

WebCT

Instructor Responsibilities and Helpful Tips Manual

**Colorado
State**
University

Knowledge to Go Places

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WebCT

.....WEBCT INSTRUCTOR RESPONSIBILITIES AND HELPFUL TIPS MANUAL

Overview

This document will explain how to accomplish various tasks inside and outside WebCT. As a designer of WebCT, this document should help you create, facilitate, and maintain your WebCT course.

In this manual you will learn more about:

- ❖ Responsibilities of a WebCT Instructor
- ❖ Quick Tips and Hints for Using Communication Tools in WebCT
- ❖ Tools for Accessing Teaching, and Learning in Your Course


Responsibilities of a WebCT Instructor

As the designer or instructor of a WebCT course you have certain responsibilities that include:

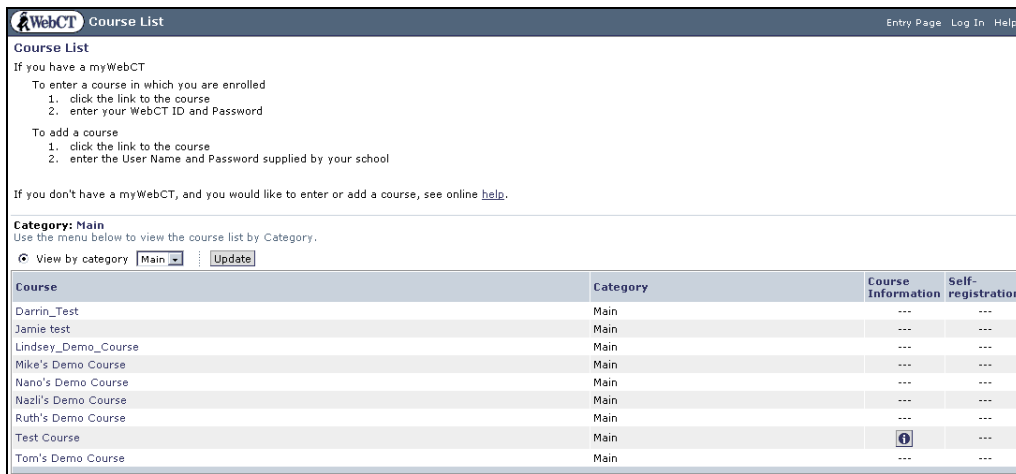
- ❖ Creating an information (welcome) page
- ❖ Keeping a current back-up of your course
- ❖ Setting or cleaning out the student information of the course at the end of each semester

Adding a Welcome Page to Your WebCT Course


By navigating to the CSU WebCT page <http://webct.colostate.edu> you will see various links. On this page you can:

- ❖ Log into WebCT
- ❖ View Faculty Resources
- ❖ View Student Resources
- ❖ Click on the **Links and Lists of WebCT Courses** and view information about courses in WebCT by clicking the  button.

On Links and Lists of WebCT Courses page, you will see a list of the departments and corresponding courses. Some of these courses will have the blue information button listed which means that instructors have made a welcome page for the public to view information about their course. CSU will use this page to showcase online courses and entice students to sign up for interesting courses.



The screenshot shows the 'WebCT Course List' page. It includes instructions for logging in and adding a course. Below the instructions is a table of courses. The 'Test Course' row has a blue information button (i) in the 'Course Information' column.

Course	Category	Course Information	Self-registration
Darrin_Test	Main	---	---
Jamie test	Main	---	---
Lindsey_Demo_Course	Main	---	---
Mike's Demo Course	Main	---	---
Nano's Demo Course	Main	---	---
Nazli's Demo Course	Main	---	---
Ruth's Demo Course	Main	---	---
Test Course	Main		---
Tom's Demo Course	Main	---	---

Making a Welcome Page for Your Course

To make a welcome page, complete the following steps:

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

Test Course
View Designer Options

Homepage > Basic Control Panel > **Course Settings**

Course Settings

Instructor's name
 First name:
 Last name:

Default language
 Designer view:
 Student view:

Numeric data format:
 Time display format:

Course Menu:
 Show Course Menu frame
 Hide Course Menu frame
 Hide Course Menu frame, but keep a drop-down menu for navigation

Designer start page:
 Homepage
 Control Panel

Designer links:
 Show designer links
 Hide designer links

Edit Course Menu

Create/Edit Welcome Page
 The Welcome Page is visible from a Course Listing page. It may also be linked from within the course.

Customize Course Appearance
 Changes made at this level apply to all pages of your course. To change the appearance of an individual page, go to that page and from the Menu Bar, select Designer Options.

Customize Course News
 Course News displays in myWebCT, notifying users of content additions to tools such as Discussions and My Grades.

3. Select the **Edit welcome page** button under the Create/Edit Welcome Page option. The Welcome Page Designer Options appear:

Test Course
View Designer Options

Homepage > Basic Control Panel > Course Settings > **Create/Edit Welcome Page**

To add text to this area of your page, click **Add upper textblock**.

Your welcome page does not contain any links. To add links, click **Add URL**.

To add text to this area of your page, click **Add lower textblock**.

Actions
 indicates a selection is required from the main frame.

Options: Links

Options: Textblocks

Options: Other

Customize

You can add an upper and lower textblock or links to the Welcome page. Clicking the Add upper textblock or Add lower textblock link will take you to the screen to add text or images. Clicking the Add URL link will take you to Add Link to URL screen.

Adding an Upper or Lower Textblock

When you select to add an Upper or Lower Textblock section to your homepage you can

select the following options:

- ❖ **Layout** – Select background color of the page.
- ❖ **Text Heading** – Enter in the course ID number, name of the instructor, department, and contact information.
- ❖ **Text** – You can use the HTML editor to format course objectives, link to the image files and give a schedule of the course. The HTML editor has multiple options to format text and images.
- ❖ **Image/File** – You can also choose to upload a graphic file and place it near or in the text.
- ❖ **Image Caption** – If you insert an image in your welcome page, you can also insert an image caption.

Edit Lower Text/Image in Page

Layout
Background color:

Text Heading
Text:

Alignment: Left Center

Style: **Bold** *Italic* Underline

Color:

Size:

Text
Text:

```
<h2 align="center"><font color="maroon">AP100
Introduction to Anthropology</font></h2>
<p align="center"></p>
<p align="left">Sociocultural anthropology is that aspect of
the study of human beings that deals with social organization
and with culture, a mysterious concept that eludes any simple
definition. This class will introduce students to the study of
```

HTML editor |

Alignment: Left Center

Style: **Bold** *Italic* Underline

Color:

Size:

Image
Filename:

Alignment: Left of text Right of text Above text Below text

Image Caption
Image caption:

Alignment: Left Center

Style: **Bold** *Italic* Underline

Color:

Size:

When you have completed selecting the options of the Text block page, click the **Update** button.

Your Welcome page will now be available for public viewing from the Links and Lists Welcome page.

Note: If you would like help creating your welcome page contact the Office of Computer Training and Support Services, [Christina Nimmo](mailto:Christina.Nimmo@colostate.edu) at 491-0905 for more information.

End of Semester Tasks

This section will explore the following tasks:

1. **Backing Up Your WebCT Course**
2. **Learning How to Reset Your Course**

Note: If you are not the primary designer of the course, and you have not been assigned the responsibility to complete the necessary backups and reset the student database, consult the primary designer of the course to coordinate these tasks. The primary designer should complete these tasks a month after the course has been completed. Resetting your course is important because it ensures that the course is ready for the next offering.

Backing Up Your WebCT Course

This tutorial will guide you through the process of backing up your WebCT course. Ideally, you should back up your course:

- ❖ At the beginning of the semester so that you have a clean copy.
- ❖ At the end of the semester when grades are completed, and BEFORE you make a major change to your course in case changes cause problems.

Important: In the event that you have to restore your backup, everything new in the course since your last backup will be lost (this includes student emails and discussion postings). Therefore, the more you back your course up, the less you will lose if you need to restore the course later.

To back up your course, complete the following steps:

1. Log in to WebCT.
2. Select the appropriate course.
3. Click the **Control Panel** button in the top left-hand area of the WebCT page.
4. Click **Manage Course** on the Basic Control Panel page.
5. Select the **Backup Course** Function.
6. Under the **Actions** menu, click the **Backup Course** button. The **Create Backup** screen appears:

Create Backup

Note: The backup filename is generated by WebCT.

Enter a short description of this backup file.

Note: Entering a short description in this text box is optional.

7. Click **Create**. The successfully created .zip file appears:

Create Backup

Success: The course has been backed up to Christina_Demo_Course_Dec03_1108.zip.

Note: The filename includes the course name in addition to the date and time of the creation of the backup. (The file above was backed up to ‘christina_demo’ on December 3rd).

8. Click “**Continue**.” The Backup Courses screen appears: Your course backup file is listed on the screen.

Backup Courses

Backup Filename	File Size (bytes)	Description
<input type="radio"/> Christina_Demo_Course_Dec03_1108.zip	8737077	November 6

Note: There is currently a restriction of 1 backups per course.

Actions

indicates a selection is required from the main frame.

Options: Backup Files

Options: Restore

To replace the students currently in the course with the students in the backup file, click **Restore (replace students)**.

To keep the students currently in the course and ignore the students in the backup file, click **Restore (keep students)**.

Note: You must download the backup file to your computer. Here are the reasons why:

- ❖ You can only have one backup file in your course at one time.
- ❖ After 24 hours the backup file is automatically deleted.

9. Select the radio button next to the filename of your backup file.
10. Under **Actions**, select the **Download** button.

11. You will be asked where you would like to save your file. Save it to a location on your computer where you can easily retrieve it later.

Note: Although, the backup file has the .zip extension it is not a regular .zip file. If you try to open the backup file using WinZip (or any other zip program) it will not open, and you will receive an error message. *This file can only be used to restore the entire course. If you ever need to restore your backup file, contact Computer Training and Support Services at 491-0905. Restoring a backup can lead to the loss of more data if you are not 100% sure of what you are doing.*

Learning How to Reset Your Course

At the end of the semester when your WebCT course has been completed and the students have had time to view their grades, you will need to reset your course. This process removes the information created specifically for and by the students during the semester (including grades, e-mails, and discussion postings). The content you have created for the course (content pages, quizzes, etc.) will remain, and your course will be ready for the next offering.

Note: Before you reset your course, you should back it up so that you have a copy of both your course and student information.

When you have backed up your course, follow the steps below to reset your course:

1. Log into WebCT.
2. Select the appropriate course.
3. Click the **Control Panel** button in the top left-hand area of the WebCT page.
4. Select the **Manage Course** option under the Basic Control Panel.
5. Click **Reset Course** (you may have to scroll down to see the option). The Course Reset screen appears:

Test Course

View **Designer Options**

Homepage > Basic Control Panel > Manage Course > Reset Course > Manage Course > **Reset Course**

Course Reset
Select the areas to reset.

Select all Select none

Student Database

Teaching Assistant Database

Student Groups/Presentations

Page Tracking Records

Discussion Tool

Mail Tool

Calendar Tool

Chat Tool

Whiteboard Tool

Student Homepages Tool

Assignment Tool

Quiz Tool

Reset Cancel

On the Course Reset screen you can decide what options to delete from your course. If you choose one of the reset areas, all student information under this topic will be deleted. Most of these categories are self-explanatory but here are a few clarifications:

3. **Student Database:** Deletes students and their records (the grade book). When you clean up the Student Databases you remove the students from the course, as well as their grade book and grades, but not discussions and chat information.
4. **Teaching Assistant Database:** Deletes any GTAs in your course.

Note: No content or information that the Instructor has put into the course will be deleted, only student information such as quiz and assignment results and discussion and mail correspondence.

5. Select what you would like to reset (by checking the checkboxes), and click **Reset**. (Normally, you will reset all of these tools except for your GTA if he/she is continuing to work for you next semester.)

Note: Select all, and then deselect the GTA checkmark.

6. After you see the “*Are you sure you want to do this*” message, click **Yes** and WebCT will proceed to reset your course. If you have a lot of student-generated information, the reset procedure will take a few minutes.

Note: Remember that student-generated content will remain in your course unless you specifically select the WebCT tool to delete the information, so remember to select all the areas you want to delete.

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 computer's 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:

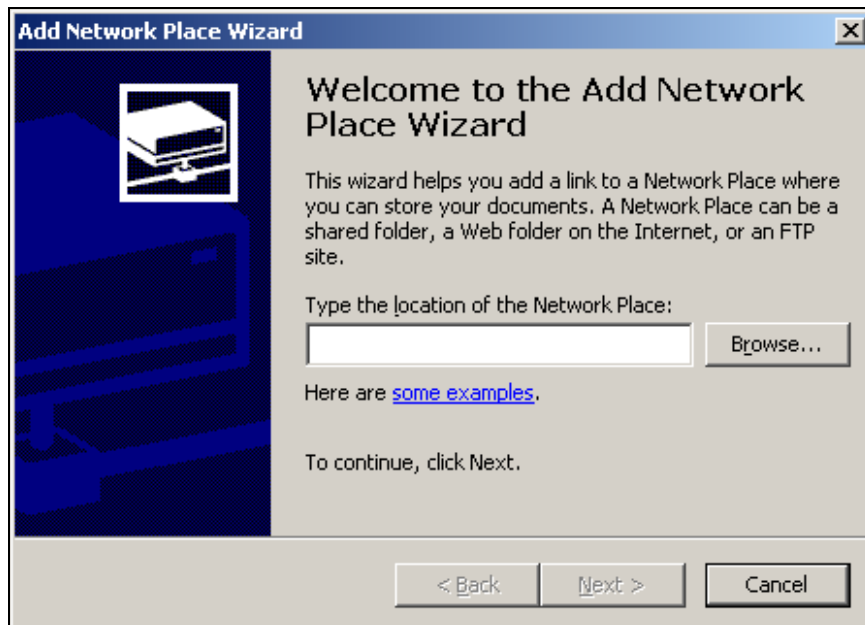
1. Navigate to your WebCT course.
2. Select the **WebDAV Info** link from the top of your myWebCT page. The WebDAV information appears:



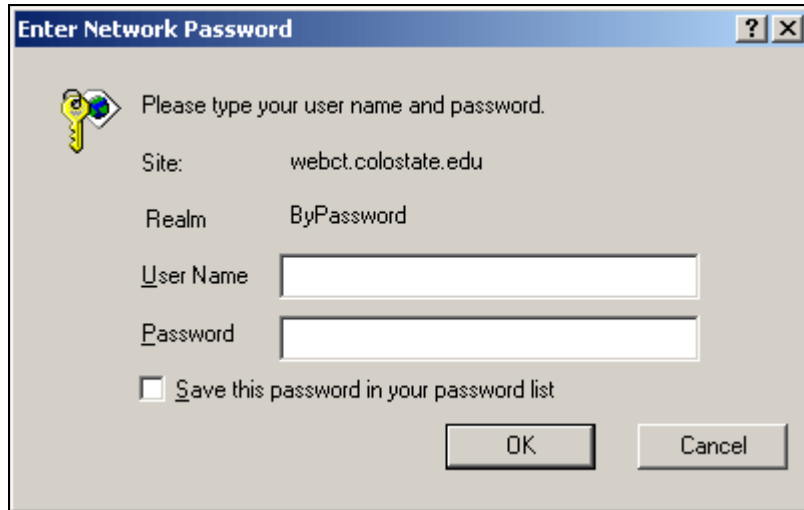
3. Copy the WebDAV URL course files link.
4. Navigate to your desktop or Windows Explorer.
5. Click on the **My Network Places** icon.



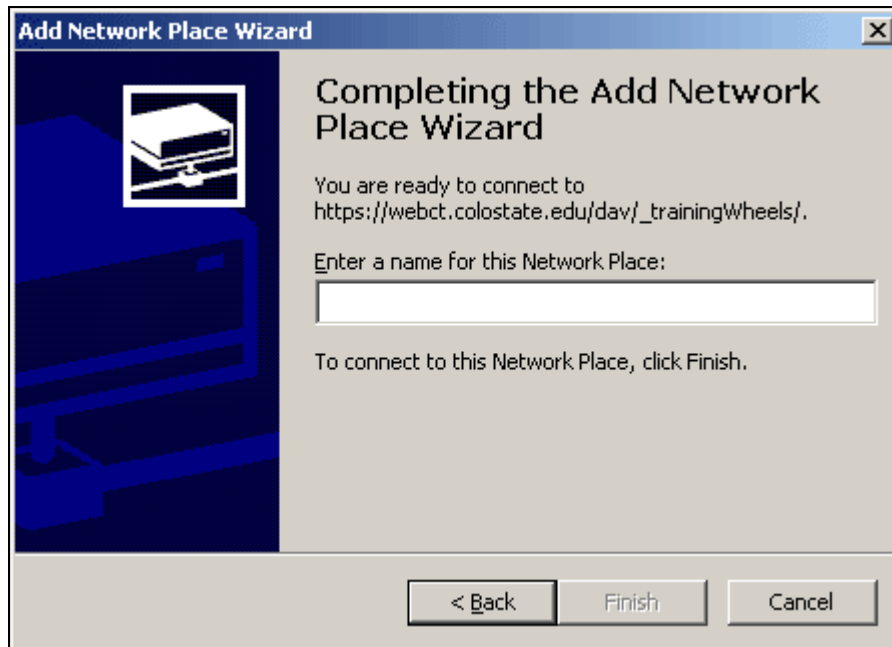
6. Select the **Add Network Places** icon.



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**.

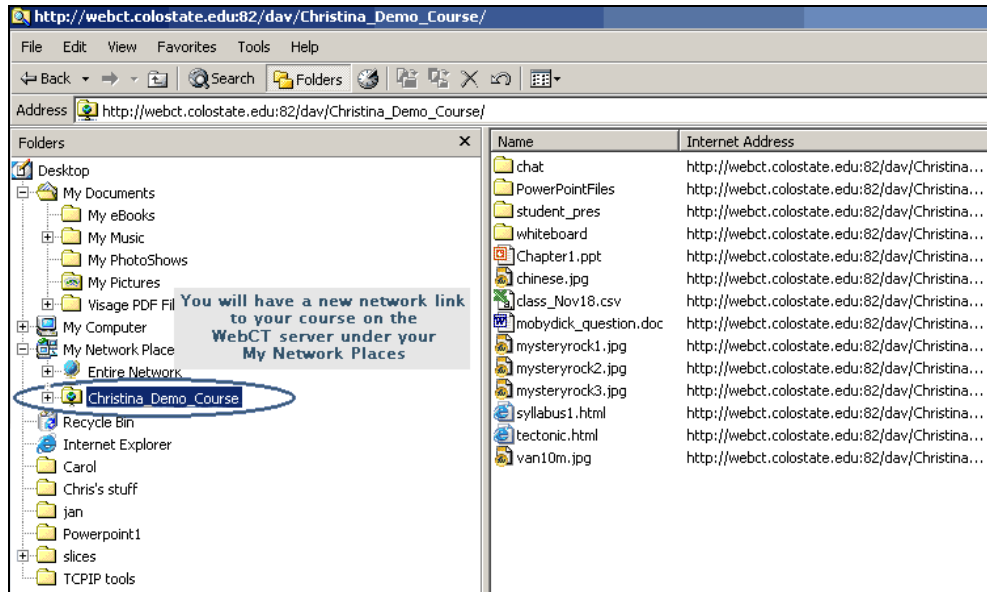


10. Click **OK**. The Completing the Add Network Place Wizard box will appear.
11. Enter a name for your new Network Place.



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.**

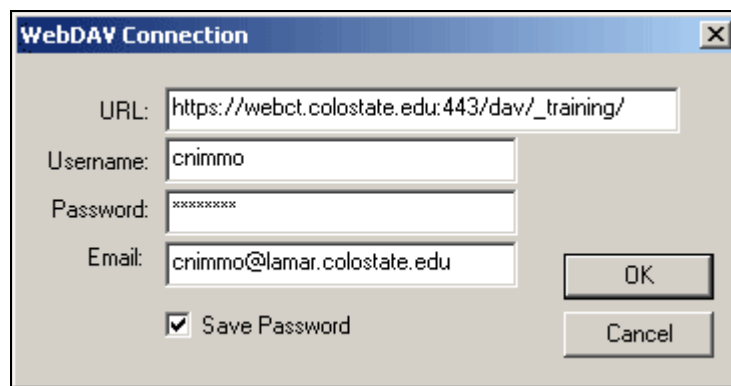
Using WebDAV with Macromedia Dreamweaver

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 file, 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 your connection information by following the steps above and entering new information into the WebDAV connection dialog box.

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. Further require that half of the activity must be between students rather than only with the group moderator. 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 setting topic boundaries from the beginning. This can be stated within the syllabus and on the web board site. Posts that deviate to non-related issues can then be disqualified towards the fulfillment of the participation requirement.
- d. Be an active moderator. 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. Bury hidden treasures in the board and tell the students that they may be quizzed on materials or interaction that is ONLY occurring online.
- h. 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.
- i. Use other tools to help supplement the experience such as: chat, instant messaging, or an online synchronous class here and there. All of this will allow the students to feel more comfortable using learning technology in the extended classroom.

Communication Tools Tips

Below are helpful hints when dealing with WebCT Communication Tools.

Discussion Board

With the Discussion Board you can:

1. Post asynchronous messages (post messages at any time).
2. Post messages to the entire class and engage students in a discussion.
3. Use the **Quote** button for replies to include the message you are replying to.
4. Use it to add attachments or links to convey additional information.
5. Use the “**update listing**” to see messages posted during your active session.
6. Display all messages vs. display unread messages.
7. **Compile** messages for printing or archiving.
8. Only have messages deleted by the Designer.

WebCT Mail

With WebCT Mail you can:

1. Post asynchronous messages (post messages at any time).
2. Send messages to individual students or groups of students.
3. Use it to send private messages to students or small groups.
4. Use the **Browse** button to see a list of students, click on one student or use the Ctrl key to select multiple recipients.
5. Only be used for your course.
6. Add attachments or links to convey additional information: see below.

Online Chat

With Online Chat you can:

1. Post synchronous communication (students must be logged in at the same time).
2. Type your message in the box labeled “**Enter your message below**” and press “**Enter**” or “**Return**” on the keyboard.
3. See that the “**Output Interaction Box**” displays the discussion.
4. Ensure that discussions can be recorded.

Note: 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.

5. Compose your message in your word processor as you normally would and be sure to proof read, and spell check.
6. Copy it to the clipboard by pressing Ctrl+A to select the entire message and then Ctrl+C to copy it.
7. 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.
8. 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.

File Attachments in Messages

Reading Attachments

WebCT may not be able to read RTF or PDF files (or any type of file) as an attachment. In this case it will be necessary to first download the file, open your word processor for RTF files (Acrobat Reader for PDF files), and then open the file in that application. It may even be necessary to change the name of the file on some browsers to the name listed on the WebCT attachments screen.

This method is useful if your computer is configured correctly:

To read attachments, do the following:

1. Click the attachment icon on the message. You will see the screen that lists the file with a circle next to it.

2. Click the circle.
3. Click the **Download** button.
4. On the window that comes up, click the circle next to **Open**.
5. Click **OK** (you might have to do steps #4 and #5 several times).

It should open in the application that it was saved in.

Attaching Files

The following procedure can be used when you need to place your assignments on the Discussions Board or WebCT Mail. Using the RTF file allows for better readability and virus protection.

To attach files, do the following:

1. Create your document in your word processor.
2. Save the file in .doc format.
3. Save the file in Rich Text Format (.rtf) file. To do this in Microsoft Word, you need to **File>Save As**.
4. Change the **Save as Type** to Rich Text Format (.rtf) and select **Save**.

Mac users need to make sure there are no spaces in the file name and end the name with .rtf. You should now have two files saved, one in your original format and one in rtf.

5. Log into your course.
6. Click WebCT Mail (or the Discussions Board if you are posting for all to see).
7. Click **Compose Message**.
8. At the lower right, click **Browse**, and navigate to where you have your .rtf file saved (you may have to do an "all files" in order to see it).
9. Click **Open**.

The full path file name should be in the attach box.

10. Click the **Attach File** button and wait for your file to be listed below the button (this is very important and is sometimes forgotten).
11. In WebCT Mail, browse to select the name of the person you want to send it to (this is not done on the BB, as it will go to everyone).
12. Enter a Subject.
13. Enter a short message in Message Body window, usually telling the person that there is an attachment.

14. Click **Preview** and you should see an Attachments button indicating that there is an attached file.
15. If you are satisfied then click **Post** (or Send on the WebCT Mail).

Message Formatting

To format messages, do the following:

1. To disable the autowrap in WebCT Mail and discussions you can select the **Don't Wrap** button. This will allow you to create lists and control your paragraph breaks.
2. To add HTML codes for bold, underline, and color, WebCT accepts simple HTML commands in the message boxes.

To turn text into:

bold use: **bold**
 italics use: <i>*italics*</i>
 underline use: <u>underline</u>
 font size use: font size
 color use: text

Note: You must include the beginning and ending code or everything from then on will be changed.

You can also mix codes: <i><u>*mixed codes*</i></u>

There are other html codes that can be used, but these are the most common that students may need.

Tools for Assessing Teaching and Learning in Your Course

Below are steps to measure how you as an instructor are performing in class, and to give students and other faculty members more information on your course. The next section will guide you through adding a student survey and formative evaluation to your course.

Adding the Formative Evaluation Survey

We have developed a WebCT survey that can be used as a formative evaluation survey. You can upload the survey, and use it as it is, or edit, delete, or add questions to customize the content.

Adding the Survey to Your WebCT Course

To add the survey to your course, follow the steps below:

1. Navigate to the http://www.colostate.edu/webct/surveys/formative_evaluation.htm Web site.
2. Click the link **Click here to download the Formative Evaluation Survey as a .txt file.** (After opening the .txt file, select **File > Save as** to save the file to your computer.)

Since this file is already in WebCT format, all you need to do is to:

3. Log in to your class as a designer.
4. Navigate to the Questions Database (see screenshot below).

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

Options: Category

View:
 All categories

Delete:
 Default

Options: Question

Create question:
 Multiple choice
 1

Move to:
 Default **2**

Options: Search

Search: All questions
 Criteria: Title
 Comparison: Contains
 Value:

5. Select "**Import questions from file**" (see above) to import this text file.
6. Click the **Go** button.

This action will import the questions in your Questions Database under the category "WebCT Use." Once this is done, you need to add the survey to your course, and then add those questions to that survey.

Note: If you feel comfortable about sharing your data, the Office of Computer Training and Support Services would like to see trends and opinions of WebCT, and online learning from CSU students. Contact [Christina Nimmo](#) at 491-0905 for more information.

Adding the ASCSU Student Course Survey to Your WebCT Course

This document will guide you through the process of adding the ASCSU Student Course Survey into your WebCT course. The survey is the same ASCSU survey that you hand out in class. Instead of filling out the form in class, students will fill out the form online. The submissions will be saved in a secure file, and compiled with all the scantron data. You will receive the results via campus mail. The same print you receive when using the scantrons will be reproduced and sent to you with your comments attached.

Adding the ASCSU Survey to Your WebCT Course

Setting Up the Cover Sheet in WebCT

Before any students can submit the student course survey for your class, you (the instructor) need to create a cover sheet for the survey. This task is to be completed at the beginning of every semester. You will create a hidden icon (hidden to students) in your WebCT class that links to the web page.

To create the link to the cover sheet web page, complete the following tasks: (This only needs to be done once per course)

1. Start on the homepage of your course.
2. Select the **Designer Options** radio button.
6. Click the **Control Panel** button in the top left-hand area of the WebCT page.
7. Select the **Add Page or Tool** option under the Basic Control Panel.
3. Under Pages select **URL**, and click the **Add** button at the bottom of the page.
4. Enter a title for this link (e.g. "Cover Sheet for Survey").
5. In the Address field enter: <http://www.ois.colostate.edu/survey/cover.htm>
6. Check **On an Organizer Page**, and select **Homepage** from the dropdown box. You can use a default icon or use one we have created.



7. To use the graphic above, select the radio button **Use Custom icon**, and click the **Browse** button.
8. Navigate to the **WebCT-Files>icons>csu alternates** folder.
9. Choose **icon_coverPage.gif**.

10. Click the **Add Selected** button.

Note: Return to the homepage and your icon is displayed. If the icon is not displayed or the link does not find the cover page, please make sure that you typed the correct file path. You need to hide this icon for the students. Only you (the instructor) should set up the cover sheet.

Hiding the Cover Sheet Survey Icon

To hide the icon from students, complete the following tasks:

1. Select the homepage of your course.
2. At the top of the homepage, select **Designer Options**.
3. Select the radio button next to the Cover Sheet icon.
4. On the right side of the page, select **Options > Hide**.
5. Click **Go**.

You will now need to set up the link that the students will use to access the survey. Since you can add 13 questions of your own to the survey, we have created a web page template that you can use to enter your questions.

Creating the Survey

You will need to upload the page that contains the survey instructions, modify and add your own questions, and specify the course and section number of your class. To help you with this process we have created a template for you to use located below.

http://webct.colostate.edu/CSUshared/common_images/surveyinstructions.htm

To use and modify this template follow the tasks below:

1. To open the file in your Web browser, in the location field enter the URL listed above.
2. To save it to your computer select (in your browser, Internet Explorer or Netscape) **File > Save as**. Save it to a location on your computer.

Note: Save the file and give it a name that it is related to your course.

3. Close the browser.

To edit the file:

4. To open the file with an html editor (Dreamweaver or Word).
5. Enter your course number and section number and make your changes by adding or removing your own questions.

6. Save the file to your computer.

Uploading the File to Your WebCT class

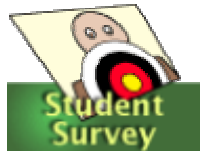
1. Log into WebCT.
8. Click the **Control Panel** button in the top left-hand area of the WebCT page.
9. Select the **Manage Files** option under the Basic Control Panel.
2. On the right-hand, select **Upload** button.
3. Click **Upload**.
4. Click the **Browse** button and locate the file you just edited.
5. Click **Open**.
6. Select the MyFiles folder to save the file.
7. Click **Upload**.

You are ready to create the Student Survey icon on the homepage.

Creating the Student Survey Icon

To create the student survey icon, follow the tasks below:

1. Start on the homepage of your course.
1. Select the **Designer Options** radio button.
10. Click the **Control Panel** button in the top left-hand area of the WebCT page.
2. Select **Add Page or Tool** link at the top of the page.
3. At the bottom of the page select the **Single Page** option.
4. Click the **Add** button.
5. Enter a title for this link (e.g. "Student Course Survey").
6. In the Page filename field, click the **Browse** button.
7. Select the .html page you uploaded to your course.
8. Check **On an Organizer Page** and the select **Homepage** from the dropdown box.
You can use the default icon or use one that we have created.



9. To use the graphic above, select the radio button **Use Custom icon**, and click the **Browse** button.

10. Navigate to the **WebCT-Files>icons>csu alternates** folder.
11. Choose **student_course_survey.gif**.
12. Click the **Add Selected** button.

Hiding the Student Survey Icon

Note: You should hide the Student Survey Icon until you are ready for the students to complete the survey.

To hide this icon from the students, follow the tasks below:

1. Start on the homepage of your course.
2. Select the **Designer Options** radio button.
3. Select the radio button next to the icon you want to hide.
4. On the right side, click **Options** select **Hide**.
5. Click **Go**.

Note: To reveal this icon for the students, follow the same steps as above, but select **Reveal** instead of **Hide**.

Important: You need to have students complete the survey during the last two weeks or close to exam week for it to be counted in ASCSU summary data. Otherwise, results are only returned to the instructor of the course. Please remember that before students can complete the survey, you must submit the cover page, fill in all the blanks and make sure that the course number and section number match what you have entered on the instructions page.