

# .....COMMUNICATION TOOLS MANUAL

## Overview

*"The perfect computer has been developed. You just feed in your problems and they never come out again."* - Al Goodman.

This workshop is intended to give you a brief overview of the Communication Tools in WebCT and how you can use them to complement a classroom-based course.

After completing this module you will be able to:

- ❖ Understanding Quick Tips and Hints for using Communication Tools in WebCT.
- ❖ Use the Discussions Tool to share information with your class.
- ❖ Send Mail to individuals or groups and share documents.
- ❖ Use Chat to set up the general chat rooms and archive past chat discussions.
- ❖ Use the Whiteboard to create collaborative work.

## Quick Tips and Hints for Using Communication Tools in WebCT

Below are tips and suggestions on how to engage students using the Communication Tools in WebCT.

### Facilitating Student Interaction

Below are suggestions on how to engage students in class.

- a. Make the activity a required part of the course - specify this on your course syllabus, and designate a percentage of the grade for online participation.
- b. Require that half of the activity must be between students rather than only with the group instructor. Set a realistic number of interactions for both categories (say 20 each per quarter for a total of 40).
- c. Carefully focus the discussion arena by specifying expectations from the beginning. This should be stated within the syllabus.
- d. Be an active facilitator. You're the instructor and this is part of the class. Show the students how important it is to add new material every day or so, and interact as much as possible with the students. This needs to be a directed activity.
- e. Designate "*topic owners*" (individuals or small groups from the class) that are

charged with leading discussions on the board.

- f. Set Conventions for topic posting, (on the site and on your syllabus). This could include word limits, and more importantly, naming conventions for posts. A naming convention will prevent situations where all of the posts look like "RE:RE:RE:etc." A good convention might be the title of the original topic or designated topic.
- g. Set up an index for your topics.
- h. Bury hidden treasures in the board and tell the students that they may be quizzed on materials or interaction that is ONLY occurring online.
- i. Don't drive yourself crazy if everyone doesn't participate. In-class participation rates are generally low so if you can match or slightly surpass those, you've made a real breakthrough.
- j. Use other tools to help supplement the experience such as: chat, video, or audio here and there. All of this will allow the students to feel more comfortable using learning technology in the extended classroom.

## Getting Started

The Communication Tools in WebCT are intended to provide you and your students with various ways of communicating about information in your course. There are four main tools within the WebCT Communication Tool suite. Below is a detailed description

**Discussions** allows you to send, read, and search for messages. This tool also allows you to reply to and set up private and public groups.

**Mail** allows you to send, receive, reply, and forward mail messages to others in the course. You can also store drafts of mail messages, search your mail messages, and add mail folders.

**Chat** allows you to have real-time conversations. There are four general-purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room shared by everybody from all courses on the same server. Conversations in the four general-purpose rooms are recorded. You are the only person in the course who can see the records unless you post them.

**Whiteboard** is a drawing tool that you may use during an online discussion. This tool allows you and students to type text, draw objects, insert graphics, and make modifications to the same document.

## Understanding Discussions

You can use the Discussion tool in WebCT to generate communication or inquiry relevant to your course. Because of the threaded or visual layout of discussions it is easy to follow the flow of conversations. This is also useful for addressing issues, sending out homework notification and other information.

### Discussion Board Tool Tips

With the Discussion Board you can:

- ❖ Post asynchronous messages (post messages at any time).
- ❖ Post messages to the entire class and engage students in a discussion.
- ❖ Use the **Quote** button for replies to include the message you are replying to.
- ❖ Add attachments or links to convey additional information.
- ❖ Use the “**update listing**” to see messages posted during your active session.
- ❖ Display all messages vs. display only unread messages.
- ❖ **Compile** messages for printing or archiving.
- ❖ Messages can only be deleted by the Designer.
- ❖ Set up discussion groups.

- ❖ Bring in guest speakers for discussions.

## Accessing the Discussion Tool

To see the Discussion Tool, complete the following steps:

1. Click the **Discussion** icon/link on the Home page or left-hand navigation bar. The Discussion tool will appear:

The screenshot shows the 'Test Course' interface with the 'Discussions' tool active. The page has a breadcrumb trail 'Homepage > Discussions'. Below the title, there are buttons for 'Compose message', 'Search', and 'Topic settings'. A table lists discussion topics: 'Main' (0 unread, 1 total), 'Notes' (0 unread, 0 total), and 'All' (0 unread, 1 total). The 'All' row has an 'Update' button. On the right, there are sections for 'Actions' (with a legend for selection types), 'Use Discussions Wizard', 'Options' (with 'Create topic', 'Rename topic', and 'Delete topic' buttons), and 'Organize' (with 'Move item up by' and 'Move item down by' buttons).

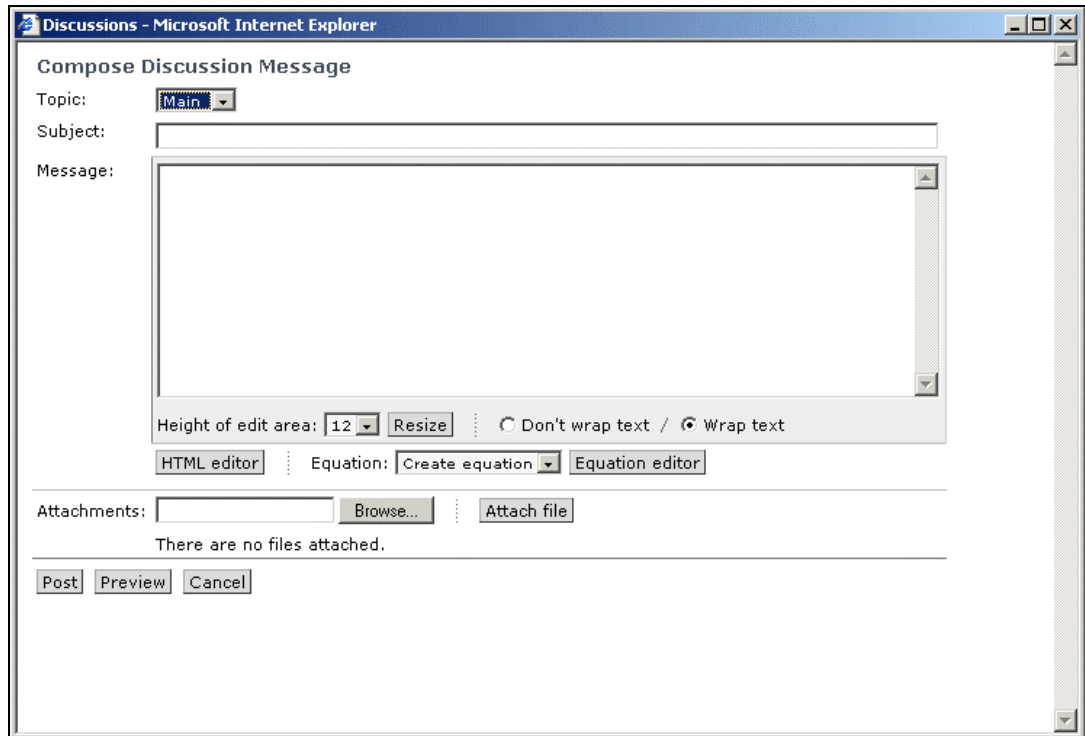
<input type="checkbox"/> Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/> Main	0	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All</b>	<b>0</b>	<b>1</b>	<input type="button" value="Update"/>		

## Composing Discussion Messages

You can send a message or attachment to your entire class using the Discussion Tool.

**To compose discussion messages, complete the following steps:**

1. Click the **Compose message** button. The Compose Discussion Message screen appears:



Enter in the following information if applicable:

- ❖ **Topic** – (see further information on setting up topics).
  - ❖ **Subject** – (is required).
  - ❖ **Message** – (you can type in, use HTML, or copy and paste from other documents).
  - ❖ **HTML editor** – (Hypertext Markup Language (HTML) editor allows you to create and publish content on the Web without having to know HTML).
  - ❖ **Equation** – (if you are sending out a mathematical discussion post).
  - ❖ **Attachment** (if applicable, to include a file you want to share with students, Word Documents, Spreadsheets, HTML, images etc.).
2. Click the **Post** button. The message will be sent to the students in your course.

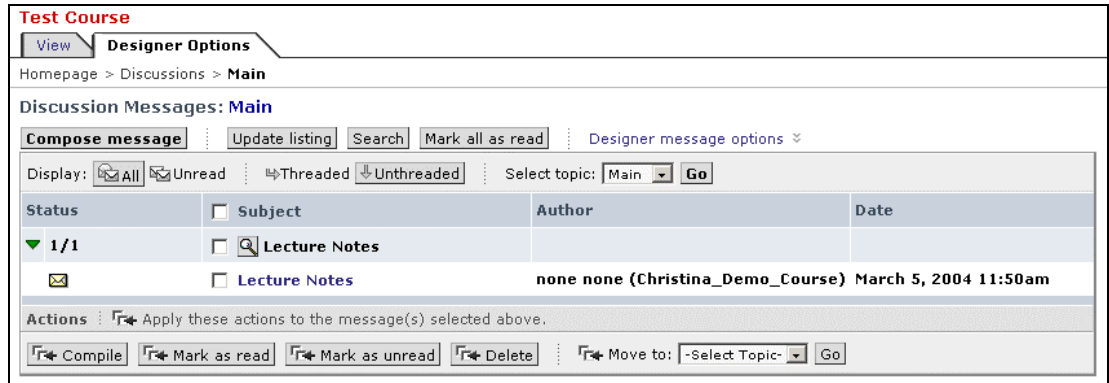
## Reading Discussion Posts

When student's reply to your Discussion posts, you will see a list or thread with a blue triangle to the left of the "thread." A thread is a series of replies to the same subject. If the triangle is pointing down, the thread is "threaded," and if the triangle is pointing to the right, the list is "unthreaded." The thread means that all the message replies will be displayed under the original post.

The discussions postings you have read will change color. This will eliminate time in reviewing all discussion posts as the unread messages will be in a darker color than the "read" messages.

To close a thread, click on the triangle and the messages will no longer be displayed

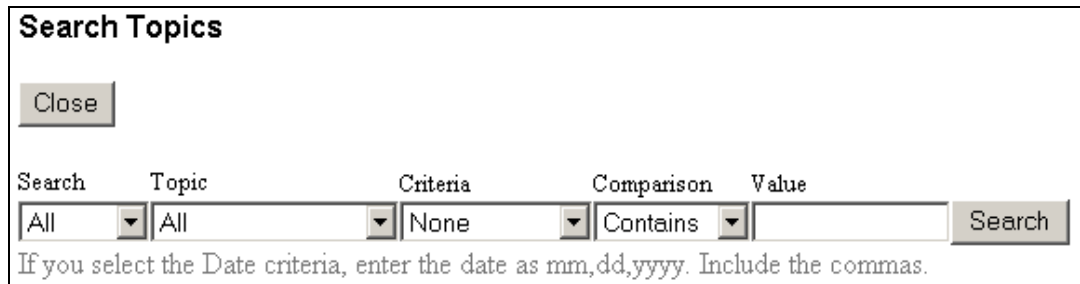
saving space on your screen. You can also select the show unread option to display those message you have not yet read.



- ❖ By default, the **Discussion Message** screen lists only unread messages. To view both read and unread messages, click **All**.
- ❖ By default, messages are presented by threads. Threaded messages are a series of replies to the same subject.
- ❖ To expand or collapse a thread, click the arrow under the **Status** option.
- ❖ To view messages in chronological order, click the **Unthreaded** button.

## Searching for Messages

You can search for particular criteria in the Discussion messages by selecting the Search button.



You can search messages by:

- ❖ Full name of the message author.
- ❖ eID of the message author.
- ❖ Thread subject.
- ❖ Unique message number.
- ❖ Date that the message was sent.
- ❖ Content of the mail message – **Note:** This is a word search. If the student has not specifically referred to the subject in the text of the message, the search will not find the message.

## Managing Topics

You can set up public or private topic groups that allow you (the instructor) to create small or large groups made up of a specific collection of people. Topics also create another avenues in which you can manage subjects. This is a nice feature allowing you to create a small group for your students to engage in online discussions and is helpful when managing conversations in a large class.

**Test Course**  
View Designer Options  
Homepage > Discussions

Discussions

Compose message Search Topic settings

Click on a topic name to see its messages.

<input type="checkbox"/> Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/> Main	0	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Group1	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>All</b>	<b>0</b>	<b>2</b>	<input type="button" value="Update"/>		

**Actions**  
↗ indicates a selection is required from the main frame.  
↗ indicates multiple selections are allowed.

**Use Discussions Wizard**

**Options**

↗ Rename topic:

↗ Delete topic

Delete all messages from the selected topic.

↗ Delete messages

**Organize**

↗ Move item up by: 1

↗ Move item down by: 1

To set up a topic, complete the following steps:

1. From the Discussions screen click **Create topic** button. The Create Topic screen appears.

**Test Course**  
View Designer Options  
Homepage > Discussions > Create Topic

**Create Topic**

Topic name:

2. In the Topic Name text box, enter the name for the new topic.
3. Click **Create**. The new topic is created.

**Note:** When the new topic appears at the bottom of the Topic Setting table, place a check mark if the topic is to be public (visible to all students) or private (only a subset of students can see the group). You can then add members to the topic if it is to be a private group.

To rename a topic, complete the following steps:

1. From the Discussions screen, place a check mark next to the topic you wish to rename.

2. Select the **Rename topic** option.
3. In the New topic name text box, enter the new name for the topic.
4. Click **Go**. The topic is renamed.

**Note:** If you want to keep a record of the discussions under a topic please use the compile option and then save the discussion before deleting the topic.

**To delete a topic, complete the following steps:**

1. From the Discussions screen, place a check mark next to the topic you wish to delete.
2. Select the **Delete Topic** button.
3. The topic and all of its associated messages are deleted.

**To add/manage members, complete the following steps:**

1. From the Discussions screen, place a check mark next to the topic you wish to delete.
2. Click the **Manage members** button.
3. Click the **Select Members** button. The Member Selection screen appears.
4. Select the members you want to add to the private topic.
5. Click the **Update** button.

## Managing Messages

In the Topic settings option you can:

- ❖ Move messages to another topic.
- ❖ Delete selected messages
- ❖ Delete all messages in a selected topic.

**To move messages, complete the following steps:**

1. Select the check box next to the message you want to move to a different topic.
2. To select all of the messages displayed, click the **Select All** link.
3. Select the **Move the following to topic** option and the topic you would like to move the messages too.
4. Click **Go**.

**To delete the selected messages, complete the following steps:**

1. Select the check box next to the message you want to delete.
2. Select the **Delete** button.

**Note:** Only designers can delete discussion posts. As your discussion is a record your course, typically, the only message you would delete are those, which are inappropriate for one reason or another.

**To delete all messages in the topic, complete the following steps:**

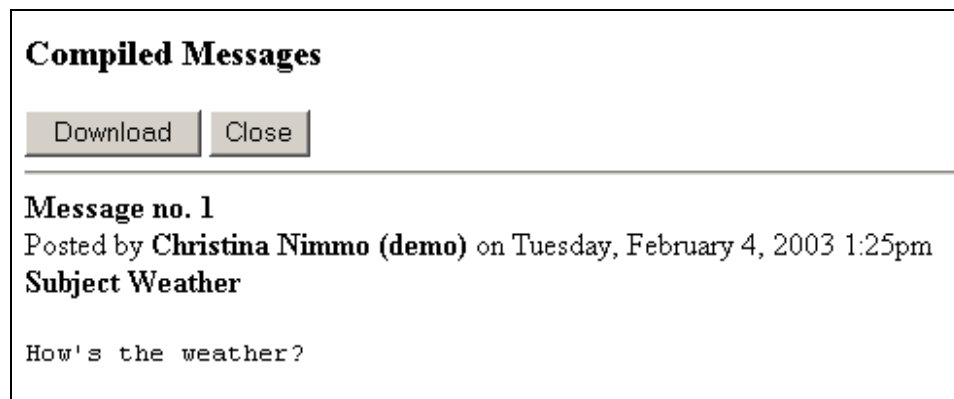
1. Select the check box next to the messages you want to delete.
2. Select the **Delete** button.

**Note:** You can save your messages and record them before you delete them.

## Compiling Messages

**To compile messages in a topic, complete the following steps:**

1. Select the check box next to the messages you want to compile.
2. Select the **Compile** button.



You will see a screen prompting you to download the selected messages into a .txt file format.

3. Click the **Download** button to save the messages to a text file.

## Printing Messages

**To print all messages in the topic, complete the following steps:**

1. First, compile the messages that you would like to print by following the instructions above.
2. Open the text file in a word editor such as Word Pad, Notepad or Microsoft Word and select the print option.

## Understanding Mail

The WebCT Mail tool is a tool that you (the instructor) and students can use to send messages and attachments to the entire class, to a specific individual, or to selected students.

## WebCT Mail

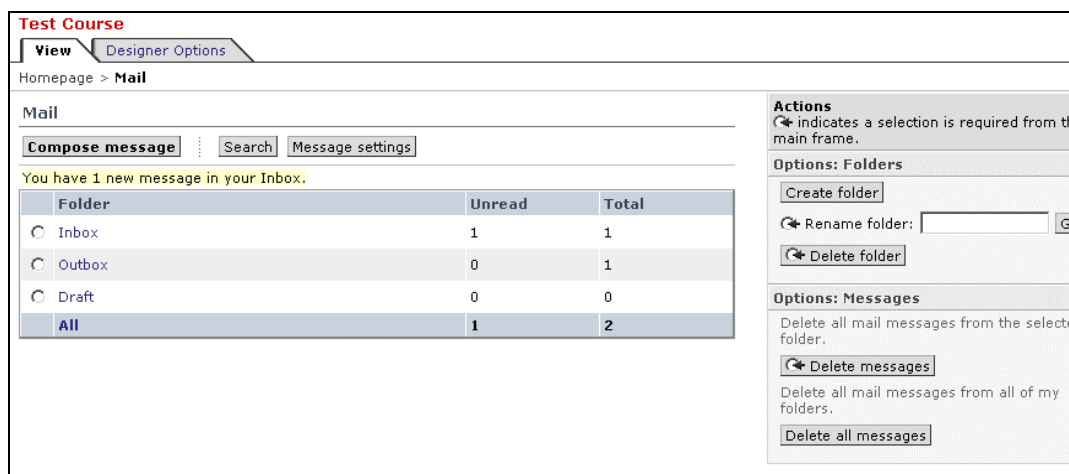
With WebCT Mail you can:

- ❖ Post asynchronous messages (post messages at any time).
- ❖ Send private messages to individual students or groups of students.
- ❖ Manage email from students within the course instead of with all your general email.
- ❖ Add attachments or links to convey additional information: see below.

## Accessing WebCT Mail

To access the mail tool, complete the following steps:

1. Click the Mail icon/link in the left-hand navigation bar or on the Home or Communication page. The Mail Tool appears:



The screenshot shows the WebCT Mail interface for a course titled "Test Course". At the top, there are tabs for "View" and "Designer Options". Below this, the breadcrumb "Homepage > Mail" is visible. The main area is titled "Mail" and contains a "Compose message" button, a "Search" button, and a "Message settings" button. A notification states "You have 1 new message in your Inbox." Below this is a table with columns for "Folder", "Unread", and "Total".

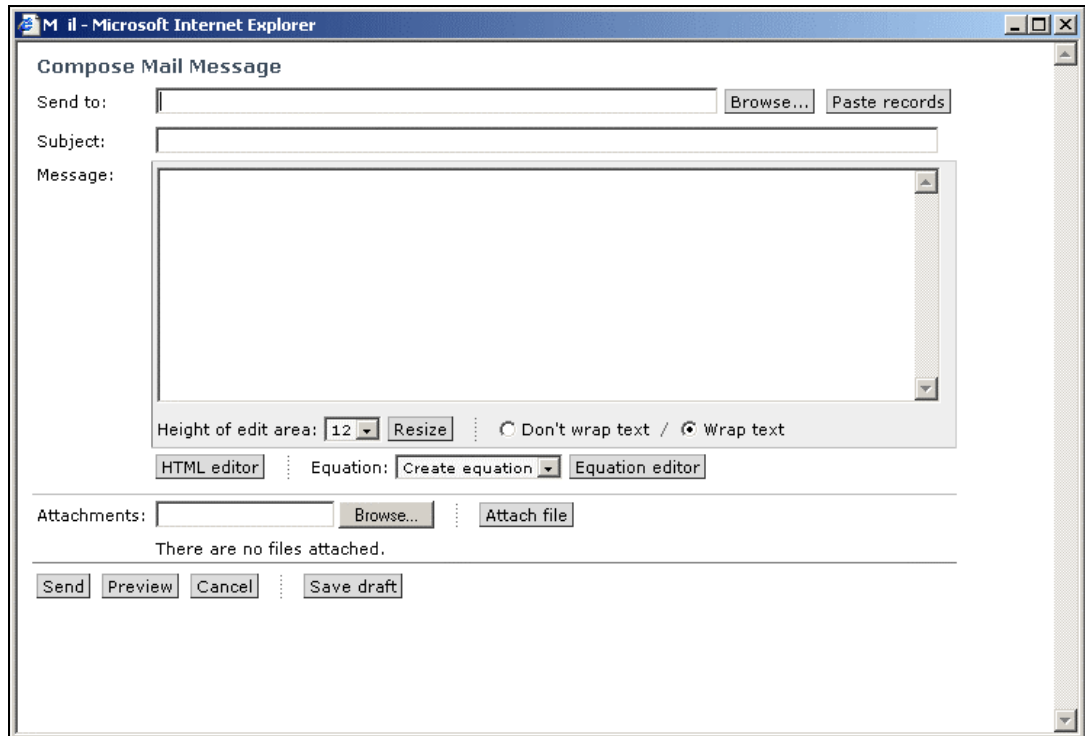
Folder	Unread	Total
<input type="radio"/> Inbox	1	1
<input type="radio"/> Outbox	0	1
<input type="radio"/> Draft	0	0
<b>All</b>	<b>1</b>	<b>2</b>

On the right side, there are two sections: "Actions" and "Options: Folders". The "Actions" section includes a note that a mouse icon indicates a selection is required from the main frame. The "Options: Folders" section contains buttons for "Create folder", "Rename folder:" (with a text input field and a "G" button), and "Delete folder". Below this is the "Options: Messages" section, which includes buttons for "Delete messages" (with a mouse icon) and "Delete all messages".

## Composing Mail Messages

To compose mail messages, complete the following steps:

1. Click **Compose Mail Message**. The *Compose Mail Message* screen appears in a new browser window:



Enter message recipients in the Send to text box by:

2. Typing the first name, eID, last name etc. of the recipient or by browsing the list of possible recipients and selecting those desired.
  - ❖ Click **Browse**. The list of possible recipients appears.
  - ❖ Select recipients by clicking their name. To select more than one recipient, hold the CTRL key while clicking the names.
  - ❖ Click **Done**. The recipient names are entered in the **Send to** text box.
3. Sending the message to all recipients listed on the clipboard – select the top name and select the Shift button and click the bottom name to select all students to send a message too.
4. In the **Subject** text box, type your subject. This text box cannot be left blank.
5. In the **Message** text box, type your message. This text box cannot be left blank.
6. If you want to attach a file:
  - ❖ Under **Attachments**, either enter the filename of the attachment in the text box or search for the filename by clicking **Browse**.
  - ❖ Select the file you want to attach.
  - ❖ Click **Attach File**. The filename appears.
  - ❖ Click **Send**. The message and attachment are sent and a copy is placed in the *Outbox* folder.

### *Spell Checking Messages*

You can compose your messages in a word processor and then copy and paste them into the message box for either Mail or Discussion. This will allow you to spell check your messages before sending them

1. Compose your message in your word processor as you normally would and be sure to proof read, and spell check.
2. Copy it to the clipboard by pressing Ctrl+A to select the entire message and then Ctrl+C to copy it.
3. In either Discussions Board or WebCT Mail click on the compose button for a new message or the quote button to reply to an existing message.
4. Click in the message box and Paste the message that you previously copied to the clipboard by pressing Ctrl+V.

**Note:** If this is a new message, you must select the message recipients and enter a subject.

### Reading Messages

By default only unread messages are listed. To view all messages click **All**. Messages are presented by threads that are a series of replies to the subject.

**To read mail, complete the following steps:**

1. Click on the desired mail message. The mail message will appear in a separate window.
2. To display any mail that was just sent click **Update Listing**.

### Opening Attachments

**To open attachments, complete the following steps:**

1. Click the paper clip icon.
2. Select the file to open it or click **Download**. Your browser's file download window appears.

**Note:** If the mail includes a file attachment, you will see a paper clip icon. For security reasons, it is recommended that you download the attachment to your own computer before you view it.

3. Select the save to disk option and choose the saving location.

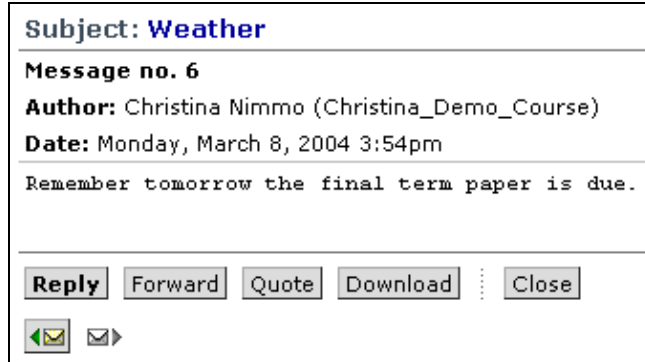
**Tip:** You might choose to create a folder for all of the files from this course.

4. When the download is complete click **Close**.

## Replying/Forwarding/Downloading Messages

To reply to messages, complete the following steps:

1. Select the desired Mail message.



- ❖ If you want to reply to the person who mailed you, click **Reply**.
- ❖ If you would like to forward mail, to another user within the course, select the forward option.
- ❖ If you want to include the original message in your reply select the **Quote**.
- ❖ If you would like to download the message to a .txt file, select the Download option and save the file to your local drive.

**Note:** You have the option to keep messages as a record for your course. You can download your messages or create a backup of your entire course.

## Managing Folders

There are four default folders for each user. The default folders cannot be renamed or deleted, but you can add, delete, and rename new folders in WebCT.

### Adding Folders

To add a folder, complete the following steps:

1. From the Mail screen, click **Create Folder**. The manage Folders screen appears.
2. Type the folder name in the text box.
3. Click **Create**.

### Renaming Folders

To rename a folder, complete the following steps:

1. From the Mail screen, click the radio button next to the folder you wish to rename.
2. Select Rename folder and type the new folder name in the text box.

3. Click **Go**.

## Deleting Folders

**To delete a folder, complete the following steps:**

1. From the Mail screen, click **Manage Folders**. The manage Folders screen appears.
2. Select the folder to delete and click the delete option.
3. Click **Go**.

**Note:** Choosing this option will delete all the messages in the folder. You should save the messages if you would like record them before you delete the folder.

## Managing Messages

You can manage your messages in the mail folders (Inbox, Outbox, Draft). You have the option to delete messages or to move messages to different folders.

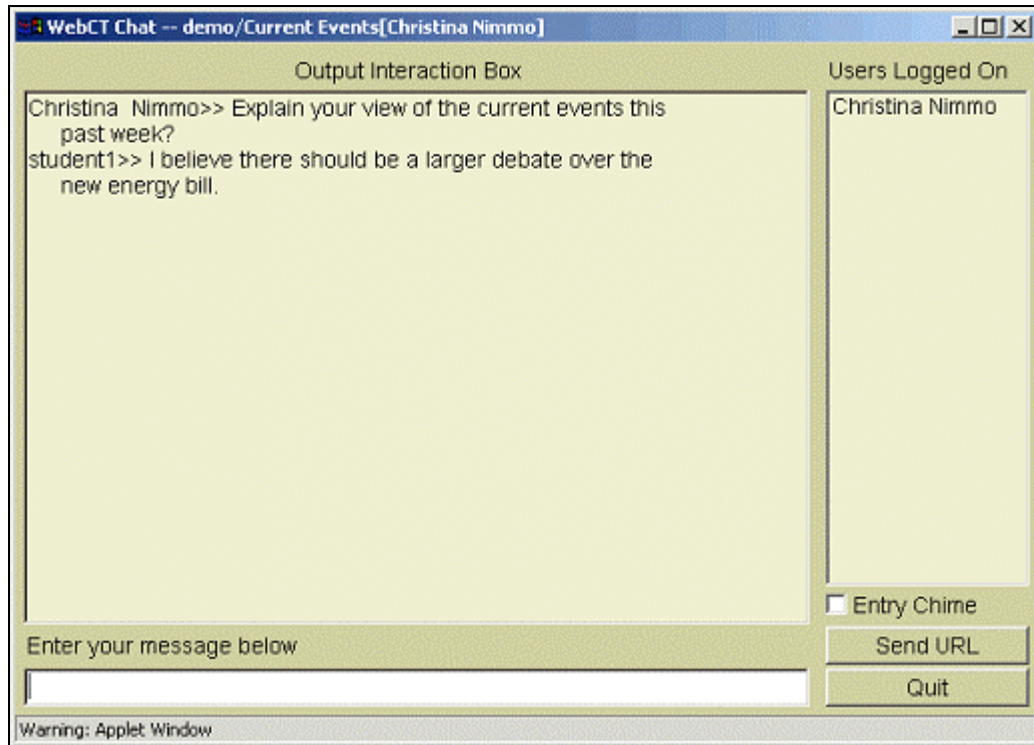
The screenshot shows the 'Test Course' mail interface. At the top, there are tabs for 'View' and 'Designer Options'. Below the tabs, the breadcrumb trail reads 'Homepage > Mail > Create Folder > Message Settings > Inbox'. The main heading is 'Mail Messages: Inbox' with a note: 'Note: The Mail Messages page is the same in both View and Designer Options tabs.' Below this, there are several buttons: 'Compose message', 'Update listing', 'Search', 'Mark all as read', and 'Message options'. A 'Display:' section includes radio buttons for 'All', 'Unread', 'Threaded', and 'Unthreaded', along with a 'Select folder:' dropdown menu set to 'Inbox' and a 'Go' button. A table of messages is shown with columns for 'No.', 'Status', 'Subject', 'Author', and 'Date'. Two messages are listed: one with subject 'Test' and another with subject 'Weather', both from 'Christina Nimmo (Christina\_Demo\_Course)' on 'March 8, 2004'. Below the table, an 'Actions:' section contains buttons for 'Compile', 'Mark as read', 'Mark as unread', 'Delete', and 'Move to: Inbox' with a 'Go' button. Arrows point from the 'Delete' and 'Move to: Inbox' buttons to the 'Weather' message in the table.

**To move messages to selected folders, complete the following steps:**

1. Click the radio button next to the message.
2. In the drop down box select **Inbox, Outbox, or Draft**.
3. Click the **Go** button.

## Understanding Chat

Chat allows you and your students to have synchronous online conversations. You can also use Chat for small classes or small groups in larger classes. Students participate at the same time and Chat rooms are frequently used by CSU faculty for review of exams or in the place of office hours. You can modify the four general chat rooms creating your own subject for your students.



## Online Chat

With Online Chat you can:

- ❖ Post synchronous communication (students must be logged in at the same time).
- ❖ Type your message in the box labeled **Enter your message below** and press **Enter** or **Return** on the keyboard.
- ❖ See that the **Output Interaction Box** displays the discussion.
- ❖ Record the online Chat.

## Sending a Message

**To send a message, complete the following steps:**

1. From the Chat screen, click the room that you would like to enter. The Chat window appears.
2. In the **Enter your message below text box**, type your message.
3. To send the message, press **Enter** and your message appears in the Output Interaction Box.

## Sending a Private Message

You may want to send a message to just one person within a chat room. For example, to

provide directions or to encourage participation.

**To send a private message, complete the following steps:**

1. From the Chat screen, click the room that you would like to enter. The Chat window appears.
2. Under **Users Logged On**, select the recipient of the message. To select more than one recipient, hold the **CTRL** key while selecting the names.
3. In the Enter your message below text box, type your message.
4. To send the message, press Enter. Your message appears in the Output Interaction Box of the selected recipient.

## Activating the Entry Chime

You can activate a chime to tell you when you a new message has appeared.

**To activate the Entry Chime, complete the following steps:**

1. From the Chat screen, click any chat room. The Chat window appears.
2. Select the Entry Chime option. The Entry Chime will sound whenever a new person enters any chat room. You will hear the chime both in Chat and when you are working else where in your course.

## Viewing the Room Logs

You have the option to view or save the Chat Room Log Files. Some instructors use this to post discussions to the class or to save relevant discussion posts for future use.

**To view the room logs, complete the following steps:**

1. From the Chat screen, select Designer Options. The Customize Chat screen appears.
2. From the Room Logs drop-down list, select a room, and then click Go. The Chat Log screen appears

You can:

- ❖ Copy and past the log into a file.
- ❖ Clear the log. Click **Clear Log**.

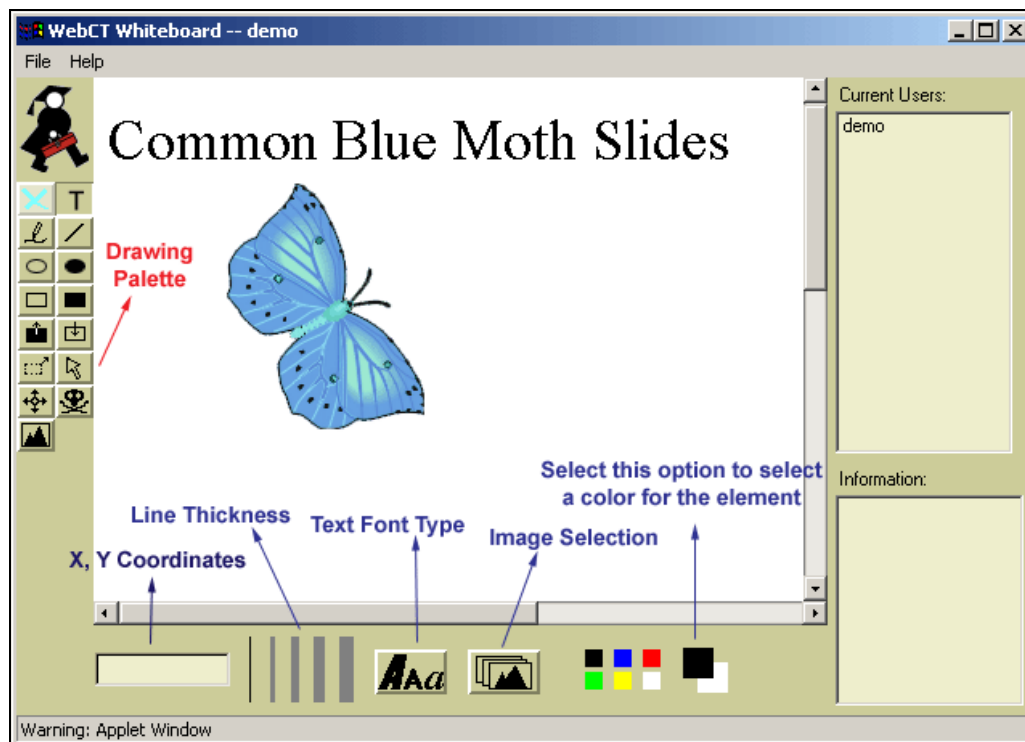
**Note:** If you clear the log, the file is deleted in Manage Files. A new log file is created as soon as a message is sent from the Chat room.

- ❖ Return to the Customize Chat screen. Click the **Return to Chat** hyperlink.

## Understanding the Whiteboard

The Whiteboard is a drawing tool that designers, students and teaching assistants may use during an online discussion. This tool allows users to type text, draw objects, and insert graphics for students to view during online discussions.

**Note:** When first using the whiteboard it is important to allow time for students to “try out” the Whiteboard tool, and learn how the Whiteboard functions before trying to use it an instructional tool.


















In the Whiteboard you can do the following:

- ❖ Explain objects and concepts as images.
- ❖ Type and modify objects.
- ❖ Draw and modify objects.
- ❖ Move text and objects.
- ❖ Delete text and objects.
- ❖ Change background color of the drawing area.
- ❖ Upload images from your computer.
- ❖ Import images from you WebCT My-Files directory.

## Understanding the Drawing Palette


The Drawing Palette gives you multiple choices on how arrange and create your Whiteboard. The use of each tool is displayed in the Information Tool.

Whiteboard Tool	Description
	Clear the drawing area
	Add text to the Whiteboard
	Draw a freehand link on the Whiteboard
	Draw a straight line on the Whiteboard
	Draw an empty oval shape
	Draw a filled oval shape
	Draw an empty rectangle shape
	Draw a filled rectangle shape
	Unfill a filled oval or rectangle shape
	Fill up an empty oval or rectangle with a current color
	Reshape an element
	Modify an element with a current setting
	Move an element to another place on the Whiteboard
	Delete an element on the Whiteboard
	Paste an image on the Whiteboard

## Adding Text

The text tool allows you to type text in the Whiteboard.



**To add text to the Whiteboard, complete the following steps:**

1. On the Drawing Palette screen, click the **Text**  icon.
2. Click into the Drawing Palette and the underscore appears.
3. Type your text and press **Enter**. The underscore disappears.
4. To clear the drawing area, click the **Clear** icon.

## Drawing Lines

The Drawing Line tool and allows you to draw lines in the Whiteboard.





**To draw text in the Whiteboard, complete the following steps:**

1. On the Drawing Palette, click the line **Drawing**  or **Line**  icon.
2. Click on the drawing area to use the drawing tool.
3. When you are finished, release the mouse button.

## Drawing Objects

This Drawing tools allow you to draw objects in the Whiteboard screen, and view the results.



**To draw objects in the Whiteboard, complete the following steps:**

1. On the Drawing Palette, click the **Oval** and **Square**     shape icons.
2. Click on the drawing area to use the drawing object tool.
3. Drag the mouse over the Drawing area and when you have completed the desired shape release the mouse button.

## Moving Text and Objects

The moving text and object icons allow you to move text, lines and objects on the drawing area.


**To move text, lines, and objects, complete the following steps:**

1. On the Drawing Palette, click the **Modify**  and **Move**  icons.
2. Click on the selection handles around the text, line, or object in the drawing area and move the elements.

3. When you have finished, release the mouse button.

## Deleting Text and Objects


To delete text, lines and objects, complete the following steps:

1. On the Drawing Palette, click the **Selection** icon.
2. Click the **Delete**  icon.
3. Select the selection handles around the text, line, or object and click one of the sides. The element will disappear.

## Changing Background Color

You can change the background color of the Drawing Palette.


**To change the background palette, complete the following steps:**

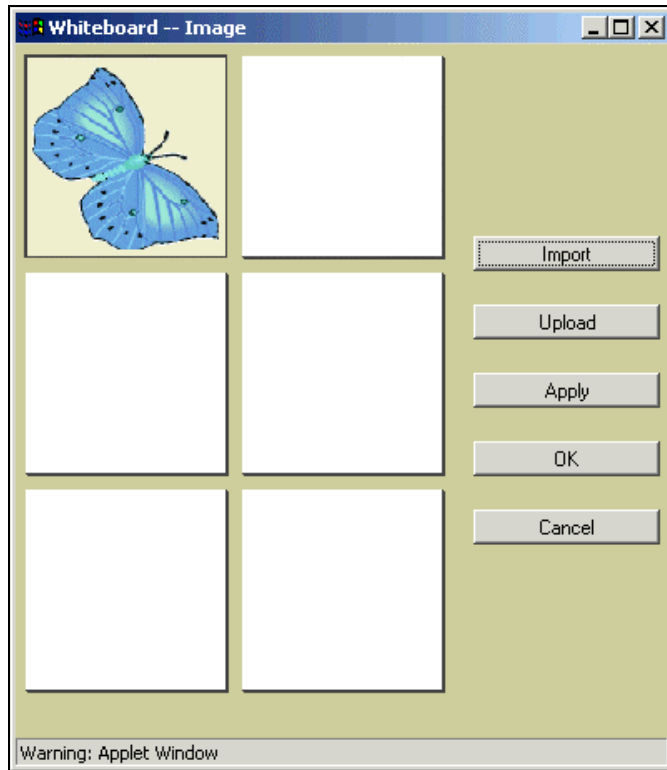
1. On the **Foreground/Background Color Selector** at the bottom of the Whiteboard screen, click the square  on the lower right hand corner. A black border will appear.
2. On the Color Palette, click one of the six colors and the background on the Drawing Palette will change.


## Uploading Images

You have the ability to upload .gif or .jpeg images from your computer into the Whiteboard. When you load these images from the Image Selector they will be copied into the My-Files directory into your WebCT course.

**To upload images, complete the following steps:**


1. At the bottom of the Whiteboard screen, click the Image Selector  icon. The White board Image window appears:




2. Click any of the six Images Boxes.
3. Click the **Upload** button. The **Browse** screen appears.
4. Select the file you would like to upload to the My-Files area.
5. Click **OK**. The image appears in the box you selected.
6. Click the image in the Image Box that you want to paste into the drawing area
7. On the Drawing Palette, click the Paste  icon.
8. Click anywhere on the Drawing Palette and the image appears.

## Importing Images

This tool allows you to import a .gif and .jpeg images from the WebCT My-Files directory. In order to import the images you must upload the files from your computer to your WebCT My-Files directory.

1. At the bottom of the Whiteboard screen, click the Image Selector  icon.
2. Click any one of the six Image Boxes.
3. Click the Import button. The **Load Image File** window appears, containing a drop-down list of previously uploaded images.
4. Double-click the filename of the image you want to import.

5. Click **OK**.
6. On the Drawing Palette, click the Paste  icon.
7. Click anywhere on the drawing area. The Image appears.