

WebCT

.....WEBCT INTRODUCTION (BOOTCAMP) MANUAL

Overview

This workshop is intended to give you a brief overview of WebCT, and how you can begin to create entire courses or complement a classroom-based course.

WebCT is a program that resides on a server (computer that supplies files or services), allowing you and your students to access it via a web browser, such as Internet Explorer or Netscape. It also allows you to make changes to your course from any web-accessible location.

After this class you should be able post a syllabus, add a URL link, add a Content Module, participate in email, threaded discussions, add students, and upload important information about your course.

After completing this module you will be able to:

- ❖ Adjust Your Browser Settings
- ❖ Create a New WebCT Course
- ❖ Log into WebCT
- ❖ Understand WebCT Elements
- ❖ Manage Files
- ❖ Add a Syllabus
- ❖ Adding Students to Your Course
- ❖ View the Course as a Student
- ❖ Add Links to Your Homepage
- ❖ Add files to the Content Module
- ❖ Add a Course Banner
- ❖ Use WebDAV Drag and Drop Capabilities

Adjusting Your Browser Settings

Before you begin using WebCT you should check your recommended browser settings to make sure that they are compatible with the WebCT program.

Browser	Directions
<p>Netscape Navigator 4.7, 6.2.1, 6.2.2, 6.2.3 and 7.0 excluding 4.78 and 4.79</p>	<ol style="list-style-type: none"> 1. From the Edit menu, click Preferences. 2. In the <i>Category</i> section, click Advanced. 3. Ensure that <i>Enable Java</i>, and <i>Enable JavaScript</i> are selected. 4. Click OK.
<p>Internet Explorer 5.0, 5.5 and 6.0, excluding IE 4.0 and 5.5 Service Pack 1 (SP1)</p>	<ol style="list-style-type: none"> 1. From the Tools menu, click Internet Options. 2. Click the Advanced Tab. 3. Under <i>Microsoft VM</i>, ensure that <i>Java console enabled</i> and <i>Java logging enabled</i> are selected. 4. Click OK. <p>If you selected <i>Java console enabled</i>, restart your computer.</p>
<p>AOL 7.0 and 8.0 – If you use AOL for Web access, you will need the AOL version 7.0 and 8.0, and Internet Explorer 5.0 browser or higher. Do not use earlier versions of the AOL client with earlier versions of Internet Explorer, as you will have difficulty accessing many of the WebCT features</p> <p>Note: AOL 7.0 does not function with Chat/Whiteboard</p>	<ol style="list-style-type: none"> 1. From the Settings menu, click Preferences. The <i>Preferences</i> screen appears. 2. Click The Web. 3. Click Set up now. The <i>Internet Options</i> screen appears. 4. Click the Security tab. 5. For the Web content zone, select the Internet. 6. Click Custom Level. The Security Settings window appears. 7. Scroll down to <i>Microsoft VM</i>, and under <i>Java Permissions</i>, select <i>High Safety</i>. 8. Scroll down to <i>Scripting</i> and enable the following settings: <ul style="list-style-type: none"> • <i>Active scripting</i> • <i>Allow paste operations via script</i> • <i>Scripting of Java applets</i> 9. Click OK.

Note: In WebCT 4.0 you can check to make sure that your browser is compatible by logging into WebCT. On the myWebCT page click the Check Browser link at the top right-hand corner of the page. The browser check will determine if your browser version is compatible with WebCT.

Creating a New WebCT Course

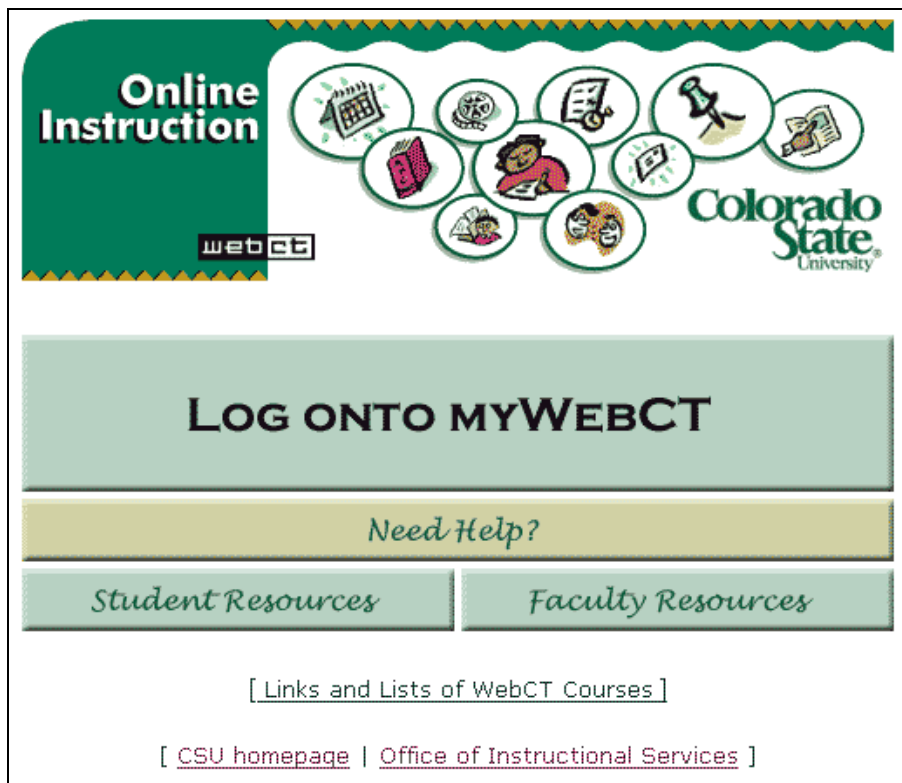
To create a new WebCT course, follow the steps below:

1. Before you can access your online course you will need to fill out and submit an online form.
2. Navigate to the **New Account Request Form** website http://www.colostate.edu/webct/New_Account.html.
3. Fill out the course information, and click the **Continue** button at the bottom of the page. Once the form is submitted the class will be available within twenty-four hours.

Logging into WebCT

Once you have submitted an online form and received an e-mail confirmation that your course has been created, you can log into that course from the CSU WebCT web site (<http://webct.colostate.edu>).

Note: Your User name and Password will be the same as your CSU eID (eIdentity is a unique identifier for each authorized user at Colorado State University.)



To log into the CSU WebCT web site, do the following:

1. Navigate to the <http://webct.colostate.edu/> page.

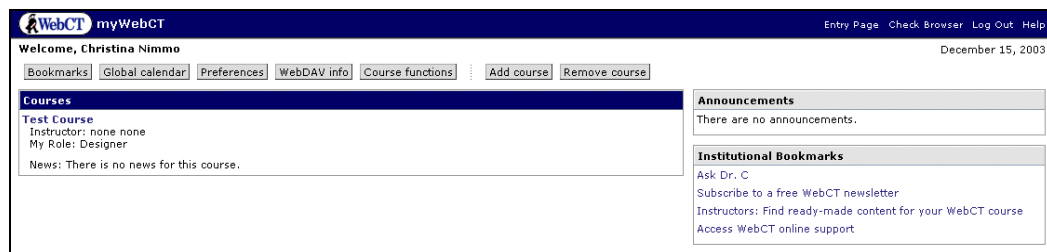
2. Click the **LOG ONTO MYWEBCT** button. The User Name and Password screen appears.
3. Enter in your eID User Name and Password. The myWebCT page appears.

Understanding WebCT Elements

Now that you have a good understanding on how to add courses and adjust the browser settings, you can access the main introductory page, or myWebCT page.

myWebCT

The myWebCT page contains a list of courses, important bookmarks, announcements, and helpful links. You can navigate to your courses through this page or go helpful links in the banner to manage your courses more efficiently.

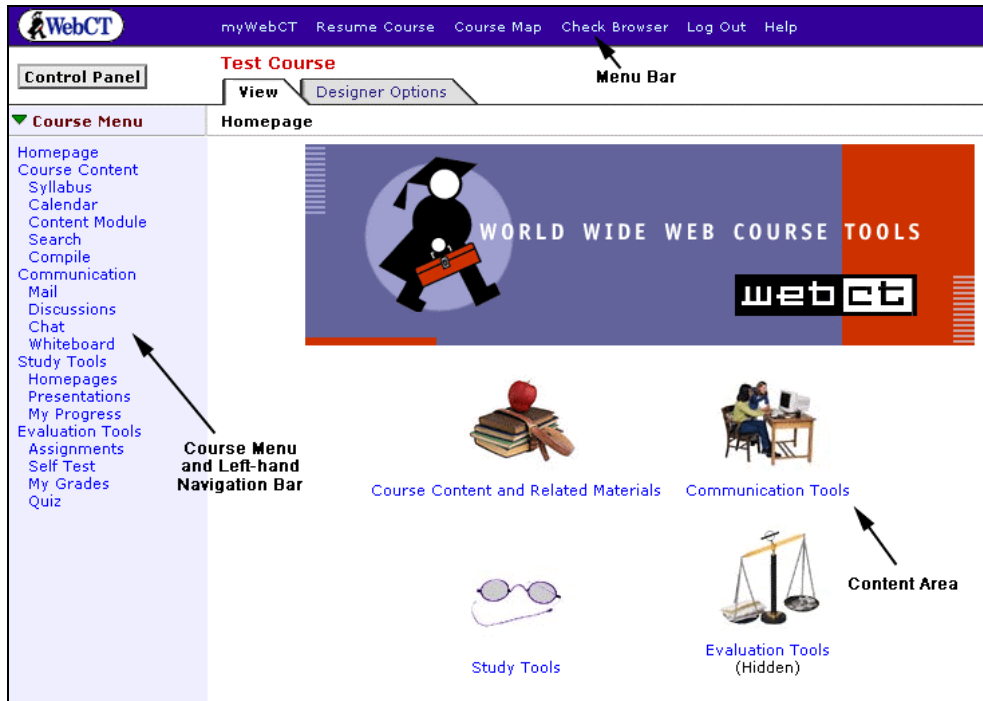


The myWebCT banner lists the following links:

- ❖ **Bookmarks**—Lists important links to information and notable web sites.
- ❖ **Global Calendar**—The global calendar provides you with centralized access to entries from your private *myWebCT* calendar, from the calendar for an individual course, and from the calendars for multiple courses.
- ❖ **Preferences**—Changes the Accessibility Preferences and allows you to switch to a high-contrast color scheme.
- ❖ **WebDAV info**—Drag and Drop information for WebCT files.
- ❖ **Course functions** – Allows you to create a backup of your WebCT course.

Homepage Screen Elements

All courses you have requested or are a designer are listed after you click the desired course link. Below is a description of the elements in the WebCT course; Menu Bar, Navigation Bar, Breadcrumbs, and Content Area.



The **Menu Bar** contains links to **myWebCT**, **Resume Course**, **Course Map**, **Check Browser**, **Logout**, and **Help**. It also shows your current location and indicates whether you're in *View* or *Designer Options*. Each of these items is described below:

- ❖ **MyWebCT**—Contains links to all the courses that you are teaching or taking, along with announcements, bookmarks, and a link to WebCT's e-Learning hub.
- ❖ **Resume Course**—Allows students to resume their place in the **Content Module** (course content).
- ❖ **Course Map**—Allows you and your students to see the course structure on one page. The course elements are links, enabling you to go directly to any place in the course.
- ❖ **Check Browser** – WebCT Campus Edition automatically checks whether your browser is validated for use with WebCT in the login screen, in *myWebCT*, and in course Homepages.
- ❖ **Logout**—Logs you out of WebCT.
- ❖ **Help**—Links you to context-sensitive online help.

The Navigation Bar on the left contains a Show/Hide Navigation toggle, a Control Panel, and a Course Menu section. Show/Hide Navigation toggle allows you to hide the Navigation Bar to expand the Content Area.

- ❖ **Control Panel**—Provides central access to course creation and management functions. It is visible only to designers.
- ❖ **Course Menu**—Provides access to course elements. It is visible to designers and students.
- ❖ **Content Area**—is where the actual course material is displayed.
- ❖ **View**—Allows you to see how the course will appear to a student. On some screens,

View only approximates what a student sees. To see the actual student view, log on to your course as a student. (See Viewing the Course as a Student)

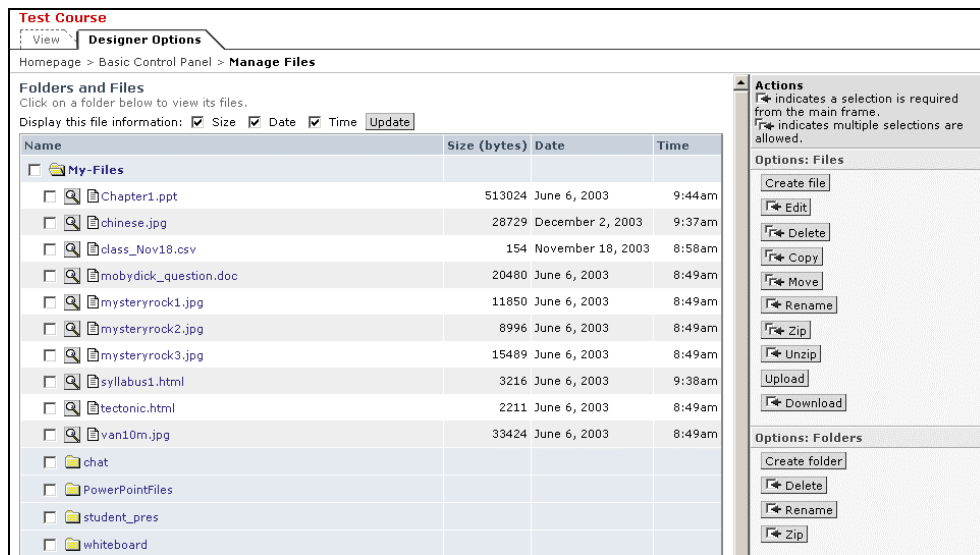
- ❖ **Designer Options**—Allows you to make modifications to tools, pages, or content.

Managing Files

The first step in adding information to your WebCT course is to add files to the *Manage Files* area which is the central storage area for all the files that make up your WebCT course.

To manage files in your course, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Select the **Manage Files** option under the Basic Control Panel. The Manage Files screen appears:



As a designer you have the option to upload, move, and delete files. In addition, you can create new folders in WebCT to manage and move files.

Uploading Files

A WebCT course consists of HTML, text, and graphic files which are used by the various tools within WebCT. With that in mind, you can upload Microsoft Word, HTML, TXT, PDF, Power Point, or other file types that WebCT supports.

To upload files, do the following:

1. Under Actions, select **Upload**. The Upload File screen appears:

2. Click the **Browse** button to navigate to your local drive (your computer's drive) and select the file you would like to upload.
3. Select the **Destination folder**.
4. Click **Upload**.

Downloading Files

If you would like to download files to save information to your local drive you can accomplish this by clicking the Download button on the right-hand menu.

To download files, do the following:

1. Select the file you want to download by check-marking the box next to the file.
2. Click **Download**. The Download File screen appears:

3. Save the file to your local or network drive.

Note: You also have the option to edit HTML and TXT files, delete, copy, move and rename files in the Manage Files area. You can also upload a .zip file and unzip the file in the Manage Files area if you want to upload multiple files.

Managing Folders

You have the option to create folders. It is recommended that you do this in order to organize the files.

To add folders, do the following:

1. Under **Actions > Options:Folders** select the **Create folder** button. The Create Folder screen appears:

2. Type a name for the folder.
3. Click the **Create** button.

Adding a Syllabus

Adding a syllabus to your course allows you to create a customized course outline. You can attach a file to the Syllabus tool or you can add custom sections which can be saved in TXT, or HTML file formats.

Adding a Custom Syllabus

As mentioned previously, you can upload a custom syllabus in many formats. To complete this task, follow the steps below:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. Under Control Panel navigation links Select **Manage Files**.
3. Under Actions, select **Upload**. The Upload File screen appears:
4. Click the **Browse** button to navigate to your local drive (your computer's drive) and select the file you would like to upload.
5. Select the folder you would like to copy the file too.
6. Click **Upload**.

Adding a File to the Syllabus Tool

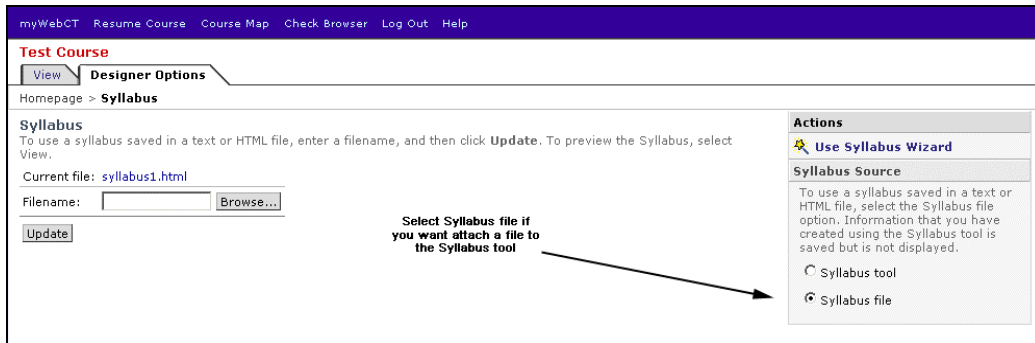
You can add different file types to the WebCT Syllabus tool; Word, PDF, and HTML are some of the most common.

To add a file to the Syllabus, follow the steps below:

1. Navigate to your course.
2. Select the **Syllabus** link in the left navigation bar or on the homepage.

Note: If you have not added the Syllabus tool to your WebCT course or do not see it

listed navigate to the Add Page or Tool option and follow the directions to add the Syllabus tool to your course.



3. Under **Actions**, select **Syllabus file**.
4. Click **Browse**. The Manage Files area appears.
5. Select the file you wish to attach to the Syllabus.
6. Click **Add Selected**. The File will be displayed in the Filename box



7. Click **Update**.
8. Select the **View** tab. The Syllabus file will be displayed in the WebCT Syllabus tool.

Adding a Predefined Section

To add a predefined section to your syllabus complete the following steps:

1. Under **Actions**, select **Syllabus tool**. The Syllabus tool options will appear:

Test Course

View **Designer Options**

Homepage > Syllabus

Syllabus
To preview the Syllabus, select View. To change the status of a section, select or deselect Active, and then click Update.

Section Title	Active
<input type="radio"/> Instructor Information	<input type="checkbox"/>
<input type="radio"/> Course Information	<input type="checkbox"/>
<input type="radio"/> Course Goals	<input type="checkbox"/>
<input type="radio"/> Lesson	<input type="checkbox"/>
<input type="radio"/> Instructor Information	<input type="checkbox"/>
<input type="radio"/> Course Requirements	<input type="checkbox"/>

Update

Actions
* indicates a selection is required from the main frame.

Use Syllabus Wizard

Syllabus Source
To use a syllabus saved in a text or HTML file, select the Syllabus file option. Information that you have created using the Syllabus tool is saved but is not displayed.

Syllabus tool
 Syllabus file

Options: Syllabus Tool

Lesson Add

Edit
Delete
Delete all

Organize: Syllabus Tool

Move item up by: Go
Move item down by: Go

- Click the Section you wish to make Active and select **Options: Syllabus Tool > Edit**. The Section you choose to add/edit appears.

Test Course

View **Designer Options**

Homepage > Syllabus > **Edit Section Content**

Edit Instructor Information Section
Empty fields will not be displayed to students.

*Section title:

Name:

Email:

Office location:

Office hours:

Phone:

Biography:

Teaching assistant:

Teaching assistant:

Teaching assistant:

Format: Plain text HTML

Update Cancel

*Required fields.

- Fill out the appropriate information, and click **Update**.
- Click which sections you want to be Active by placing a check mark in the same row as the section and click the **Update** button. The sections that are marked as Active

will be displayed in the Syllabus tool

Note: Notice that you can enter information in either Plain Text or HTML. If you select HTML you don't have to include HTML tags when you select HTML. If no tags are entered, text will have a style sheet applied, which sets the font type and size.

Adding Students to Your Course

You can use the Manage Students tool in WebCT to add, view and delete students from your course.

Adding One Student To Your Course

You have the option to add a student to your course who is not registered for that particular course. This could be a student who is taking an incomplete or an assistant who is going to view the course as a student.

To add one student to the course, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. Under Manage Students click **Add or Import Students**.
4. Under Import From Global Database choose the **Add one student at a time to course: Enter the student's WebCT ID and click Add**.

Test Course

View Designer Options

Homepage > ... > Add Students > Manage Students > Add Students > Manage Students > **Add Students**

Add Students

Import From Global Database

Add one student at a time to your course:

Enter the student's WebCT ID and click **Add**.

Student's WebCT ID: **Add**

5. Enter the student's WebCT ID or eIdentity.
6. Click the **Add** button. The student's record is added.

Adding Multiple Students to Your Course

You do not have to add your students to the course one at a time. You have the option add your entire roster at once.

To add multiple students, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.

- Under Manage Students click **Add or Import Students**.
- Under Import From Global Database choose **Add multiple students from a registered course: Enter the registered course name and click Select**.

Test Course	
View	Designer Options
Homepage > Basic Control Panel > Manage Course > Manage Students > Add Students	
Add Students	
Import From Global Database	
Add one student at a time to your course:	
Enter the student's WebCT ID and click Add .	
Student's WebCT ID:	<input type="text"/> <input type="button" value="Add"/>
Add multiple students from a registered course:	
Enter the registered course name and click Select .	
Registered course name:	<input type="text"/> <input type="button" value="Select"/>

- Enter the six-digit course section ID of your course (you can find this number in the CSU Course Catalog).
- Click the **Select** button. The student's records will be displayed. Click the **Select** button again to upload them into the Manage Student gradebook.

Synchronizing Your WebCT Course

During the first couple months of school, students will be adding and dropping courses. Keeping this in mind, your class roster will probably change.

To update you course, do the following:

- Click **Control Panel** button in the top left-hand area of the WebCT page.
- On the Basic Control Panel screen click **Manage Course**.
- Under Manage Students click **Add or Import Students**.
- Under Import From Global Database select **Update your existing student list: Enter the registered course name and click Synchronize**.

Test Course

View **Designer Options**

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

Add Students

Import From Global Database

Add one student at a time to your course:
Enter the student's WebCT ID and click **Add**.

Student's WebCT ID: **Add**

Add multiple students from a registered course:
Enter the registered course name and click **Select**.

Registered course name: **Select**

Update your existing student list:
Enter the registered course name and click **Synchronize**.

Registered course name: **Synchronize**

5. Enter the six-digit course section ID of your course.
6. Click the **Synchronize** button. The update records screen appears:

Synchronize with Global Database

Synchronize **Cancel**

Add Records

<input checked="" type="checkbox"/>	WebCT ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_17	Lauren	Bacall

Delete Records

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	dgoodman	Darrin	Goodman

Update Records

<input checked="" type="checkbox"/>	User ID	First Name	Last Name
<input checked="" type="checkbox"/>	student_14	Samantha (Samantha)	York (York)
<input checked="" type="checkbox"/>	student_15	Gloria P. (Gloria P.)	D'Angelo (D'Angelo)
<input checked="" type="checkbox"/>	student_16	Barbara A. (Barbara A.)	McMurphy (McMurphy)
<input checked="" type="checkbox"/>	student_18	Jack B. (Jack B.)	Steinbrenner (Steinbrenner)
<input checked="" type="checkbox"/>	student_19	Nelson (Nelson)	Begay (Begay)
<input checked="" type="checkbox"/>	student_20	Christopher (Christopher)	Yazzie (Yazzie)
<input checked="" type="checkbox"/>	student_21	Martin (Martin)	Velasquez (Velasquez)
<input checked="" type="checkbox"/>	student_22	Jean Michel (Jean Michel)	Bordeaux (Bordeaux)

De-select the users name if you do not wish to delete, add or update the records. Then, click the Synchronize option

If you already have students in your course, WebCT will present three preview tables. If you have students in your course that do not match the six-digit number, a Delete Records table will appear in addition to the Add and Update Records. If you choose not to delete students from the course, click the **Select none** option at the top of the Delete Records table. You can also do the same for the Add and Update tables.

Important: *It is up to the instructor to preview the information and determine how to update the WebCT grade book by choosing the Select All or Select none option.*

7. Click **Synchronize** when you are satisfied with the preview.

Viewing the Course as Student

WebCT allows you the designer to view the course as a student. When you are given designer access to WebCT the program automatically creates a student login by adding a “_s” to your eID. This is important to remember when setting up your course.

To setup the student view, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Manage Course**.
3. Under Manage Students click **Add or Import Students**.
4. Under Import From Global Database choose the **Add one student at a time to course: Enter the student's WebCT ID and click Add**.
5. Enter your student eID. (If your eID is cnimmo then your student eID will be cnimmo_s). Your password will stay the same.

Test Course
View Designer Options

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

Add Students

Import From Global Database

Add one student at a time to your course:
Enter the student's WebCT ID and click **Add**.

Student's WebCT ID: **Add your student eID to the course to view it as a student**

Add multiple students from a registered course:
Enter the registered course name and click **Select**.

Registered course name:

Update your existing student list:
Enter the registered course name and click **Synchronize**.

Registered course name:

Import From File
Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.

Filename:

Separator:

6. Click **Add**. Your student ID will be added to the course. You can now open a new browser window and log into WebCT with your student eID and password.

Adding Links to your Homepage

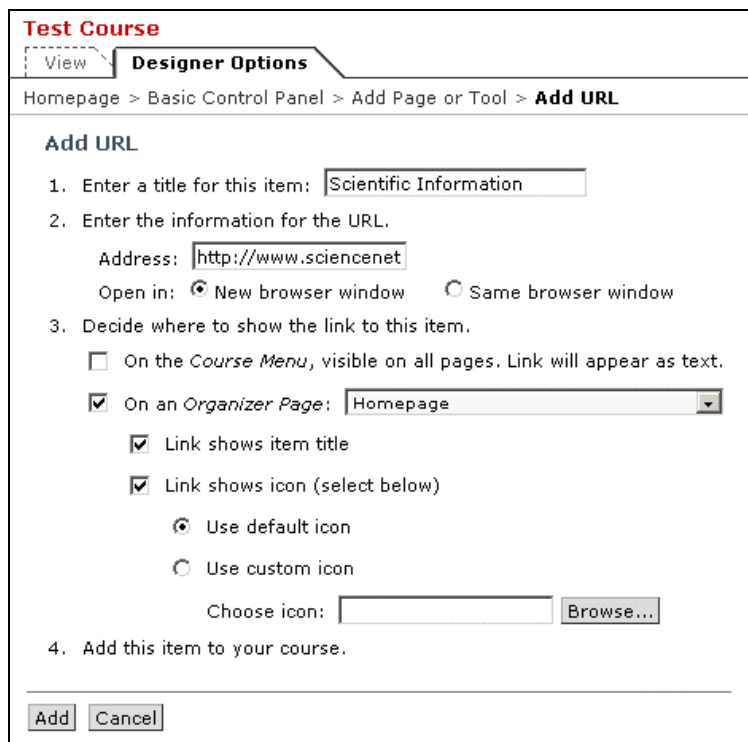
You may want to add links to certain information that you have uploaded into your course. The two most common ways is to add a new link to your Homepage/Organizer page or to the Content Module tool. Follow the steps below to add links to your Homepage or Content Module.

Adding a URL Link to you Homepage/Organizer Page

Within your course you may want to add links to outside material. For example, a biology instructor may want to add links to scientific information that he/she thinks might be helpful for the student's research material.

To add links to an Organizer or Homepage, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Add Page or Tool**.
3. Under Pages click the **URL** link. The Add URL page will appear:



The screenshot shows a web browser window titled "Test Course". The address bar shows "Homepage > Basic Control Panel > Add Page or Tool > Add URL". The page content is titled "Add URL" and contains the following steps and options:

1. Enter a title for this item:
2. Enter the information for the URL.
Address:
Open in: New browser window Same browser window
3. Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text.
 On an *Organizer Page*:
- Link shows item title
- Link shows icon (select below)
 - Use default icon
 - Use custom icon
- Choose icon:

4. Add this item to your course.

At the bottom of the form are two buttons: "Add" and "Cancel".

4. Enter a title for the page.
5. Enter the information for the URL.
6. Choose to open this page in a new browser window or the same frame.
7. You can decide where to display this link either on the Navigation Bar or the

Organizer Page.

8. Choose a default icon or **Browse** to add a custom icon.
9. Click the **Add** button.

Adding a Link to an Uploaded File

You may want to add links to information that you have uploaded into your Manage Files area. For example, you might want to link to an important article that is in PDF (Portable Document Format) so that you students can view the information.

To add links to an Organizer or Homepage, do the following:

1. Click **Control Panel** button in the top left-hand area of the WebCT page.
2. On the Basic Control Panel screen click **Add Page or Tool**.
3. Under Pages click the Single Page link. The Add Single Page will appear:

Add Single Page

1. Enter a title for this item:
2. Enter the information for the Single Page.
Page filename:
Open in: New browser window Same browser window
 Show navigation buttons
3. Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text.
 On an *Organizer Page*:
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
Choose icon:
4. Add this item to your course.

4. Enter a title for the page.
5. Click the **Browse** button to navigate to the Manage Files area.
6. Select the file you want to link to the Homepage/Organizer page.
7. Click the **Add Selected** button. The file should be displayed in the Page filename: box.
8. Choose to open this page in a new browser window or the same frame.

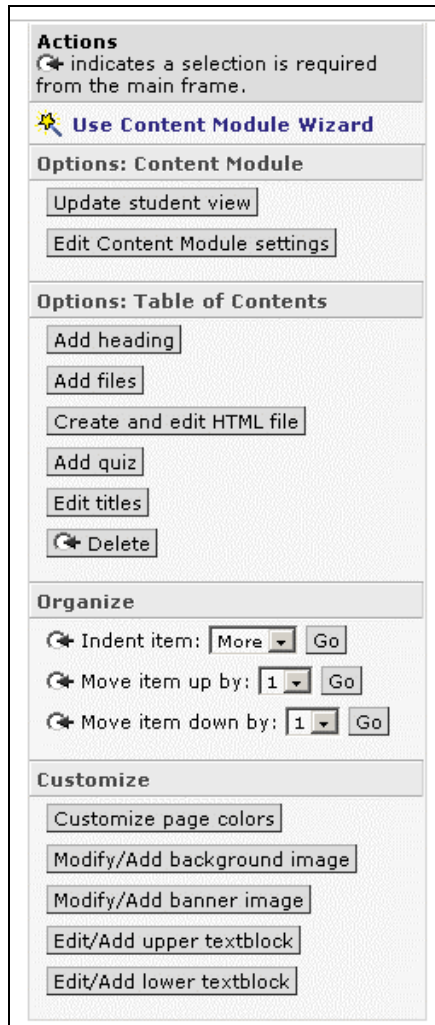
9. You can decide where to display this link either on the Navigation Bar or the Organizer Page.
10. Choose a default icon or **Browse** to add a custom icon.
11. Click the **Add** button.

Adding a Link to the Content Module

The Content Module in WebCT is a functional tool. You have the option too add various types of files to the Content Module in a Table of Contents format. This can be very useful if you need to upload multiple files for you students to access. If you have not added the Content Module tool to your course, navigate to the **Add Page or Tool** link on the left navigation bar and click **Course Content Tools > Content Module**.

To add files to the Content Module, follow the steps below:

1. Click the **Content Module** icon.
2. Select the Designer Option tab at the top of the WebCT screen. The Designer Options are displayed on the right side of the screen.



As mentioned previously, the Content Module is organized to display files in a Table of Content format. With this in mind, you have the option to add a heading, indent information and generally organize files in this format.

Adding a Heading

To add a heading to your list of information, follow the steps below:

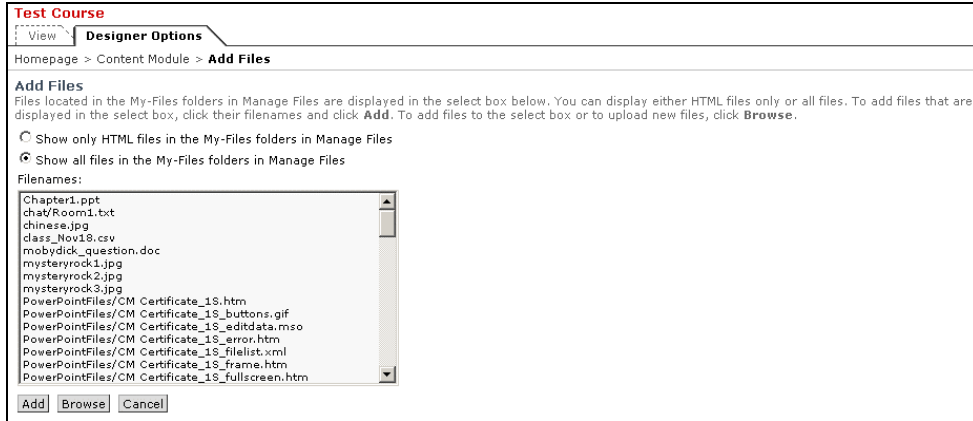
1. Click the Add heading radio button. The Add heading screen appears:

The "Add Heading" dialog box features a title bar with the text "Add Heading". Below the title bar is a text input field labeled "Title". At the bottom of the dialog are two buttons: "Add" and "Cancel".

2. Enter a title.
3. Click **Add**.

Adding a File

1. To add a file to the Content Module, follow the steps below:
2. Click the **Add files** radio button. The add files screen appears:

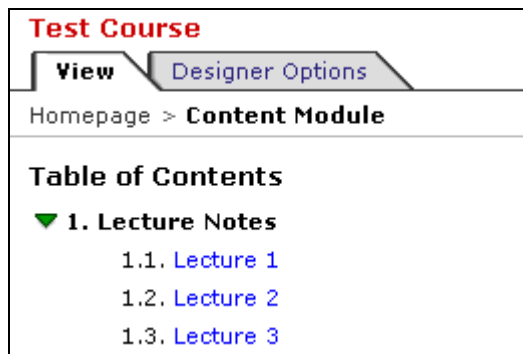


You have the option to select the **Show only HTML files in the My-Files folder in Manage Files**. By selecting this option, only HTML files will be displayed in the Filenames box. If you choose to select the **Show all files in the My-Files folders in Manage Files** a list of files in the Manage Files are will be displayed.

*Not all files in the Manage Files area will be displayed in the Filename box, especially files contained in folders. It will be important to click the **Browse** button to navigate to the Manage Files to select the particular file you would like to add to the Content Module especially, if you do not see them displayed in the Filename box.*

Note: You have the option to upload multiple files into the Content Module.

3. Click the **Browse** button if you do not see the file you wish to choose to add to the Content Module.
4. Select the file from the Manage Files area.
5. Click **Add Selected**. The file will be displayed in the Filename box.
6. Highlight the file in the Filename box.
7. Click **Add**. The file is added to the Content Module.



Creating and Adding an HTML File

To create and add an HTML file to the Content Module, follow the steps below:

1. Select **Create and edit HTML file**. The Create and add HTML screen appears:

The screenshot shows a web interface for creating and editing an HTML file. At the top, there's a 'Test Course' header with a 'View' button and a 'Designer Options' tab. Below this is a breadcrumb trail: 'Homepage > Content Module > Create and Edit HTML File'. The main heading is 'Create and Edit HTML File', followed by the instruction: 'Add content and add HTML manually in the *File content* text box, or click **HTML editor**.' There are two input fields: '*Filename:' with the value 'scientific.html' and 'Folder:' with a dropdown menu set to 'My-Files'. A large text area labeled 'File content:' contains the following HTML code:

```
<html>
<head>
<title>Put your title here</title>
</head>
<body>
Put your content here.
</body>
</html>
```

 Below the text area is a tip: 'Tip: You can change the size of the text box by selecting a new width and height and clicking **Resize**.' There are dropdown menus for 'Width:' (set to 65) and 'Height:' (set to 10), and a 'Resize' button. At the bottom of the form, there are three buttons: 'HTML editor', 'Equation: Create equation', and 'Equation editor'. At the very bottom, there are 'Add' and 'Cancel' buttons, and a note: '*Required field.'

2. Enter a Filename.
3. Select the Destination folder to save the HTML file.
4. Place your HTML content into the File Content box.

Note: You have the option of using the HTML editor which provides word-processor-like features that display text and graphics and will help you format your HTML content.

5. Click **Add**. The file is displayed in the Content Module.

Editing Titles

You have the option to rename the title of the file you added to the Content Module.

To edit titles follow the steps below:

1. Click the radio button next to the file you want to change and select the **Edit titles** options from the Edit Table of Contents menu. The Edit Content Page Titles appears:

Test Course

View **Designer Options**

Homepage > Course Content > Content Module > **Edit Content Page Titles**

Edit Content Page Titles

▼ 1. Lecture Notes

1.1. Lecture 1 (File: Chapter1.ppt)

1.2. Lecture 2 (File: chat/Room1.txt)

1.3. Lecture 3 (File: chinese.jpg)

Update Cancel

2. Edit the title and click the **Update** button.

Indenting Files

To indent files, follow the steps below:

1. Click the radio button next to the file you would like to indent.
2. Select Indent item option from the Organize option and click **Go**. You also have the option to indent the item less or more if you choose.

Organize

Indent item: More Go

Move item up by: 1 Go

Move item down by: 1 Go

Customize

You also have the option to the move files up and down the Table of Content list. This process can be done by selecting the radio button next to the Move item up and down option.

Adding a Course Banner

In your course you might want to create a banner that would give some information about the course and would be a visual notification to the student that he/she is on the homepage.

To add a banner to your course, do the following:

1. Navigate to the Homepage of your course.
2. Select the **Designer View** tab.
3. On the right-hand side of the page are the Designer Options.
4. Under Customize, select **Modify/Add banner image**.
5. Click **Go**. The Modify/Add Banner Image for Page appears:



The screenshot shows a web interface for editing a course banner. At the top, it says "Test Course" and "Designer Options". Below that, the breadcrumb path is "Homepage > Modify/Add Background Image > Modify/Add Banner Image". The main heading is "Modify/Add Banner Image for Page".

Under "Current banner:", there is a preview of a banner with a blue background, a red vertical bar on the right, and a graphic of a person with a graduation cap and a briefcase. The text "WORLD WIDE WEB COURSE TOOLS" and the "webct" logo are visible.

The "Banner options:" section has four radio buttons: "Use file:" (selected), "Use text:", "Use default text: Test Course", and "None". The "Use file:" option has a text box containing "/wct_files/banners/wct" and a "Browse..." button. An arrow points to the "Browse..." button with the text "Add a graphic to the banner".

The "Banner alignment:" section has two radio buttons: "Left" and "Center" (selected). An arrow points to the "Center" option with the text "Choose the alignment of your banner".

At the bottom, there are "Update" and "Cancel" buttons.

6. To select a graphic for the banner select the **Browse** button and navigate to the Manage Files area.
7. Select your banner graphic (remember you will need to upload the graphic before you can choose it in the Manage File area).
8. Enter text in the Text box if you wish to add a title to the banner.
9. Select the banner alignment.
10. Click the **Update** button.

Using WebDAV Drag and Drop Capabilities

WebCT 4.0 supports a new drag and drop file transfer tool called Web-based Distributed Authoring and Versioning or WebDAV.

WebDAV is easy to use and includes the following capabilities:

- ❖ Compatible with Macintosh and PC
- ❖ Has a quick and easy setup
- ❖ Users have the ability to drag-and-drop folders and files to their WebCT course from their computer's file manager

The setup for WebDAV involves using Web Folders in Windows 98, My Network Places in Windows 2000/ME/XP, or the free Goliath WebDAV client for Macintosh computers <http://www.webdav.org/goliath/>.

A folder must be created for each course the designer will want to access. If you have three different WebCT courses, you will need to set up three separate Web Folders in your computers manage files area so that you can access the files separately in each course.

System Requirements

WebDAV is compatible with the following browsers:

- ❖ IE 5 or above

Note: WebDAV does not support Netscape.

WebDAV is compatible with the following Operating Systems:

- ❖ Windows 95/98/NT/2000/ME/XP
- ❖ MacOS 8.1 or higher (users need to install additional software to use WebDAV. Goliath is available from <http://www.webdav.org/goliath/>).

Known Problems with WebDAV

If you choose to setup the WebDAV program on a Windows 2000 or XP operating system you may experience a recursive folder problem and may be asked to login to the server every time you select a subfolder. This will be evident when you try to select a single folder and there are endless subfolders displayed under the main folder. To remedy this problem, you will need to delete the My Network Places connection you created and create it again. To fix this problem, create the link again and remove the (:443) port number from the URL that references the server. If the request for a login appears when selecting a subfolder, select cancel. You do not have to enter a login at this screen.

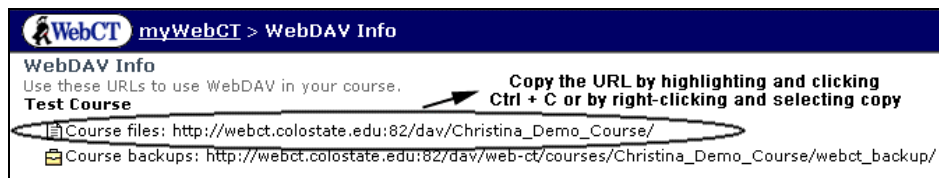
Setting Up WebDAV on a PC

Windows 2000/ME/XP allows you to setup a new Network Place that is used by WebDAV to connect to the WebCT server.

Note: Each WebCT course must have a different link to the Manage Files area.

To setup WebDAV on a Windows 2000/ME/XP operating system do the following:

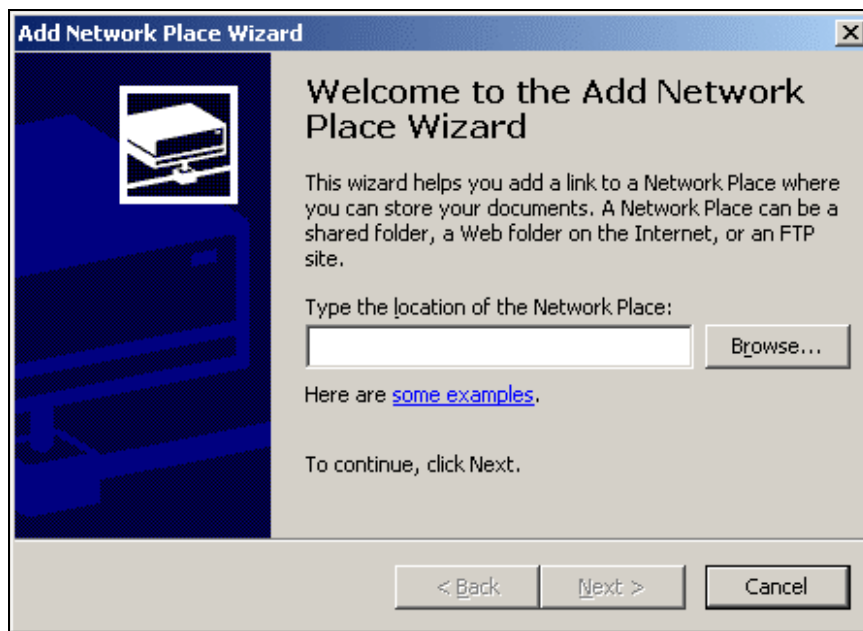
1. Navigate to your WebCT course.
2. Select the **WebDAV Info** link from the top of your myWebCT page. The WebDAV information appears:



3. Copy the WebDAV URL course files link.
4. Navigate to your desktop or Windows Explorer.
5. Click on the **My Network Places** icon.

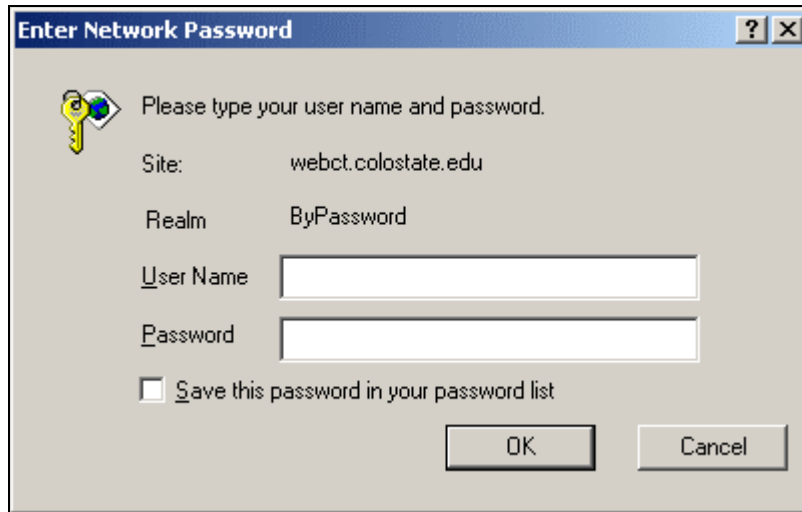


6. Select the **Add Network Places** icon.



7. In the **Type the location of the Network Places** box, paste the WebDAV URL.

8. Click the **Next** button.
9. You will be asked to login with your **eIdentity** and **ePassword**.



Enter Network Password

Please type your user name and password.

Site: webct.colostate.edu

Realm: ByPassword

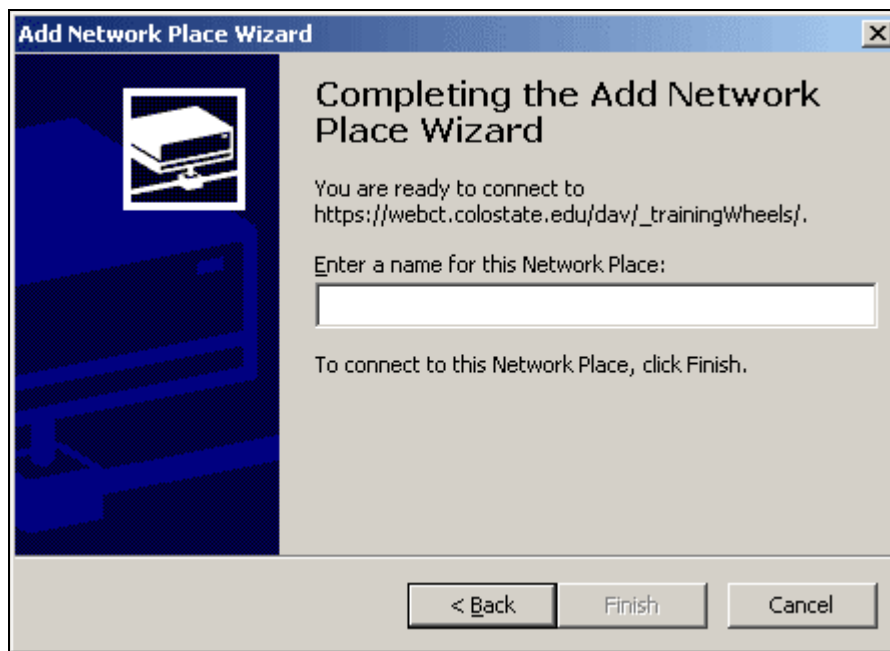
User Name:

Password:

Save this password in your password list

OK Cancel

10. Click **OK**. The Completing the Add Network Place Wizard box will appear.
11. Enter a name for your new Network Place.



Add Network Place Wizard

Completing the Add Network Place Wizard

You are ready to connect to
https://webct.colostate.edu/dav/_trainingWheels/.

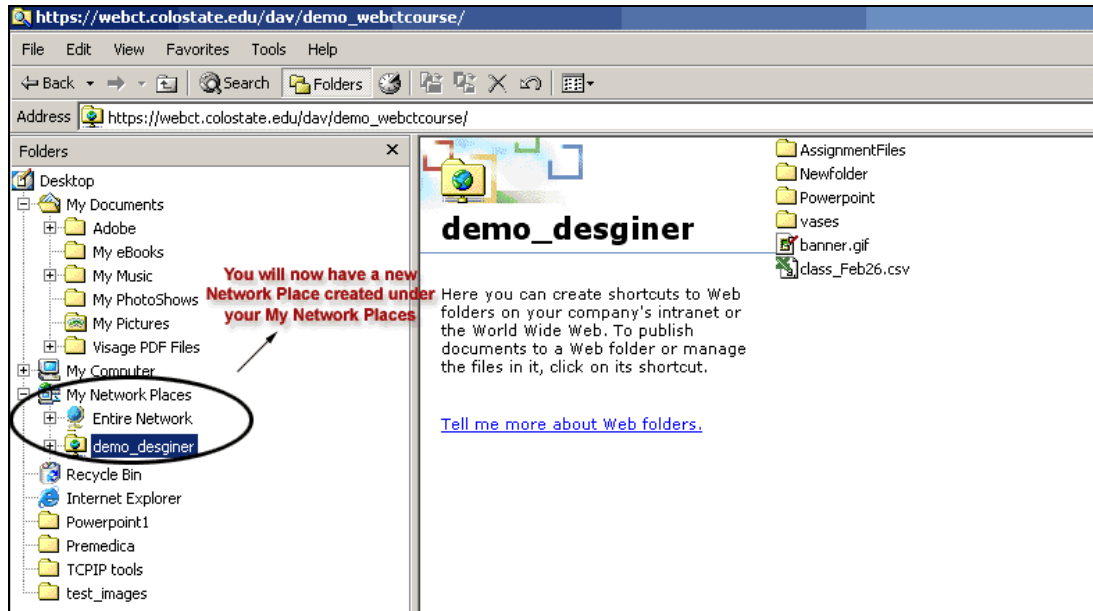
Enter a name for this Network Place:

To connect to this Network Place, click Finish.

< Back Finish Cancel

12. Click **Finish**.

Navigate to your computer's manage files area. You will now have a new Network Place displayed under your My Network Places. You will be asked to login when you access your course files from this link.



Setting Up WebDAV for Windows 98

Users of Windows 98 will have the same setup procedures as Windows 2000 except the Network Places will be titled Web Folders in 98.

Setting Up WebDAV for Macintosh Systems

To implement WebDAV on a Macintosh system you will install a program from WebDAV called Goliath. There are two versions of this program:

- ❖ Classic MacOS (The Classic MacOS application requires PowerPC based on Macintosh running MacOS 8.1 or higher). Information on this program can be found at: http://www.webdav.org/goliath/installs/Goliath_1_0_Installer.hqx.
- ❖ Disk Copy archive for Mac OS X (This system requires MacOS X version 10.0.4 or greater) Information on this program can be found at: http://www.webdav.org/goliath/installs/Goliath1_0.dmg.gz.

Note: A detailed help package for Goliath can be found at <http://www.webdav.org/goliath/help0.9>.

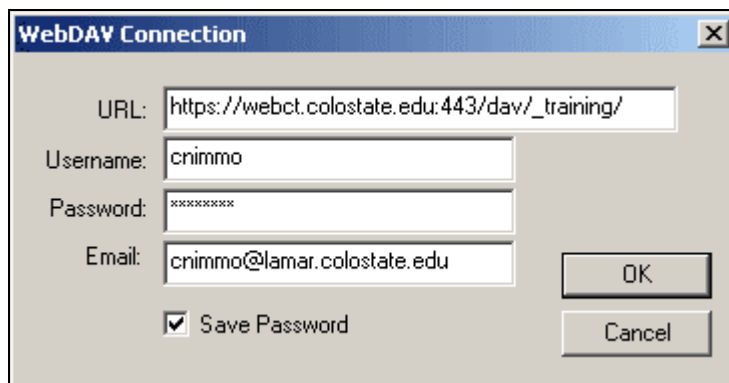
Important: Once the Network Place or Webfolders have been set up on your computer, you can use WebDAV with any Microsoft Office programs. **Be aware, that if you are using the WebDAV program to modify files you are modifying files on the server and do not have a backup on your computer.**

Using WebDAV with Macromedia Dreamweaver

You can also use Dreamweaver to connect to WebDAV (Web-based Distributed Authoring and Versioning) protocol if you have a system that supports that protocol. Two examples of WebDAV servers currently available are Microsoft Internet Information Server (IIS) and Apache Web Server.

To connect to WebDAV within Dreamweaver, do the following:

1. Open Macromedia Dreamweaver.
2. Click **Site > Define Sites**.
3. In the Site Definition dialog box, select **Edit**.
4. In the Category box, select **Remote Info**.
5. In the Access pop-up menu, choose **WebDAV**.
6. Click **Settings**. The WebDAV Connection dialog box appears.



7. In the URL field, enter the complete URL to the directory listed in the WebDAV Info page. This URL includes the protocol, port and course server name.
8. Enter your **eIdentity** and **ePassword** in the Username and Password fields. This information is for server authentication and not related to Dreamweaver.

Note: If you do not remember your eIdentity and ePassword contact ACNS at 491-7653.

9. In the Email field, enter your e-mail address. This is required and is used to identify ownership on the WebDAV server and appears in the Site window for contact purposes.
10. Select the **Save Password** to store your password once you have exited Dreamweaver. When you start a new session the password will be saved.
11. Click **OK**.
12. Choose **Site > Connect** or click the Connect button on the site window tool bar to connect to the remote site. To disconnect, choose **Site > Disconnect** or select the **Disconnect** button.

Once you are connected to WebDAV in Dreamweaver you can use the file sharing features to transfer and modify files in Dreamweaver and your WebCT course. You can change you connection information by following the steps above and entering new information into the WebDAV connection dialog box.

Information

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