

.....HOW TO LINK TO A FILE IN WEBCT

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. The steps explained below will help you add links to your Homepage or Content Module.

Adding Links to your Homepage

Adding an URL 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 they think might be helpful for the student.

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

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:

Test Course

View Designer Options

Homepage > Basic Control Panel > Add Page or Tool > **Add URL**

Add URL

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.

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, complete the following tasks:

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.

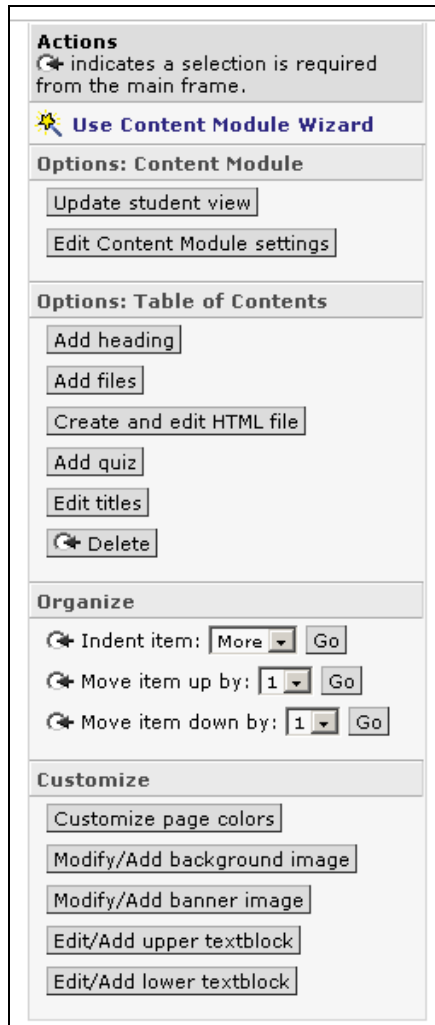
6. Select the file you want to link to the Homepage/Organizer page.
7. Click the **Add Selected** button. The file should be displayed in the Page filename: box.
8. Choose to open this page in a new browser window or the same frame.
9. You can decide where to display this link either on the Navigation 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, complete the following tasks:

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, complete the following tasks:

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

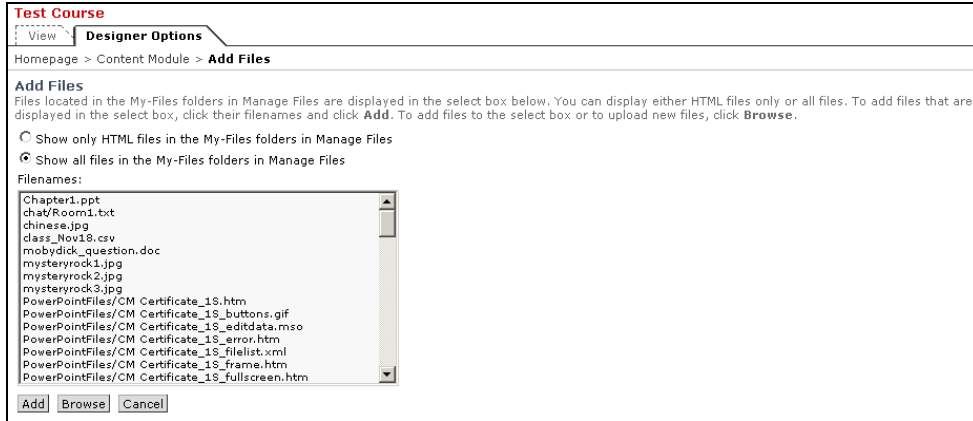
The image shows a dialog box titled "Add Heading". It contains a text input field labeled "Title" which is currently empty. Below the input field are two buttons: "Add" and "Cancel".

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

Adding a File

To add a file to the Content Module, complete the following tasks:

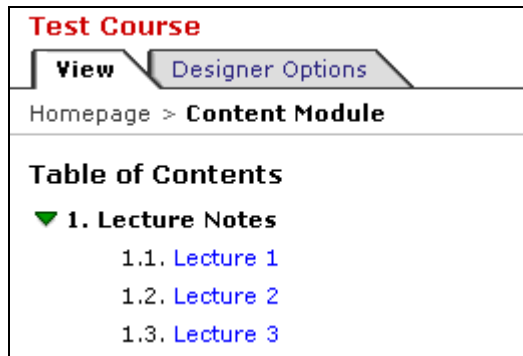
1. Click the **Add files** radio button. The add files screen appears:



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 Filename 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.

Note: You have the option to upload multiple files at one time into the Content Module by highlighting them in the Add Files box.

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

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

Test Course

View **Designer Options**

Homepage > Content Module > **Create and Edit HTML File**

Create and Edit HTML File
Add content and add HTML manually in the *File content* text box, or click **HTML editor**.

*Filename:

Folder:

File content:

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

Put your content here.

</body>
</html>
```

Tip: You can change the size of the text box by selecting a new width and height and clicking **Resize**.

Width: Height: **Resize**

*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, complete the following tasks:

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, complete the following tasks:

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 file you want to move.