished editing the criterion, click **Save**. The *Set Release Criteria for* screen appears and the criterion is edited.
6. If you want to edit another criterion set for the item, repeat steps 2 to 5.
7. When you are finished editing the criteria, click **Save**. The *Selective Release* screen appears and the criteria is edited.

Deleting Release Criteria

For All Roles

You can delete release criteria that are no longer required or that were entered incorrectly.

1. From the *Selective Release* screen, from the *Course Content* tab, locate the item for which you want to delete release criteria and, under *Release Criteria*, click the release criteria. The *Set Release Criteria for* screen appears.
2. Do one of the following:
   - To delete one criterion:
     a. Locate the criterion and click its *ActionLinks* icon. A menu appears.
     b. Click **Delete**. A confirmation message appears.
     c. Click **OK**. The criterion is deleted.
   - To delete all criteria:
     a. Click **Delete All**. A confirmation message appears.
     b. Click **OK**. All criteria are deleted.
   - To delete the parentheses that group a set of criteria but not the criteria contained within them:
     a. Select a criterion within the parentheses and click **Outdent**.

   b. Repeat step a. until all criterion have been moved outside the parentheses.
   c. Next to the parentheses, click the *ActionLinks* icon. A menu appears.
   d. Click **Delete**. A confirmation message appears.
   e. Click **OK**. The parentheses are deleted.
- To delete all criteria grouped within a set of parentheses:
   a. Locate the parentheses that contains the criteria you want to delete and click its *ActionLinks* icon. A menu appears.
   b. Click **Delete**. A confirmation message appears.
   c. Click **OK**. The criteria and the parentheses are deleted.

3. Click **Save**. The *Selective Release* screen appears.

Editing or Deleting Invalid Member Criteria

For Section Designers and Section Instructors

On the *Selective Release* or *Set Release Criteria for* screen, if you see release criteria that are preceded by an exclamation point (for example, *! UserID Equals*), you need to edit or delete the criteria. The criteria is invalid.

Member criteria is valid if it is based on actual users in the course. If member criteria is based on users from another course, the criteria is invalid in your course.

EXAMPLE: If the content of a Biology 101 course was copied from another course, and this other course contained member release criteria, the member criteria become invalid in the Biology 101 course. In the Biology 101 course, the invalid member criteria is preceded by an exclamation point.

You can either edit the criteria to change the member information, or delete the criteria.

Do one of the following:

- Delete the criterion. For more information, see *Deleting Release Criteria*.
- Edit the member criterion:
   a. From the *Set Release Criteria for* screen, locate the member criterion and click its *ActionLinks* icon. A menu appears.
   b. Click **Edit**. The *Edit Member Criteria* pop-up window appears.

c. If you want to release the item to specific members of the course:

   i. Next to *User ID*, select *Equals*.

   ii. Select members by doing one of the following:

      - To select one or more members, next to each member to which you want to release the item, select the check box.
      - To select all members, in the table heading row, select the check box.

d. If you do not want to release the item to specific members of the course:

   i. Next to *User ID* select *Does not equal*.

   ii. Select members by doing one of the following:

      - To select one or more members, next to each member to which you do not want to release the item, select the check box.
      - To select all members, in the table heading row, select the check box.

e. Click **Save**. The *Set Release Criteria for* screen appears and the member criteria is edited.

f. When you are finished modifying the release criteria, click **Save**. The *Selective Release* screen appears.

Deleting Invalid Member Criteria

For Template Designers

If you see release criteria that are preceded by an exclamation point (for example, *! UserID Equals*) on the *Selective Release* or *Set Release Criteria for* screen, you need to delete the criteria. The criteria is invalid.

If you have copied a section containing member criteria to a template, the template will contain invalid member criteria. Member criteria is only valid if it is based on actual users in a section. Before assigning the template to a section, ensure you delete any invalid member criteria.

For more information, see *Deleting Release Criteria*.

VIEWING WHICH ITEMS ARE VISIBLE TO STUDENTS

For Section Designers and Section Instructors

You can view which items are visible to each Student and Auditor enrolled in the course.

EXAMPLE: If Students tell you that they cannot see an assignment, you can check to see if it is visible to them.

1. From the *Selective Release* screen, click the **Members** tab. Information about each Student and Auditor enrolled in the course is listed on the screen.
2. Locate the Student or Auditor whose information you want to view. If necessary, to locate the Student or Auditor, sort the information or use the paging controls. For more information, see *Sorting Items* and *Navigating Multiple Pages*.
3. Under *User ID*, click the user ID of the Student or Auditor whose information you want to view. The screen displays the following:
   - under *Title*, all items in the *Course Content* tool
   - under *Visible to*, whether the item is visible to the Student or Auditor

   TIP: To the view the visibility of items within a folder or learning module, click the *Expand* icon next to the title of the folder or learning module.
4. If you want to view which items are visible to another Student or Auditor:
   a. Click the **Members** tab. Information about each Student and Auditor enrolled in the course is listed on the screen.
   b. Repeat steps 2 and 3.

CHAPTER 35: SYLLABUS

IMPORTANT: Topics in this chapter apply to all roles.

ABOUT SYLLABUS

For All Roles

Using the *Syllabus* tool, you can make a syllabus available to Students to provide them with course information such as:

- your contact information and office hours.
- the objectives of your course.
- the academic policies of your institution, as well as your own policies regarding late assignments, make-up exams, etc.
- a course outline, which includes important dates.
- an overview of course lessons.
- a list of required texts and recommended reading.

There are two ways to add a syllabus to your course. You can use the built-in syllabus feature to create a syllabus, or you can import a file that has been created outside of WebCT.

Built-in Syllabus

With the built-in syllabus feature, you can add course information to six different sections within the syllabus. Each section is called an *item*. You can add multiple versions of each item and title them as you desire. There are also default items, such as *Section Information* and *Section Instructor*, that are pre-populated with system generated information.

You can add course information to the following items:

- Goals
- Policies
- Course Requirements
- Custom
- Lesson
- Resources

Syllabus File

If you have created a syllabus outside of WebCT that you want to use for your online course, you can import the file and make it available to section members.

Once your syllabus is created or uploaded, it can be added to *Course Content* or another folder.

IMPORTANT: If you want to apply selective release to the syllabus, add the syllabus to folders only. Do not make the *Syllabus* tool available from the *Course Menu*, as selective release does not apply.

CREATING A SYLLABUS

For All Roles

To create a syllabus using the *Syllabus* tool, you can:

- add *Lesson* items.
- add *Course Goals*.
- add *Policies*.
- add *Resources*.
- add *Course Requirements*.
- add *Custom* items.

You can create multiple versions of each of these items and title them as you desire.

Alternatively, you can import a text or HTML file that you have created outside of WebCT and import it into your course.

Adding Course Goals

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Goals**. The *Create Goals* screen appears.
3. If you want to change the title of the item, in the *Heading* text box, edit the title.
4. In the *Goals* text box, enter the goals in Plain Text or HTML format:
    - To enter goals in Plain Text format, in the *Goals* text box, enter the text.

NOTE: The text will appear exactly as you have typed it.

- To enter goals in HTML format:
  a. Select *Use HTML*.
  b. Enter HTML code in the *Goals* text box.

5. Click **Save**. The item is added.

Adding Policies

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Policies**. The *Create Policies* screen appears.
3. If you want to change the title of the item, in the *Heading* text box, edit the title.
4. In the remaining text boxes, enter content in Plain Text or HTML format:
   - To enter content in Plain Text format, enter text in the text boxes.

     NOTE: The text will appear exactly as you have typed it.

   - To enter content in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code in the text boxes.
5. Click **Save**. The item is added.

Adding Course Requirements

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Course Requirements**. The *Create Course requirements* screen appears.
3. If you want to change the title of the item, in the *Heading* text box, edit the title.
4. In the remaining text boxes, which are optional, enter content in Plain Text or HTML format:
   - To enter content in Plain Text format, enter text in the text boxes.

     NOTE: The text will appear exactly as you have typed it.

   - To enter content in HTML format:
     a. Select *Use HTML*.

   b. Enter HTML code in the text boxes.

5. Click **Save**. The item is added.

Adding Custom Items

In the *Syllabus* tool, you can add the following information about your course: goals, policies, course requirements, lessons, and resources. If you have additional information that does not belong in one of the previous categories, you can add custom items.

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Custom**. The *Create Custom* screen appears.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. In the *Label* text box, enter a title for the custom item.
5. In the *Content* text box, enter content in Plain Text or HTML format:
   - To enter content in Plain Text format, in the *Content x* text box, enter the text.

     NOTE: The text will appear exactly as you have typed it.

   - To enter content in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code in the *Content x* text box.
6. Click **Save**.

Adding Lesson Items

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Lesson**. The *Create Lesson* screen appears.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. Enter a lesson title.
5. If you want to create a corresponding *Calendar* event:
   a. From the *Date* drop-down lists, select the date and time for the entry.
   b. Select *Create a corresponding event in the Calendar*.

6. In the remaining text boxes, which are optional, enter content in Plain Text or HTML format:
   - To enter content in Plain Text format, enter the text in the text boxes.

     NOTE: The text will appear exactly as you have typed it.
   - To enter content in HTML format:
     a. Under the *Assignments* text box, select *Use HTML*.
     b. Enter HTML code in the text boxes.
7. Click **Save**. The item is added.

Adding Resources

1. From the *Syllabus* screen, click **Add Syllabus Item**. A menu appears.
2. Click **Resources**. The *Create Resources* screen appears.
3. If you want to change the default title, edit the title in the *Heading* text box.
4. Enter a resource title.
5. In the *Author*, *Publisher*, *Edition/Year*, and *ISBN* text boxes, enter the information.
6. Enter any additional information about the resource in Plain Text or HTML format:
   - To enter additional information in Plain Text format, in the *Additional Information x* text box, enter the text.

     NOTE: The text will appear exactly as you have typed it.
   - To enter additional information in HTML format:
     a. Select *Use HTML*.
     b. Enter HTML code in the *Additional Information x* text box.
7. Select whether the resource is a *Required resource* or a *Recommended resource*.
8. Click **Save**.

Importing a Syllabus

Instead of using the *Syllabus* tool to create a syllabus, you can import a syllabus that was created outside of WebCT. The imported syllabus must be in plain text or HTML format.

NOTE: If you used the *Syllabus* tool to add information, such as goals, policies, course

requirements, lesson, and resources, this information is saved but not displayed after you import a syllabus. Only the information in the imported syllabus is displayed.

1. From the *Syllabus* screen, under *Select Syllabus Type*, select *Use File*.
2. Under *Select Syllabus*, click **Browse**. The *Content Browser* pop-up window appears.
3. Do one of the following:
   - If the file you want to use is on your computer:
     i. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     ii. Locate and select the file. The file is added.
   - If the file you want to use is in WebCT, locate and select the file. The file is added.

WORKING WITH SYLLABUS ITEMS

For All Roles

Editing Syllabus Items

You can edit *Syllabus* items, such as goals, policies, course requirements, lessons, and resources.

NOTE: If the syllabus was imported as an HTML file, you can edit it in *File Manager*. If the syllabus was imported in another file format, you must edit it on your local computer and import it again.

1. From the *Syllabus* screen, click the item title. The *Edit* screen appears.
2. Edit the information. In some text boxes, you can enter or edit the content in Plain Text or HTML format:
   - To enter or edit the content in Plain Text format, enter the text in the text boxes.

     NOTE: The text will appear exactly as you have typed it.
   - To enter or edit the content in HTML format:
     a. If available, select *Use HTML*.
     b. Enter the HTML code in the text box.

3. Click **Save**.

Showing or Hiding Items

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

Moving Items

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move*

options icon. A menu appears.

b. Click **Move Selected Above**. The selected item is moved up.

- To move an item down:

  a. Locate an item below the one that you already selected and click the *Click to view move options* icon. A menu appears.

  b. Click **Move Selected Below**. The selected item is moved down.

Deleting Items

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:

  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.

- Using the **Delete** button to delete all items on the current page:

  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.

- Using the *ActionLinks* icon to delete one item at a time:

  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

VIEWING AND PRINTING THE SYLLABUS

For All Roles

Expanding Items

You can expand one item at a time or all items at once.

From the *Syllabus* screen, do one of the following:

- To expand one item, click its *Expand* icon. The item is expanded.
- To expand all items, click **Expand All**. All items are expanded.

Collapsing Items

You can collapse one item at a time or all items at once.

From the *Syllabus* screen, do one of the following:

- To collapse one item, click its *Collapse* icon. The item is collapsed.
- To collapse all items, click **Collapse All**. All items are collapsed.

Printing the Syllabus

You can convert the syllabus to a version that can be printed using your browser's print function. In the printable version, all syllabus items are expanded to display their content.

NOTE: Hidden items do not appear.

1. From the *Syllabus* screen, click **Printable Version**. A new browser window opens with the printable version of the syllabus displayed.
2. Click your browser's print function and follow the prompts to print the syllabus.
3. Click **Close this window**. The browser window closes and the *Syllabus* screen appears.

CHAPTER 36: TEMPLATE MANAGER

IMPORTANT: The topics in this chapter apply to template designers.

ABOUT TEMPLATE MANAGER

For Course Designers

Templates allow you to develop courses, before student data is added, that can be shared across learning contexts and then used in many sections. Templates can reside in any learning context from the domain organizational level down to the course organizational level. Both administrators and template designers can create templates, but only designers can build the template by adding tools and course content. Once the template is built, the template can be associated and assigned:

- Template association adds templates to a pool of templates within a course learning context that allows Section Designers to assign the templates to their sections.
- Template assignment creates a copy of the template at the section.

NOTE: As a Course Designer, you can assign templates directly to sections without first associating them with a parent course. Administrators also have this ability.

Once assigned, the template exists as a live course in which section users can interact. Because a template is copied to the section when it is assigned, it can be modified by section users without altering the original template. This allows the same template to be assigned to multiple sections and customized according to the needs of each section. Once a template is assigned to a section and the Section Designer has customized the content and tools to meet their needs, student data can be added and the course can be presented to Students.

A template's status, either public or private, can determine whether it is available to users for copying, moving, associating, and assigning. Template ownership and editorship permissions also determine the availability of templates. All templates have a designated owner and can also have multiple editors. Although both administrators and template designers can be owners, only designers can be editors. By default, the user that creates the template is the owner but when templates are copied or moved, a user enrolled in the destination learning context must be assigned as owner.

NOTE: For more information about role permissions, ownership, editorship, and public and private templates, see *About Roles and Template Permissions*.

With *Template Manager* you can:

- create templates.
- import templates.

- build templates.
- edit template names, keywords, and descriptions.
- set template permissions.
- view template information.
- sort templates.
- navigate multiple pages of templates.
- copy templates.
- move templates.
- associate templates with courses.
- disassociate templates from courses.
- delete templates.

EXAMPLE: For a course for which there are multiple sections, you can create a template that contains a framework of course content and tool structures. The template can then be assigned to the sections by an administrator and customized by the Section Designer. As a result, the sections for the course will all have a similar look and feel but will be customized to meet each of the instructors' teaching styles and needs.

ABOUT TEMPLATE MANAGER

For Other Designers

Templates allow you to develop courses, before student data is added, that can be shared across learning contexts and then used in many sections. Templates can reside in any learning context from the domain organizational level down to the course organizational level. Both administrators and template designers can create templates, but only designers can build the template by adding tools and course content. Once the template is built, an administrator can associate and assign it:

- Template association adds templates to a pool of templates within a course learning context that allows Section Designers to assign the templates to their sections.
- Template assignment creates a copy of the template at the section.

NOTE: Administrators and Course Designers can assign templates directly to sections without first associating them with a parent course.

Once assigned, the template exists as a live course in which section users can interact. Because a template is copied to the section when it is assigned, it can be modified by section users without altering the

original template. This allows the same template to be assigned to multiple sections and customized according to the needs of each section. Once a template is assigned to a section and the Section Designer has customized the content and tools to meet their needs, student data can be added and the course can be presented to Students.

A template's status, either public or private, can determine whether it is available to users for copying, moving, associating, and assigning. Template ownership and editorship permissions also determine the availability of templates. All templates have a designated owner and can also have multiple editors. Although both administrators and template designers can be owners, only designers can be editors. By default, the user that creates the template is the owner but when templates are copied or moved, a user enrolled in the destination learning context must be assigned as owner.

NOTE: For more information about role permissions, ownership, editorship, and public and private templates, see *About Roles and Template Permissions*.

With *Template Manager* you can:

- create templates.
- import content as templates.
- build templates.
- edit template names, keywords and descriptions.
- set template permissions.
- view template information.
- sort templates.
- navigate multiple pages of templates.
- copy templates.
- move templates.
- delete templates.

EXAMPLE: For a course for which there are multiple sections, you can create a template that contains a framework of course content and tool structures. The template can then be assigned to the sections by an administrator and customized by the Section Designer. As a result, the sections for the course will all have a similar look and feel but will be customized to meet each of the instructors' teaching styles and needs.

ACCESSING TEMPLATE MANAGER

For Template Designers

Do one of the following:

- If you are not designing a template in the designer interface, click the **Content Manager** tab and then click **Template Manager**. The *Template Manager* screen appears.
- If you are designing a template in the designer interface, click **Return to Content Manager** and then click **Template Manager**. The *Template Manager* screen appears.

ABOUT ROLES AND TEMPLATE PERMISSIONS

For Template Designers

The actions that you can perform on a template are controlled by three factors:

- your role within WebCT
- the learning contexts in which you are enrolled
- the permissions assigned to the template, which consist of the following:
  - the status of the template, either public or private
  - the ownership of the template
  - the editorship of the template

Role

Each role in WebCT possesses specific template permissions. Administrators generally possess permissions that allow them to manage all templates, while designers generally possess permissions that allow them to build, edit, and manage their own templates.

Enrollment

The learning context in which an administrator or designer is enrolled also determines the template permissions they possess.

EXAMPLE: Domain Administrators possess template creation and management permissions on all templates residing in the domain learning context while Institution Administrators possess these same permissions, but on all templates residing in their institution learning context and all child learning contexts. Similarly, Course Designers can associate templates with courses, while other designers enrolled in other learning contexts cannot associate templates.

Template Status

Templates can be either public or private. The default setting for templates when they are created is private, but they can be made available to other users by setting their status to public. Making a template public allows other users to view, copy, and associate the template. The status of a template can be

changed at any time.

Ownership

By default, the administrator or template designer that creates the template becomes the template's owner. Ownership can be transferred from an administrator to a designer so that the template can be built. Ownership of a template gives designers the ability to build (create and edit content), view information on, edit properties of (name, keywords, and description), set permissions for, copy, move, and delete the template.

NOTE: Aside from template building permissions, administrator roles inherently possess the ownership permissions listed above on all public and private templates, without being a template owner or editor.

Editorship

Only designers can be template editors. Designers can be granted editorship by template owners and by administrators. By granting editor permissions, you can allow other designers to build templates that you own or administer. Designers can edit content in, view information on, edit properties of (name, keywords, and description), and copy all templates for which they have editorship permissions. Although editors can delete files and content within a template, they cannot delete or move the template.

A complete description of the template permissions associated with each role type is presented below. Where permissions are identical for multiple roles, the roles have been grouped under one heading, such as "All other administrators".

Role	Permissions with Templates
Domain Administrator	• create, import, change status of, edit properties of, view information on, set permissions for, copy, move, and delete all public and private templates that reside in the domain learning context
Course Instructor	• does not have access to *Template Manager* • use the *Administration* area to associate public and private templates residing in their course learning contexts with their courses • use the *Administration* area to associate public templates residing in parent learning contexts with their courses • use the *Administration* area to assign or reassign templates to sections

Role	Permissions with Templates
All other administrators	• create, import, change status of, edit properties of, view information on, set permissions for, copy, move, and delete all public and private templates in their own learning contexts and all child learning contexts • copy a section as a template and paste it in their own learning contexts and all child learning contexts • use *Template Manager* or the *Administration* area to associate with courses, public and private templates residing in their own learning contexts and all child learning contexts • use the *Administration* area to assign or reassign templates to sections
Domain Designer	• create and import public and private templates in the domain learning context • build, change status of, edit properties of, view information on, set permissions for, copy, move, and delete their own templates • for public templates, other than those in which they have ownership or editorship permissions, view information on and copy templates residing in the domain learning context **NOTE:** Domain Designers do not have any permissions on private templates in which they do not have ownership or editorship permissions.

Role	Permissions with Templates

Course Designer	• create and import public and private templates in their own course learning contexts
	• build, change status of, edit properties of, view information on, set permissions for, copy, move, associate, assign, and delete their own templates
	• associate with their courses, public and private templates residing in their own course learning contexts
	• for public templates, other than those for which they have ownership or editorship permissions:
	  • view information on and copy templates residing in their learning contexts and all parent learning contexts
	  • paste copied templates into their own learning contexts
	  • associate with their courses, templates residing in parent learning contexts
	NOTE: Aside from associating course level templates to courses, Course Designers do not have any permissions on private templates in which they do not have ownership or editorship permissions.

All other designers	• create and import public and private templates in their own learning contexts
	• build, change status of, edit properties of, view information on, set permissions for, copy, move, and delete their own templates
	• for all public templates, other than those for which they have ownership or editorship permissions:
	  • view information on and copy templates residing in their own learning contexts and all parent learning contexts
	  • paste copied templates into their own learning contexts
	NOTE: Designers do not have any permissions with private templates in which they do not have ownership or editorship permissions.

LOCATING AND VIEWING TEMPLATES

Navigating Template Manager

For Template Designers

You can navigate *Template Manager* to locate all templates which are available to you. When you first access *Template Manager*, the *Template Manager* screen displays the templates residing in your learning context. The name of the learning context that you are currently viewing is displayed in the breadcrumbs. You can perform actions on these templates using the *ActionLinks* menu and the button controls.

You can navigate to templates in other learning contexts using the organizational structure displayed in the left-hand frame.

NOTE: Only those learning contexts that your role has access to are listed in the organizational structure.

To view the templates in a learning context, click the learning context in the left-hand frame. The following occurs:

- In the right-hand frame, the templates residing in that learning context, which you have permissions for, are listed. Depending on your role and template permissions, you can perform various tasks on these templates. For more information on template permissions, see *About Roles and Template Permissions*.
- In the left-hand frame, the organizational structure expands to display the child learning contexts, if any, in the selected learning context. A heading identifies the organizational level of the child learning contexts.

  EXAMPLE: In the left-hand frame, you click the course learning context, Chemistry 121. The learning context expands to display all the sections in the course below the heading, "Sections".

Navigating Multiple Pages

For Template Designers

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

Sorting Items

For Template Designers

If a column title is underlined, you can sort items by that column. You can sort in either ascending order (A to Z, or 1 to 9) or descending order (Z to A, or 9 to 1). An up-arrow next to the column title indicates that items are currently sorted in ascending order. A down-arrow next to the column title indicates that items are currently sorted in descending order.

NOTE: Items remain in the specified sort order until you go to another screen.

From the table heading row:

a. Click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.

b. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Viewing Template Information

For Template Designers

You can view descriptive information that was entered when a template was created.

1. From the *Template Manager* screen, navigate to the learning context that contains the template for which you want to view information.
2. Click the template's *ActionLinks* icon. A menu appears.
3. Click **View Information**. The *View Information* pop-up window appears displaying the template name and description.
4. Click **Close this window**. The pop-up window closes and the *Template Manager* screen appears.

CREATING AND EDITING TEMPLATES

Creating Templates

For Template Designers

Using templates, you can develop courses before adding Student data.

1. From the *Template Manager* screen, click **Create Template**. The *Create Template* screen appears.
2. In the *Name* text box, enter the template name. This name appears when you search for templates.
3. In the *Keywords* text box, enter one or more keywords that identifies the template when you search for templates. To separate keywords, use commas.
4. In the *Description* text box, enter a useful description for the template. Template descriptions are used to identify templates that have been assigned to sections. Descriptions also appear in the *View Information* pop-up window.
5. Save the template by doing one of the following:
    - If you want to save the template and return to *Template Manager*, click **Save**. The *Template Manager* screen appears and the new template is added to the list of templates.

- If you want to save the template and create another, click **Save and Create Another**. The template is created and the *Create Template* screen is cleared. Repeat steps 2 to 5.
- If you want to save the template and assign permissions:
  a. Click **Save and Set Permissions**. The *Manage Permissions* screen appears.
  b. Under *Template status*, select one of the following:
     - To make the template available for association with other courses and for copying to other learning contexts, select *Public*.
     - To make the template publicly unavailable , select *Private*.
  c. By default, the user that created the template is the template owner. If you want to assign ownership to another user enrolled in the learning context, from the *Ownership* drop-down list, select a user.

     NOTE: Template ownership can only be assigned to an administrator or template designer that appears in the drop-down list.

  d. You can allow other designers in the learning context to be editors of the template by assigning them editorship permissions. If you want to assign editors to the template, next to *Template editor(s)*, select one or more designers in the learning context:

     NOTE:
     - Owners are automatically editors.
     - Editors gain ownership of all files in a template.

     i. Under *Potential editor(s)*, select the users.

        TIP: You can select multiple users:
        - To select consecutive users in the list, hold the `Shift` key while selecting the users.
        - To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

     ii. Click the *Add* icon. The users are moved from the *Potential editor(s)* column to the *Selected Editor(s)* column.

     iii. If you want to remove a user that you selected as an editor, under *Selected Editor(s)*, select the user and click the *Remove* icon. The user is moved back to the *Potential editor(s)* column.

  e. Click **Save**. The permissions are saved and the *Template Manager* screen appears.
- If you want to save the template and start adding tools, tool items, and course content to it, click **Save and Start Building**. The designer interface for the template appears.

Building Templates

For Template Designers

Once a template is created, you can build the template by adding tools, adding content items created with those tools, and adding course content. You can build templates that you have created or templates for which you have been made an editor or owner. You have access to all of the templates that appear as links in your learning context in *Template Manager*.

1. From the *Template Manager* screen for your learning context, navigate to and click the title of the template that you want to build. The *Build* screen appears.
2. Begin to build the template by adding individual tools, items, and content.

Importing Content as a New Template

For Template Designers

In *Template Manager*, you can create a template using content that you import. You can import:

- entire courses exported from WebCT Campus Edition (CE) 4.1 with the Migration Pack (MP)
- quizzes, surveys, questions, and content modules exported from CE 4.x courses
- quizzes, surveys, self tests, questions, and learning modules exported from CE 6 and WebCT Vista courses
- e-Learning Resource Packs (e-Packs)

When the import process is complete, a user with designer permissions can enter the template to view the imported content. Newly imported tool items are added to the appropriate tool. For example, if you import an assessment, the assessment appears in the *Assessments* tool and its questions in the *Question Database* tool.

NOTE: Some features and functionality in other versions of WebCT may not map to identical features and functionality in this version of WebCT.

1. Ensure that the `.zip` or `.epk` file is on your local drive, on an accessible network drive, or is already uploaded to *Content Manager*.
2. From the *Template Manager* screen, navigate to the learning context to which you want to import content as a template. For more information on navigating, see *Navigating Template Manager*.

3. Click *Import Content as Template*. The *Content Browser* pop-up window appears.
4. Do one of the following:
   - If the `.zip` or `.epk` file you want to import is on your local computer or on an accessible network drive:
     a. Click the *My Computer* icon. Your computer's file browser or the *Upload Files from Your Computer* screen appears.
     b. Locate and select the file.
   - If the `.zip` or `.epk` file you want to import is in *Content Manager*, locate and select the file. For more information, see *Navigating with Content Browser*.

   The *Template Import* screen appears.
5. In the *Name* field, edit the name of the template.
6. In the *Keywords* field, add keywords separated by commas.
7. In the *Description* field, enter a description for the template.
8. Click **Import**. The *Content Import in Progress* screen appears, listing the details of the import in progress.

   WebCT recognizes the type of content that the file contains, creates a new template, and adds the content contained in the file to the template.
9. After the file import process is complete, you can view the details of the import:
   a. Click **View Import Log**. The *Import Log* pop-up window appears.
   b. When you are finished viewing the import log, click **Close**. The *Import Log* pop-up window closes.
10. Click **Return**. The *Template Manager* screen appears.

MANAGING TEMPLATES

Setting Template Permissions

For Template Designers

You can change the public/private status of a template. You can also set permissions on the template by assigning ownership and editorship permissions to selected users. For more information on private and public templates, and template ownership and editorship, see *About Roles and Template Permissions*

1. From the *Template Manager* screen, navigate to the learning context that contains the template for which you want to set permissions. For help with navigating, see *Navigating Template Manager*.
2. Locate the template for which you want to set permissions and click its *ActionLinks* icon. A menu appears.
3. Click **Manage Permissions**. The *Manage Permissions* screen appears.
4. Under *Template status*, select one of the following:
   - To make the template available for association with other courses and for copying to other learning contexts, select *Public*.
   - To make the template publicly unavailable, select *Private*.
5. By default, the user that created the template is the template owner. If you want to assign ownership to another user enrolled in the learning context, from the *Ownership* drop-down list, select a user.

   NOTE: Template ownership can only be assigned to an administrator or template designer that appears in the drop-down list.

6. You can allow other designers in the learning context to be editors of the template by assigning them editorship permissions. If you want to assign editors to the template, next to *Template editor(s)*, select one or more designers in the learning context:

   NOTE:
   - Owners are automatically editors.
   - Editors gain ownership of all files in a template.

   a. Under *Potential editor(s)*, select the users:

      TIP: You can select multiple users:
      - To select consecutive users in the list, hold the `Shift` key while selecting the users.
      - To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

   b. Click the *Add* icon. The users are moved from the *Potential editor(s)* column to the *Selected Editor(s)* column.

   c. If you want to remove a user that you selected as an editor, under *Selected Editor(s)*, select the user and click the *Remove* icon. The user is moved back to the *Potential editor(s)* column.
7. Click **Save**. The permissions are saved and the *Template Manager* screen appears.

Copying Templates

For Template Designers

You can copy templates and paste them in any learning context in which you have permissions. For more information, see *About Roles and Template Permissions*.

When copying a template, you must set the template's status to either public or private, and assign an owner and editors. You must also decide how you want to copy the files from the source template to the new template. You can create file copies or file subscriptions:

- File copies prevent edits to the original files from being reflected in the files that reside in your course.
- File subscriptions allow edits to the original files to automatically be reflected in the files that reside in your course.

In addition, the source template may already contain file subscriptions to files in other locations. You must decide if you want to maintain these existing file subscriptions.

Therefore, when you are copying a template, you can select from the following three subscription options:

- *Keep subscriptions*: All existing file subscriptions in the source template are maintained in the new template. All other files are copied from the source template to the new template. Therefore, for all file subscriptions, edits to all original files will be reflected in the files in the new template; file copies will not reflect edits.
- *Fully subscribe*: All existing file subscriptions in the source template are maintained in the new template. All other files from the source template become file subscriptions in the new template. Therefore, edits to all original files will be reflected in the files in the new template.
- *Fully copy*: Existing file subscriptions in the source template are not maintained in the new template. Instead, all files in the source template are copied to the new template. Therefore, edits to all original files will not be reflected in the files in the new template.

Subscriptions only apply to files. Tool items in the source template, such as discussion topics and chat rooms, are always copied from the source template and pasted in the new template.

1. From the *Template Manager* screen, navigate to the learning context that contains the templates that you want to copy. For help with navigating, see *Navigating Template Manager*.
2. Do one of the following:
   - To copy one template or several templates, select each template that you want to copy and click **Copy**. The *Content Browser* pop-up window appears.
   - To copy all templates on the current page, select the check box next to *Title*, which selects all templates on the page, and click **Copy**. The *Content Browser* pop-up window appears.
3. Navigate to the learning context in which you want to paste the copied templates. You can only paste templates to a learning context for which you have template permissions. For help with navigating, see *Navigating with Content Browser*.
4. Next to *Subscription options*, select how you want to copy files from the source template to the new template:
   - To keep existing file subscriptions and copy all other files, select *Keep subscriptions*.
   - To keep existing file subscriptions and create new file subscriptions, select *Fully subscribe*.

- To copy all files, select *Fully copy*. Existing subscriptions in the source template become file copies in the new template.

5. Click **OK**.
   - If the template name is unique in the destination learning context, the *Manage Permissions* pop-up window appears.
   - If the template name already exists in the destination learning context, the *Resolve Naming Conflicts* pop-up window appears.
     a. To assign a new name to the copied template, in the *Rename* text box, enter a template name and click**OK**. The *Manage Permissions* pop-up window appears.
     b. To replace the existing template with the copied template, select *Replace existing* and click **OK**. The *Manage Permissions* pop-up window appears.
6. Under *Template status*, do one of the following:
   - To make the template private, select *Private*.
   - To make the template public, select *Public*.
7. Under *Template permissions*, from the *Ownership* drop-down list, select a user in the destination learning context as the template owner.
8. If you want to assign editors to the template, next to *Editorship*, select one or more users in the destination learning context:

   NOTE: Owners are automatically editors.

   a. Under *Available*, select the users.

      TIP: You can select multiple users:
      - To select consecutive users in the list, hold the `Shift` key while selecting the users.
      - To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

   b. Click the *Add* icon. The users are moved from the *Available* column to the *Selected* column.
   c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon. The user is moved back to the *Available* column.
9. Click **Save**. The template is copied and the *Template Manager* screen appears.

Moving Templates

For Template Designers

NOTE: Templates cannot be moved to sections.

You can move templates between learning contexts in which you have template permissions. For more information, see *About Roles and Template Permissions*. When you move a template, you can set the template's status to either public or private, and assign an owner and editors.

1. From the *Template Manager* screen, navigate to the learning context that contains the template that you want to move. For help with navigating, see *Navigating Template Manager*.
2. Do one of the following:
   - To move one template or several templates, select each template that you want to move and click **Move**. The *Content Browser* pop-up window appears.
   - To move all templates on the current page, select the check box next to *Title*, which selects all templates on the current page, and click **Move**. The *Content Browser* pop-up window appears.
3. Navigate to the destination learning context to which to move the selected templates. For help with navigating, see *Navigating with Content Browser*.
4. Click **OK**.

   NOTE: The **OK** button is only available if you have permissions in the destination learning context.

   - If the template name is unique in the destination learning context, the *Manage Permissions* pop-up window appears.
   - If the template name already exists in the destination learning context, the *Resolve Naming Conflicts* pop-up window appears.
     a. To assign a new name to the moved template, in the *Rename* text box, enter a template name and click**OK**. The *Manage Permissions* pop-up window appears.
     b. To replace the existing template with the moved template, select *Replace existing* and click **OK**. The *Manage Permissions* pop-up window appears.
5. Under *Template status*, do one of the following:
   - To make the template private, select *Private*.
   - To make the template public, select *Public*.
6. Under *Template permissions*, from the *Ownership* drop-down list, select a user in the destination learning context as the template owner.
7. If you want to assign editors to the template, next to *Editorship*, select one or more users in the destination learning context:

   NOTE: Owners are automatically editors.

a. Under *Available*, select the users.

TIP: You can select multiple users:

- To select consecutive users in the list, hold the `Shift` key while selecting the users.
- To select non-consecutive users in the list, hold the `Ctrl` key (Windows users) or the `Command` key (Mac users) while selecting the users.

b. Click the *Add* icon. The users are moved from the *Available* column to the *Selected* column.

c. If you want to remove a user that you selected as an editor, under *Selected*, select the user and click the *Remove* icon. The user is moved back to the *Available* column.

8. Click **Save**. A confirmation pop-up window appears.
9. Click **OK**. The template is moved and the *Templates Manager* screen appears.

Associating Templates With Courses

For Course Designers

Templates allow you to develop courses that can be shared across learning contexts and then assigned to many sections. They can be created and saved in any learning context from the domain organizational level to the course organizational level. A template only becomes active when it is assigned to a section. Templates can be assigned directly to sections by administrators, or you can allow Section Designers to assign templates to their own sections by associating the templates to the sections' parent course.

When associating templates with a course, you can associate all public and private templates saved in that course learning context, and public templates saved in any of the course's parent learning contexts.

IMPORTANT: For Section Designers to be able to assign the templates that are associated with their parent course, the templates must be public.

1. From the *Template Manager* screen, navigate to the course learning context with which you want to associate templates. For more information on navigating, see *Navigating Template Manager*.
2. Next to the course title, click the *ActionLinks* icon. A menu appears.
3. Click **View/Manage Associated Templates**. The *Associated Templates* screen appears displaying all templates associated with the course.
4. Click **Associate Templates**. The *Select Template* pop-up window appears. This screen displays all templates available for association that are saved in this course, or any of the course's parent learning contexts. The template's status is indicated under the column heading, *Public*. Section Designers can only assign public templates to sections.

5. To view information about a template:
   a. Click the template's *ActionLinks* icon. A menu appears.
   b. Click **View Information**. A pop-up window appears with the template information.
   c. Close the pop-up window.
6. Next to each template that you want to associate, select the check box. To associate all displayed templates, in the table heading row, select the check box.
7. Click **Select**. The newly associated template appears in the listing of all associated templates.

Disassociating Templates From Courses

For Course Designers

You can remove templates from the pool of templates that is available to Section Designers by disassociating the templates from the course. Templates that have been disassociated are no longer available for assignment to the course's sections.

1. From the *Template Manager* screen, navigate to the course learning context from which you want to disassociate templates. For more information on navigating, see *Navigating Template Manager*.
2. Next to the course title, click the *ActionLinks* icon. A menu appears.
3. Click **View/Manage Associated Templates**. The *Associated Templates* screen appears displaying all templates associated with the course.
4. Next to each template that you want to disassociate, select the check box. To disassociate all displayed templates, in the table heading row, select the check box.
5. Click **Disassociate**. The *Associated Templates* screen updates and the selected templates are removed from the list of associated templates. They are also removed from the pool of templates available to Section Designers for section assignment.

Deleting Templates

For Template Designers

When you delete a template:

- the template record in *Template Manager* is deleted.

- the template is removed from its associations with courses meaning that it is no longer available to be assigned to sections.
- all content added to the template's *File Manager* is deleted.

1. From the *Template Manager* screen, navigate to the learning context that contains the template that you want to delete.
2. Do one of the following:
   - To delete one template or several templates:
     a. Select each template that you want to delete and click **Delete**. A confirmation message appears.
     b. Click **OK**. The selected templates are deleted.
   - To delete all templates on the current page:
     a. Select the check box next to *Title*. All templates on the current page are selected.
     b. Click **Delete**. A confirmation message appears.
     c. Click **OK**. The selected templates are deleted.
     d. If there are additional pages of templates, and you want to delete them, use the paging controls to move to the next page and then repeat steps a through c.

CHAPTER 37: TRACKING

IMPORTANT: Topics in this chapter apply to Section Instructors.

ABOUT TRACKING

For Section Instructors

With the *Tracking* tool, you can run reports on various Student activities in your course during a specified date range.

You can run the following types of reports:

- *Summary of Activity*: provides an overall summary of user activity in the course.
- *Tool Usage*: provides an overview of how often each tool in the course is used.
- *Course Item Usage*: provides an overview of how often individual items in the course are used.
- *Entry Page or Tool*: provides an overview of the pages or tools most frequently used as course entry points.
- *Exit Page or Tool*: provides an overview of the pages or tools most frequently used as course exit points.
- *File Usage*: provides an overview of the content files that are viewed most frequently.
- *Student Tracking*: provides a detailed summary of activity information for individual Students in the course.

You can use the statistics provided by these reports to:

- determine the items, tools, and pages that are of most interest to Students.
- determine each Student's level of participation in various course activities.

EXAMPLE: If a Student performs poorly on their assessments, you can run a Student Tracking report to determine if the Student has been accessing course content, participating in discussions, and submitting assignments. These statistics can help you to decide if the Student needs to be encouraged to participate more in the course or, if they already have a high level of participation, if they need remedial help with course content.

For most Student activity report types (excluding *Summary of Activity* and *Student Tracking*), you can graph the report statistics. For all Student activity report types, you can export the statistics to your local computer.

ABOUT REPORT TYPES

For Section Instructors

About Summary of Activity Reports

Summary of Activity reports provide an overview of Student and Auditor activity in your course. These reports include the following data:

- *Total sessions*: the total number of sessions. Each time a Student or an Auditor accesses a course, it is counted as one session.
- *Average session length*: the average duration of sessions.
- *Average sessions per day*: the average number of sessions per day.
- *Average sessions per day weekdays*: the average number of sessions between Mondays and Fridays.
- *Average sessions per day weekends*: the average number of sessions on Saturdays and Sundays.
- *Most active day*: the day that has the greatest number of sessions.
- *Least active day*: the day that has the least number of sessions.

  NOTE: Days for which there is no activity are not included in this statistic.

- *Most active hour of day*: the hour of the day that has the greatest number of sessions.
- *Least active hour of day*: the hour of the day that has the least number of sessions.

  NOTE: Hours for which there is no activity are not included in this statistic.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Tool Usage Reports

Tool Usage reports provide an overview of the tools Students are using in your course.

NOTE: If a tool has not yet been accessed, it is not listed in the Tool Usage report.

Tool Usage reports include the following statistics:

- *Tools*: the tools that Students have accessed. Tool sessions are recorded for the following tools:
  - *Announcements*
  - *Assessments*
  - *Assignments*
  - *Bookmarks*
  - *Calendar*
  - *Chat*
  - *Discussions*
  - *Folder*
  - *Goals*
  - *Help*
  - *Mail*
  - *Media Library*
  - *File Manager*
  - *My Grades*
  - *Notes*
  - *Notes*
  - *Printable View*
  - *References*
  - *Search*
  - *Syllabus*
  - *PowerLinks Proxy Tool*

    NOTE: Each proxy tool is listed individually in the report by name.
  - *SCORM Module*
  - *Web Links*
  - *Who's Online*
- *Sessions*: the total number of sessions for each tool. Each time a Student accesses a tool, it is counted as one tool session.
- *Average Time Per Session*: the average time Students spent per tool session.

- *Total Time*: the total amount of time spent in all tool sessions.
- *Percent of Total Sessions*: relates the time per tool session to the total time.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Course Item Usage Reports

Course items, such as assignments, chat rooms, discussion topics, and web links, are created using course tools. The Course Item Usage report provides an overview of how often each item in the course is used by Students.

NOTE: If an item has not yet been accessed by Students, it is not listed in the Course Item Usage report.

Course Item Usage reports contain the following data:

- *Item*: the item Students have accessed.
- *Visits*: the total number of times Students visited the item. Each time a Student accesses an item, it is counted as one item visit.
- *Average Time per Visit*: the average time Students spent per item visit.
- *Total Time*: the total amount of time Students spent in all item sessions.
- *Percent of Total Visits*: relates the time spent in the item to the total time spent in all items.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Entry Page or Tool Reports

Entry Page or Tool reports provide an overview of the pages and tools Students use most frequently as entry points to your course. There are four possible entry points for Students:

- If a new assessment, assignment, calendar entry, or discussion topic is available to Students, a *New Assessment Available*, *New Assignment Available*, *New Calendar Entry Available*, or *New Discussion Topic Available* icon appears in their *My WebCT*. If Students click the icon, they are taken directly to the assessment, assignment, calendar entry, or discussion topic, which is then registered as their entry point to the course.
- If Students access the course via the linked course title that is always available in their *My WebCT*, *Course Content Home* is registered as their entry point to the course.
- If Students access the course via the *My Grades* channel or the *Who's Online* channel in their *My*

WebCT, that tool is registered as their entry point to the course.

- If Students access the course via the *Calendar* icon in their *My WebCT*, and then click a tool link from a calendar entry, the tool is registered as their entry point to the course.

Entry Page or Tool reports include the following data:

- *Page Name*: the name of the page that was used as an entry point to the course.
- *Tool*: the tool to which the page is associated.
- *Page Usage*: the total number of times the page was used as an entry point to the course.
- *Percent of Total Usage*: relates the total number of times the page was used as an entry point to the total usage for all entry points.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Exit Page or Tool Reports

Exit Page or Tool reports provide an overview of the pages and tools Students use as exit points from your course. Exit Page or Tool reports contain the following data:

- *Page Name*: the name of the page that was used by Students as an exit point from the course.
- *Tool*: the tool with which the page is associated.
- *Page Usage*: the total number of times the page was used as an exit point from the course.
- *Percent of Total Usage*: relates the total number of times the page was used as an exit point to the total usage for all exit point pages.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About File Usage Reports

File Usage reports provide an overview of the files Students are using in your course.

NOTE: If a file has not yet been accessed by Students, it is not listed in the File Usage report.

File Usage reports contain the following data:

- *File*: the file that Students have accessed.
- *Sessions*: the total number of file sessions. Each time a Student accesses a file it counts as one file session.

- *Percent of Total Sessions*: relates the number of file sessions to the total number of sessions for all files.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available.

About Student Tracking Reports

The Student Tracking report provides an overview of Student activities in the course displaying both general session information and more detailed tool usage statistics for each Student.

NOTE: Depending on administrator settings, the results displayed in this report may be anonymous with Student names replaced by numbers (for example, Student 1, Student 2).

Student Tracking reports include the following data:

- *Student*: the Student's first and last names, or a number if tracking results are anonymous.
- *User Name*: the Student's user name.

  NOTE: If tracking results are anonymous, this data is not provided.
- *First Access*: the date and time of the first time the Student accessed the course.
- *Last Access*: the date and time of the last time the Student accessed the course.
- *Sessions*: the total number of user sessions for the Student.

  NOTE: Each time the Student accesses the course, it is counted as one user session.
- *Total Time*: the total time of the Student's user sessions.
- *Mail*:
  - *Read Messages*: the total number of messages the Student read in the *Mail* tool.
  - *Sent Messages*: the total number of messages the Student sent in the *Mail* tool.
- *Discussions*:
  - *Read Messages*: the total number of messages the Student read in the *Discussions* tool.

    NOTE: If a Student reads the same message several times, each reading event is counted in this statistic.
  - *Posted Messages*: the total number of messages the Student posted in the *Discussions* tool.
- *Calendar*:
  - *Viewed Entries*: the total number of entries the Student viewed in the *Calendar* tool.
  - *Added Entries*: the total number of entries the Student added to the *Calendar* tool.

- *Chat*:
  - *Entered Lobby Page*: the total number of times the Student entered the lobby page in the *Chat* tool.
- *Assessments*:
  - *Began*: the total number of assessments the Student began.
  - *Finished*: the total number of assessments the Student finished.
  - *Total Time*: the total amount of time the Student spent in the *Assessments* tool.
- *Assignments*:
  - *Read*: the total number of assignments the Student read.
  - *Submitted*: the total number of assignments the Student submitted.
  - *Total Time*: the total amount of time the Student spent in the *Assignments* tool.
- *Web Links*:
  - *Viewed*: the total number of web links the Student viewed.
- *Folders*:
  - *Viewed*: the total number of folders the Student viewed.
- *Files*:
  - *Viewed*: the total number of files the Student viewed.
- *Media Library*:
  - *Viewed Entries*: the total number of entries the Student viewed in the *Media Library* tool.
  - *Viewed Collections*: the total number of collections the Student viewed in the *Media Library* tool.

NOTE: Depending on administrator settings, activity statistics may not appear in reports immediately; it may take from one hour to one day before statistics are available. If your administrator has made changes to a Student's first name, last name, or user name, these changes will not be reflected in the report until the following day.

The Student Tracking report displays statistics for all Student in the course. You can view statistics for an individual Student in a separate report by running a Student Tracking Report for an Individual Student.

WORKING WITH REPORTS

For Section Instructors

Running Reports

You can run the following types of reports:

- Summary of Activity
- Tool Usage
- Item Usage
- Entry Page or Tool
- Exit Page or Tool
- File Usage
- Student Tracking

1. From the *Tracking* screen, under *Select a Report Type*, locate and select the report type you want to run.
2. Under *Select a Date Range for the Report*, select a start and end date:
   a. Select a start date by doing one of the following:
      - Click the *Date Selection Calendar* icon and from the pop-up window that appears, locate and click the start date. The *Reports and Tracking* screen appears and the *Start date* drop-down lists display the date selected.
      - From the *Start date* drop-down lists, select a date.

   b. From the remaining *Start date* drop-down lists, select a starting time.
   c. Select an end date by doing one of the following:
      - Click the *Date Selection Calendar* icon and from the pop-up window that appears, locate and click the end date. The *Reports and Tracking* screen appears and the *End date* drop-down lists display the date selected.
      - From the *End date* drop-down lists, select a date.

   d. From the remaining *End date* drop-down lists, select an end time.
3. Click **Run Report**. The report appears in a new browser window with the statistics displayed.

   NOTE: Depending on the settings applied by your administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.

4. Depending on the report type, you can now graph or export the report, or to return to the *Tracking* screen, click **Close**.

Running Student Tracking Reports for Individual Students

If you want to view the course activity statistics for one Student, you can run an individual Student Tracking report. Then, from the Student Tracking report, you can specify to see the tracking details for a particular session or certain type of activity.

Tracking details let you view exactly which course items (for example: an assessment or discussion topic) the Student accessed while logged in to a course, as well as when they accessed the course item and how long they spent working with it.

When you generate tracking details for a particular session, you see information about a Student's activity with all tools during the session. Alternatively, when you generate tracking details for a particular type of activity, you see information about a Student's activity with one tool across multiple sessions.

1. From the *Tracking* screen, select and run the *Student Tracking* report. The *Student Tracking Report* screen appears.
2. In the report, under *Student*, locate the Student for whom you want to run an individual report and click the Student's name. The *Individual Student Tracking Report* screen appears with the Student 's statistics displayed. You can export the report to your computer.

   NOTE: Depending on the settings applied by your Server Administrator, activity statistics may not appear in the report immediately; it may take from one hour to one day before the statistics are available.

3. You can see more detailed statistics for a particular session, or for a certain type of activity, such as assignment submission or web link viewing, by doing one of the following:
   - To see detailed statistics for a particular session, under *Session*, click the number for the session you want to see. The *Tracking Details* screen appears.
   - To see detailed statistics for a certain type of activity, click the activity's **Total** value at the bottom of the column. (You will only be able to generate detailed statistics for some types of activities.) The *Tracking Details* screen appears.

   NOTE: The *Event Time* column in the *Tracking Details* screen displays the date and time the Student first accessed the course item. In addition, *Total Time* and *Time Spent* values in the *Student Tracking Report*, *Individual Student Tracking Report* and *Tracking Details* screens are a measurement of how long a course item was displayed, which may not be an accurate measurement of a Student's interaction with the course item.

Sorting Columns

In *Tracking*, if a column title in a report is underlined, you can sort items by that column. An arrow

appears next to the column title by which items are currently sorted. An arrow pointing up indicates items are sorted in ascending order (i.e., 1 to 10, A to Z); an arrow pointing down indicates items are sorted in descending order (i.e., 10 to 1, Z to A).

1. Within the report, click the title of the column by which you want to sort items. If the items were not previously sorted by that column, they are now sorted in ascending order. If the items were previously sorted by that column, they are now sorted in descending order.
2. If you want to reverse the sort order, click the column title again. The sort order is reversed.

Graphing Reports

From within most reports, you can generate a bar graph of report data. Bar graphs are a valuable way for Section Instructors, especially distance learning instructors, to quickly access a visual representation of participation in a course.

EXAMPLE: The graph for the *Tool Usage* report displays the time spent in each tool as a percentage of the total time spent in all sessions. This graph could help a Section Instructor quickly identify which tools are not being used as much as expected. After identifying this, the Section Instructor may want to modify the under utilized tools to be more engaging to Students.

From the following reports, you can view a bar graph of the report data:

- Tool Usage Report: the graph compares tool usage by displaying the time spent in each tool as a percentage of the total time spent in all sessions.
- Course Item Usage Report: the graph compares item usage by displaying the time spent in each item as a percentage of the total time spent viewing all items.
- Entry Page or Tool Report: the graph compares entry points by displaying the number of times each page was used as an entry point as a percentage of all pages used as entry points. Examples of entry points could be a *Mail* or *Assignment* icon on *My WebCT*, or a course-related calendar entry accessed via the *Calendar* tool from *My WebCT*. An entry point could also be a content folder on the *Course Content Home* screen from within a course.
- Exit Page or Tool Report: the graph compares exit points by displaying the number of times each page was used as an exit point as a percentage of all pages used as exit points.
- File Usage Report: the graph compares file usage by displaying the number of sessions in which each file was viewed, at least once, as a percentage of the total number of sessions in which a file was viewed.

1. From the *Tracking* tool, select and run the report that you want to graph.
2. From the *Tool Usage Report*, *Course Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, or *File Usage Report* screen, click **Graph**. The screen updates to display the graph.
3. To remove the graph, click **Hide Graph**. The screen updates and the graph is removed.

Exporting Reports

You can export reports to your computer in comma separated value (CSV) format.

NOTE: Depending on administrator settings, this feature may not be available to you.

1. From the *Tracking* screen, select and run the report that you want to export. The report appears in a new browser window.
2. From the *Summary of Activity Report*, *Tool Usage Report*, *Item Usage Report*, *Entry Page or Tool Report*, *Exit Page or Tool Report*, *File Usage Report*, *Student Tracking Report*, or *Individual Student Tracking Report* screen, click **Export**. Your browser's file download dialog box appears.
3. Make your selections to save the file to your local computer. The dialog box closed.
4. Click **OK**. The *Tracking* screen appears.

CHAPTER 38: WEB LINKS

IMPORTANT: Topics in this chapter apply to various roles. See specific topics for your role.

ABOUT WEB LINKS

For Designers

You can use the *Web Links* tool to compile a list of Internet addresses. These Internet addresses can then be added to folders and learning modules to reference web pages outside of your course. You can set the web page to open in a new browser window and you can also set release criteria for the link to the web page.

EXAMPLE: Use *Web Links* to create a link in a folder or learning module to an online essay that you want members of your course to read.

ABOUT WEB LINKS

For Section Instructors

NOTE: Depending on administrator settings, the *Web Links* tool may not appear or it may appear by default.

The *Web Links* tool allows you to view web sites that are outside of the course, but pertain to content in the course.

EXAMPLE: For an English Literature course, the designer for the course may have added a web link to a web site with an article written by one of the authors being studied in the course.

For each web link, you can edit the description the designer entered while creating the web link. You can also hide a web link to make it temporarily unavailable to Students, or show a web link to make it available to Students.

CREATING WEB LINKS

For Designers

1. From the *Web Links* screen, click **Create Web Link**. The *Create Web Link* screen appears.
2. Enter a title and description. The title appears as the link to the web link.
3. In the *URL* text box, enter the Internet address for the web link.

   NOTE: It is not necessary to enter `http://`

4. If you want the web page to *Open in a new browser window*, select the check box. If you do not select this option, the web page will open in WebCT's main browser frame.
5. Next to *Item Visibility*, select one of the following options:
   - If you want to make the item visible to users, ensure the option *Show Item* is selected.
   - If you want to temporarily hide the item from users, select *Hide Item*.
6. Save the web link by doing one of the following:
   - If you want to save the web link and create another, click **Save and Create Another**. The web link is added and the *Create Web Link* screen is cleared. Repeat steps 2 to 6.
   - If you want to save the web link and return to the *Web Links* screen, click **Save**. The web link is created.

EDITING THE DESCRIPTION OF WEB LINKS

For Section Instructors

NOTE: Depending on administrator settings, this feature may not be available.

From the **Teach** tab, you can edit the description of files, content folders, and content links in the *Course Content* tool. You can also edit the description of items in the *Learning Modules*, *Media Library*, and *Web Links* tools. The default description is the description provided when the item was created. The description can be a summary or other helpful information about the item, which helps users decide if

they want to view the item or not. In the *Course Content* tool, if the description is long, only part of it is displayed with a **more** link to the rest of the description. In other tools, if the description is long, Students will still see the entire description.

IMPORTANT: When you edit a description, the changes apply only to that occurrence of the item. If the item appears in different locations of the course and you want all occurrences of the item to have the same changes, you must edit the description in every location.

1. From the **Teach** tab, locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **Edit Description**. The *Edit Description* screen appears.
3. Edit the description and click **Save**. The description is changed.

EDITING WEB LINKS

For Designers

1. From the *Web Links* screen, click the title of the web link you want to edit. The *Edit Web Link Properties* screen appears.
2. Edit the web link as desired:
   a. In the *Title* text box, edit the title that appears as the link to the web link.
   b. In the *Description* text box, edit the description.
   c. In the *URL* text box, edit the Internet address for the web link.
   d. To change how the web page appears, select or clear the *Open in a new browser window* check box.
   e. Next to *Item Visibility*, select one of the following options:
      - If you want to make the item visible to users, ensure the option *Show Item* is selected.
      - If you want to temporarily hide the item from users, select *Hide Item*.
3. Click **Save**. The web link is edited.

LINKING WEB LINKS TO THE COURSE CONTENT AND LEARNING MODULES TOOLS

For Designers

If you have content items, such as assignments, assessments, chat rooms, or web links, you can create links to these items in the following locations:

- *Course Content Home* and other content folders in the *Course Content* tool
- learning modules in the *Learning Modules* tool

Users can access these items by clicking the links from these locations.

1. Locate the item that you want to create a link for and select its check box.
2. From the *Create Link on* drop-down list, select the location for the link and click the *Go* icon. A link to the item is created in the specified location.

MOVING WEB LINKS

For Designers

In general, items initially appear in the order that they were created. Numeric indicators in the *Order* column show the order that items were created. You can move items up or down and change their order. All users will see the items in the specified order.

1. Ensure that the list of items is sorted in ascending order (A to Z, or 1 to 9 in the *Order* column. An up-arrow indicates that items are currently sorted in ascending order. A down-arrow indicates that items are currently sorted in descending order. If not, click the column title *Order* until the list is sorted in ascending order.
2. Select the item that you want to move up or down.
3. Do one of the following:
   - To move the item up:
     a. Locate an item above the one that you already selected and click the *Click to view move options* icon. A menu appears.
     b. Click **Move Selected Above**. The selected item is moved up.
   - To move an item down:
     a. Locate an item below the one that you already selected and click the *Click to view move*

options icon. A menu appears.

b. Click **Move Selected Below**. The selected item is moved down.

Previewing Web Links

For Designers

Some tools have a preview feature that allows you to see an item as it will appear to Students.

1. Locate the item that you want to preview and click its *ActionLinks* icon. A menu appears.
2. Click **Preview**. The item is displayed in preview mode.

Setting or Modifying Release Criteria for Web Links

For Designers

You can selectively release items by setting release criteria for them. Setting release criteria for items allows you to control when and to whom the items are visible.

1. Next to the item for which you want to set or modify release criteria, click the *ActionLinks* icon. A menu appears.
2. Click **Set Release Criteria**. The *Set Release Criteria for* screen appears.
3. Set or modify the release criteria for the item.

Showing or Hiding Web Links

For Designers

You can make an item, such as a chat room, learning module, web link, media library collection, or file visible to Students by showing the item in your course. Alternatively, if you do not want an item to be visible yet, you can hide it temporarily.

NOTE: By default, when a quiz, self test, survey, or assignment is created, it is hidden from Students.

- Before you can show a quiz, self test, or survey and make it visible to Students, you must add at least one question to it.
- Before you can show an assignment and make it visible to Students, you must distribute the assignment to Students.

- To show an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Show Item**. The item is shown.
- To hide an item:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Hide Item**. The item is hidden.

NAVIGATING MULTIPLE PAGES

For Designers

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

- To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
- To go to the next page, click the *Next Page* icon.
- To return to the previous page, click the *Previous Page* icon.

- To set the number of items per page:
  1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
  2. In the *Number of records per page* text box, enter the number of items and click **OK**.

VIEWING LINKS TO WEB LINKS

For Designers

If there are links to an item, such as an assignment, quiz, chat room, or learning module, in other locations of a course, you can view a list of these locations.

1. Locate the item and click its *ActionLinks* icon. A menu appears.
2. Click **View Links to this Item**. A pop-up window appears, displaying a list of locations containing links to the item.

VIEWING WEB LINKS

For Section Instructors

From the *Web Links* screen, click the title of the web link you want to view. A web site appears.

NOTE: Depending on administrator settings, the web site may appear in a new browser window or it may appear within the WebCT frame.

DELETING WEB LINKS

For Designers

You can delete items using the **Delete** button or the *ActionLinks* icon. If a **Delete** button is available on the screen, you can use it to delete one item, several items, or all items at the same time. If a **Delete** button is not available, you can use the *ActionLinks* icon to delete one item at a time.

In the *Chat* tool, you can delete the default *Common Room* only if another room has been created.

WARNING: When you delete an assessment, such as a quiz, survey, or self test, Student submissions for that assessment are also deleted.

- Using the **Delete** button to delete one item or several items:
  1. Select the items and click **Delete**. A confirmation message appears.
  2. Click **OK**. The selected items are deleted.
- Using the **Delete** button to delete all items on the current page:
  1. Select the check box next to *Title*. All items on the current page are selected.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. All items on the current page are deleted.
  4. If there are items on additional pages and you want to delete them, repeat steps 1 through 3.
- Using the *ActionLinks* icon to delete one item at a time:
  1. Locate the item and click its *ActionLinks* icon. A menu appears.
  2. Click **Delete**. A confirmation message appears.
  3. Click **OK**. The item is deleted.

CHAPTER 39: WHO'S ONLINE

IMPORTANT: Topics for this chapter apply to all roles.

ABOUT WHO'S ONLINE

You can use the *Who's Online* tool to chat in real time with users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can access the *Who's Online* tool from *My WebCT*. If a link to the *Who's Online* tool appears under *Course Tools* on the course menu, you can also access it there.

The *Who's Online* tool is similar to the *Chat* tool except that you use the *Who's Online* tool to chat with users without first entering a course. You use the *Chat* tool to chat with users only while you are in a particular course.

SENDING CHAT INVITATIONS

You can send chat invitations to other users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can participate in a maximum of five chat sessions at the same time.

1. From *My WebCT*, under the *Who's Online* channel, click the name of the course where there are users you want to chat with. The *Who's Online* screen appears.
2. Select the user that you want to chat with and click **Send Chat Invitation**. The *Sending invitation to* pop-up window appears.
3. In the text box, type a short message.
4. Click **Send Invitation**. The invitation is sent and you receive notification if your invitation is accepted or declined.

ACCEPTING CHAT INVITATIONS

If you receive a chat invitation through the *Who's Online* tool, you can accept it and begin chatting with the other user. If you receive multiple chat invitations, you can accept a maximum of five invitations at the same time.

- If you receive a single chat invitation and want to accept it, do the following:

1. From the *Checking invitation from* pop-up window, type a reply.
2. Click **Accept**. Your reply is sent.
3. To continue chatting, type your next message in the lower text box and either press ENTER or click **Send**.

- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To accept an invitation, do the following:
  1. Double-click the name of the user whose invitation you want to accept. The *Checking invitation from* pop-up window appears.
  2. Type a reply and click **Accept**. Your reply is sent.
  3. To continue chatting, type your next message in the lower text box and either press ENTER or click **Send**.

DECLINING CHAT INVITATIONS

If you receive a chat invitation through the *Who's Online* tool but you do not want to chat with the user, you can decline the invitation.

- If you receive a single chat invitation and want to decline it, do the following:
  1. From the *Checking invitation from* pop-up window, type a reply.
  2. Click **Decline**. Your reply is sent.
- If you receive multiple chat invitations, a list of names appear in the *You have invitations from* box. To decline an invitation, do the following:
  1. Double-click the name of the user whose invitation you want to decline. The *Checking invitation from* pop-up window appears.
  2. Type a reply and click **Decline**. Your reply is sent.

ENDING A CHAT SESSION

You can end a single chat session or several chat sessions in the *Who's Online* tool.

1. From the *You are chatting with* pop-up window, locate the name of the user that you want to stop chatting with and click the *Close this channel* icon. A confirmation message appears.
2. Click **OK**. The chat session is ended.

Setting Your Online Status

In the *Who's Online* tool, you can view a list of users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can hide or display your own name on this list by setting your online status.

From the *Who's Online* screen, under *My Status*, do one of the following:

- If you want your name to appear on the list of online users and are available to chat, select *Visible/Available* and click **Update**. Your online status is set.
- If you want your name to appear on the list of online users but do not want users to send chat invitations to you, select *Visible/Unavailable* and click **Update**. Your online status is set.
- If you do not want your name to appear on the list of online users, select *Invisible* and click **Update**. Your online status is set.

Updating the List of Online Users

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and currently logged in to WebCT.

Note: If users are logged in and set their online status to *Visible*, their names appear on the list. If users are logged in but set their online status to *Invisible*, their names do not appear on the list.

You can see the following information about each user who is visible:

- name
- role
- availability to chat
- time that the user logged in to WebCT
- if the user is already participating in the maximum number of chat sessions (five)
- amount of time that a user is inactive in the *Who's Online* tool after logging in

  Note: The time is accurate within 10 minutes.

If you keep the screen open for some time, you can refresh the list so you see an updated version.

From the *Who's Online* screen, do one of the following:

- To refresh the list of online users, click **Refresh now**. The list of online users is updated.
- To set the list of online users to automatically refresh every minute, select *Auto-refresh*.

  NOTE: You must select this setting each time you log in.

SORTING THE LIST OF ONLINE USERS

The *Who's Online* tool displays a list of users who are enrolled in any of your courses and logged in to WebCT at the same time you are logged in. You can sort the list by name, role, availability, and login time in either ascending order (from A to Z, 0 to 9) or descending order (from Z to A, 9 to 0). By default, the list is sorted by *Name* in descending order.

NOTE: Next to the column title, the *Sorted* icon indicates whether the list is currently sorted in ascending or descending order.

Click a column title. The list is sorted.

NAVIGATING MULTIPLE PAGES

If there are enough items to appear on multiple pages, paging controls appear at the bottom of the screen and you can use them to navigate from one page to another. You have options to go to a specific page, go to the next page, or return to the previous page. If there are no items on the page or if there are not enough items to appear on multiple pages, you cannot use paging controls.

You can also the *Paging Preferences* icon to set the number of items to be displayed on each page. By default, ten items are displayed per page. You can set a maximum of 999 items per page.

- If there are enough items to appear on multiple pages, you can use the following options to navigate those pages:
  - To select a specific page: From the *Page* drop-down list, select the page and click the *Go* icon.

    NOTE: You may see the page number followed by the number of records in parentheses. For example, *1 (1-10)* means page 1 contains records 1 to 10.

  - To view all pages: From the *Page* drop-down list, select *All* and click the *Go* icon.
  - To go to the next page, click the *Next Page* icon.
  - To return to the previous page, click the *Previous Page* icon.
- To set the number of items per page:

1. Click the *Paging Preferences* icon. The *Edit Paging* pop-up window appears.
2. In the *Number of records per page* text box, enter the number of items and click **OK**.