

.....WHAT'S NEW IN WEBCT 4.1

This document will introduce WebCT users to the new layout of WebCT version 4.1. The following sections will show and explore the differences between the older version of WebCT (3.8) and the new version OIS will be implementing at the end of summer 2004. The functionality of WebCT 4.1 is essentially the same as the 3.8 version, but the layout is a different and in some cases has been enhanced for better utilization. In this document we will attempt to explain the differences between version 3.8 and 4.1 so that you will have a better understanding of how to navigate through WebCT 4.1.

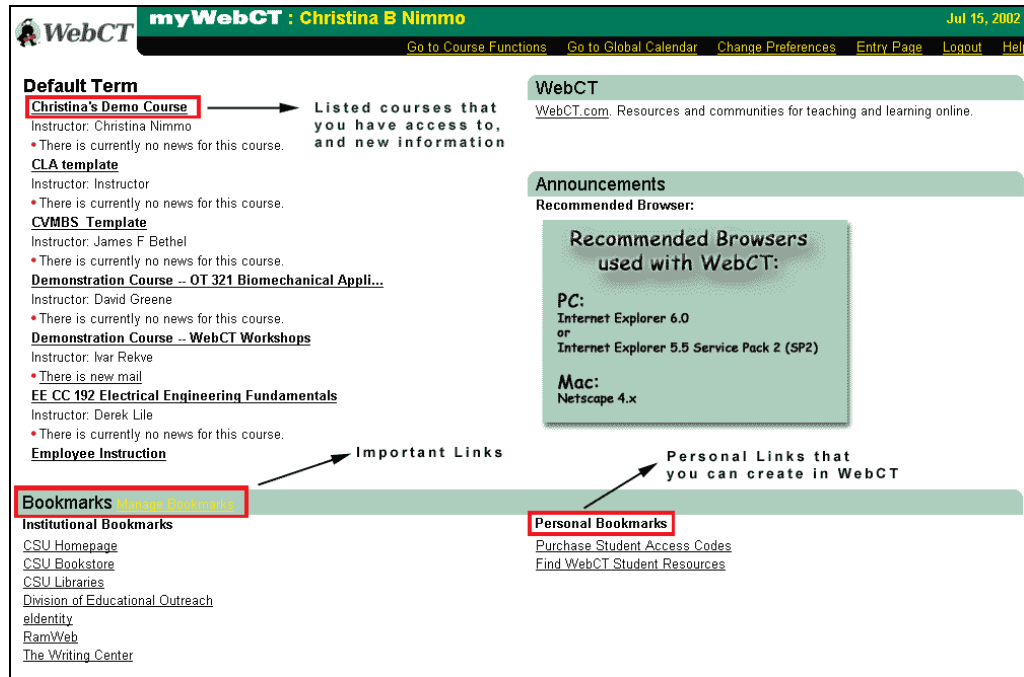
This module will cover the following items:

- ❖ myWebCTPage
- ❖ Homepage Layout
- ❖ WebCT Course Map
- ❖ Selecting the Designer Options for the Homepage/Organizer Page
- ❖ Navigating through the Wizards/Course Designer Center
- ❖ Navigating the Designer Options for Instructors
- ❖ Learning More about the HTML Editor
- ❖ Selecting Designer Options for Tools in WebCT
- ❖ Adding a Link to the Content Module

MyWebCT Page

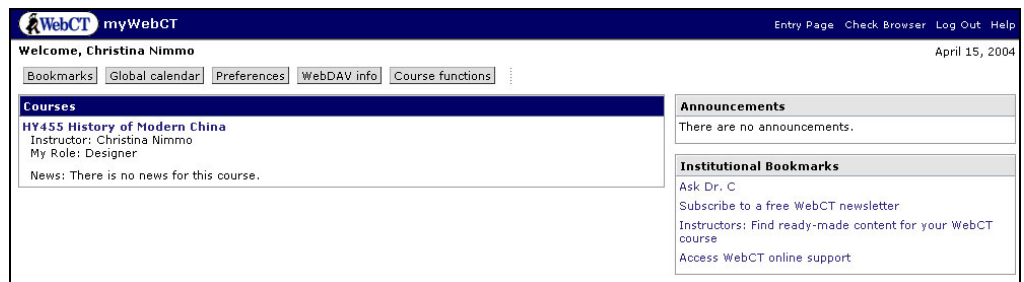
myWebCT 3.8

The myWebCT page in version 3.8 contained a list of courses, important bookmarks, announcements, and helpful links situated on the left-hand side and bottom of the screen.



myWebCT 4.1

The myWebCT page in 4.1 the list of courses, important bookmarks, announcements, and helpful links are situated on the right-hand side of the screen. 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

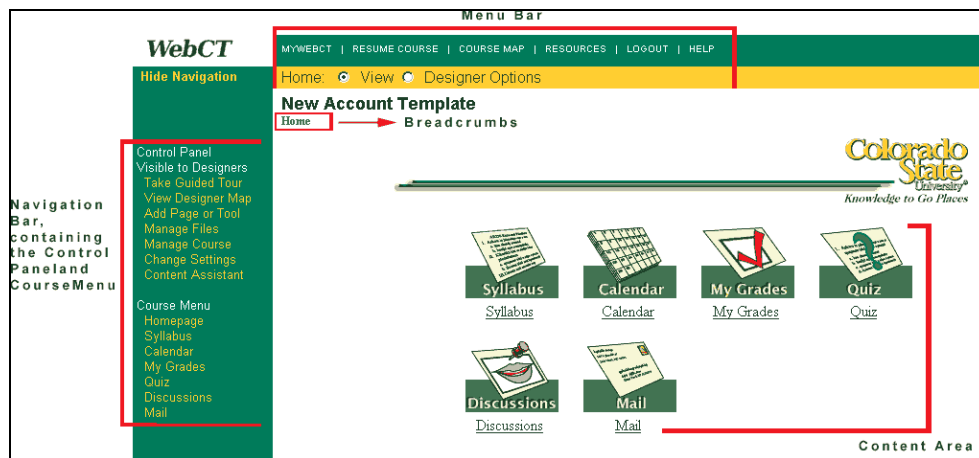
entries from your private *myWebCT* calendar, from the calendar for an individual course, and from the calendars for multiple courses.

- **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 Layout

Homepage Elements 3.8

This is a view of the Homepage elements in version 3.8. Course designer options were located on the left-hand side of the page and notice how the Menu Bar, Navigation Bar and Content Area are situated on the screen.



Homepage Screen Elements 4.1

In WebCT version 4.1 the menu bar has been changed and designer options are now located under the Control Panel which will explain further in the following section.



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.

WebCT Course Map

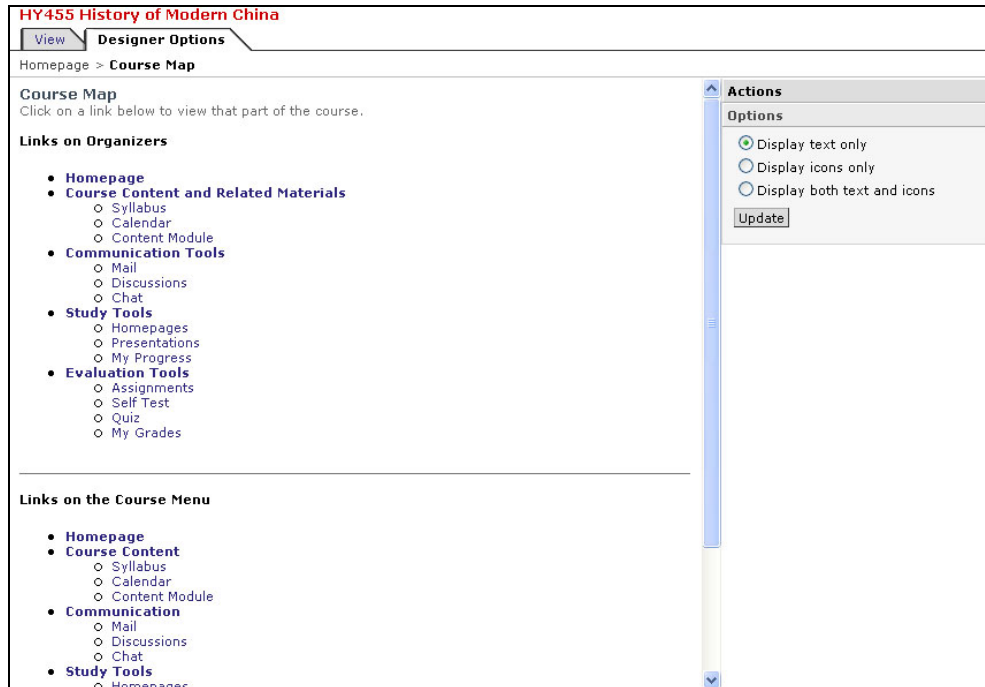
View Designer Map 3.8

In version 3.8, WebCT offered designers a Designer Map that displayed tools, utilities and Designer options. Included in that list were also tools and pages that the designer had selected to add to the course.

Tools To perform one of the tasks below, click it.			Utilities To perform one of the tasks below, click it.			Designer Options Below are the tools, organizer pages, and content modules that you've added to your course. To modify one of these, click it.
Content Assistant	Update Student View	Add Page or Tool	Manage Files	Manage Course	Change Settings	Modify
		<ul style="list-style-type: none"> • Pages/URLs <ul style="list-style-type: none"> ○ Organizer Page ○ Single Page ○ URL • Contents & Related Tools <ul style="list-style-type: none"> ○ Content Module ○ Syllabus ○ Glossary ○ Index ○ Calendar ○ Image Database ○ CD-ROM ○ Compile ○ Search ○ Resume Course • Communication Tools <ul style="list-style-type: none"> ○ Discussions ○ Mail ○ Chat ○ Whiteboard • Evaluation Tools <ul style="list-style-type: none"> ○ Quiz ○ Self Test ○ My Grades ○ Assignments • Study Tools <ul style="list-style-type: none"> ○ My Progress ○ Language ○ Student Homepages ○ Student Presentations ○ Student Tips 	<ul style="list-style-type: none"> • Upload File • Create • Edit • Copy • Move • Rename • Delete • Zip • Unzip • Upper Case • Lower Case • Download 	<ul style="list-style-type: none"> • Manage Students • Track Students • Manage Presentation Groups • Manage Teaching Assistants • Track Pages • Backup Course • Reset Course • Share Access 	<ul style="list-style-type: none"> • Instructor Name • Language: Design View • Language: Student View • Welcome Page • Course Menu • Course Appearance <ul style="list-style-type: none"> ○ Page Colors ○ Background Image ○ Icon Style ○ Replace Icon ○ Hide Left Nav Bar ○ Show Left Nav Bar ○ Hit Counter ○ Course News 	<ul style="list-style-type: none"> • Homepage • Organizer Page • Course Content Module • - Calendar • - Chat • - Discussions • - Homepages • - Presentations • - Self Test • - Syllabus • Assignments • Glossary • Image Database • New Quiz • Self Test

Course Map 4.1

Instead of the View Designer Map in the 3.8 version, WebCT version 4.1 contains a Course Map which can be found by selecting the **Menu bar > Course Map**.



Selecting the Designer Options for the Homepage/Organizer Page

Navigating to the Designer options in version 4.1 is different than in version 3.8. Instead of the Designer options being located at the bottom of the screen, you can now find the designer options displayed on the right-hand side of the screen. For example, if you wanted to delete the Syllabus tool/icon from your Homepage you would have to select the Designer options radio button at the top of the page and scroll to the bottom to see the designer options displayed. In version 4.1 you only need to click the **Designer Options** tab located at the top of the WebCT course screen. The Designer options will be displayed on the right-hand side of the screen:

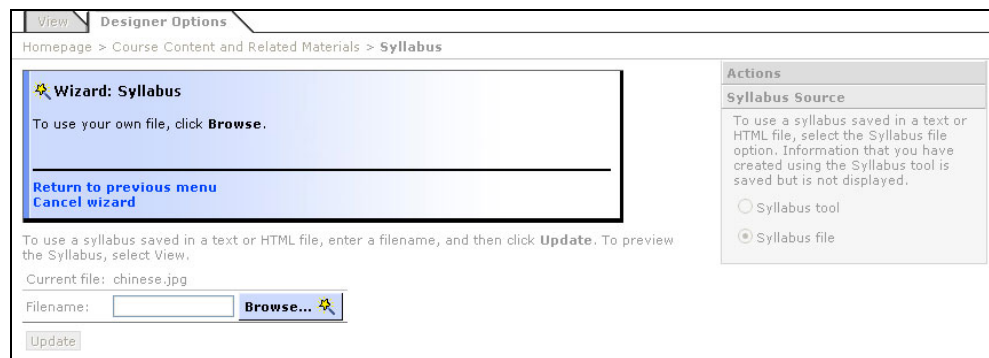
Navigating through the Wizards/Course Designer Center

One of the biggest changes in WebCT 4.1, is the implementation of Wizards to help you set up tools and pages in WebCT. When you first log into WebCT 4.1 you will be prompted to use the Wizards to set up your course (if your system administrator chooses to have these options displayed in the course). You can also choose to use the Wizards in the Design Center to set up your course by navigating to the **Control Panel** button > **Edit Page or Tool** option.

If you choose to use the Course Design Center or one of the Wizards to set up various tools in your course click on the tool/page that you would like help in creating. For example, if you choose to set up the Syllabus, click the Syllabus option.



1. To proceed with setting up the Syllabus through the Wizard select the **Delete all changes and start wizard from the beginning option** (if you have already selected options for the Syllabus).
2. On the next screen choose either to
 - **Use built in syllabus**
 - **Use your own syllabus** (a file that you uploaded into the Manage Files area).
3. If you choose to use your own syllabus file to attach to the syllabus tool, the next screen will prompt you select **Browse** option (If you choose to use the built in syllabus you will be taken to the next screen to add sections for your syllabus).



4. The Browse option will take you to the Manage Files area where you can upload a file to use as your syllabus or choose a file that you have already uploaded into the Manage Files area. Choose to upload a file or select the file that you have previously uploaded.
5. Click **Update**.
6. Select to **Save the changes and exit the Wizard**.
7. Click the View tab at the top of the WebCT screen.
8. Select the **Syllabus** option. The Syllabus will be displayed:

Control Panel	View Designer Options
▼ Course Menu Homepage Course Content Syllabus Calendar Content Module Communication Mail Discussions Chat Study Tools Homepages Presentations My Progress Evaluation Tools Assignments Self Test My Grades Quiz	Homepage > Syllabus <h2>Syllabus (from HTML page)</h2> <h3>Electronic Publishing Technology 212T</h3> <h3>Digital Image Editing II</h3> Instructor Christina Nimmo Office Hours Tuesday: 11:30 a.m. to 2:00 p.m. Wednesday: 1:00 to 2:00 p.m. Class Meetings Mondays from 5:30 to 9:10 p.m., CH 1306

Navigating the Designer Options for Instructors

In the 3.8 versions the designer options were located on the left-hand navigation bar (if the navigation bar was selected to be hidden by the instructor it was displayed as a pull-down menu from the top of the screen).

Control Panel Visible to Designers View Designer Map Add Page or Tool Manage Files Manage Course Change Settings Content Assistant

In the 4.1 version the designer options can be found by clicking on the **Control Panel** button. The designer options are displayed:

Control Panel	HY455 History of Modern China				
	View Designer Options				
▼ Course Menu Homepage Course Content Syllabus Calendar Content Module Communication Mail Discussions Chat Study Tools Homepages Presentations My Progress Evaluation Tools Assignments Self Test My Grades Quiz	Homepage > Basic Control Panel				
	Basic Control Panel Expanded Control Panel				
	Add Page or Tool Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Edit Page or Tool Customize the Homepage and change course content. Update the student view of the Content Modules in your course. Update student view	Manage Files Add, download, change, and organize the files in your course.	Manage Course Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Course Settings Change the appearance and behavior of your course.

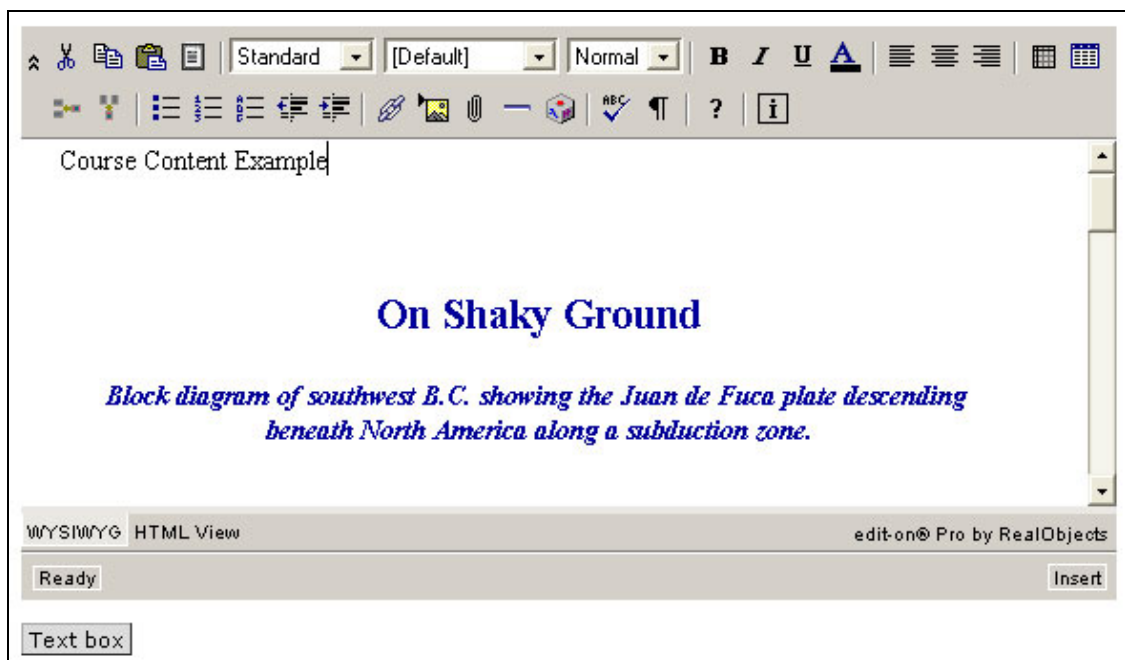
After clicking the Control Panel button the Designer options are essentially the same as in WebCT version 3.8, except for the Edit Page or Tool option which has been

added and the Content Assistant which was deleted from the Designer options.

Learning More about the HTML Editor

A new feature in WebCT version 4.1 is the HTML editor. The HTML editor provides word-processor-like features that display text and graphics the same as they will appear in a browser. The HTML editor is available from **Content Module**, **Discussions**, **Mail**, **Manage Files**, **Organizer Pages**, **Student Homepages**, and **Student Presentations**.

The HTML editor allows you to work on your content in two different ways. One using the *WYSIWYG* view, which displays text and graphics as they will appear in a browser, or second, using *HTML View*, which displays the HTML code.



Creating an HTML Document in the Mail and Discussion Tool

If you would like to create an HTML document in the Mail or Discussion tool, follow the steps below:

1. Navigate to the **Mail** or **Discussion** tool link.
2. Click on the **Compose Message** button.
3. If you would like to create an HTML document for your students to view, click on the **HTML editor** button in the Compose Message screen. The HTML editor screen appears:

Compose Mail Message


Send to:

Subject:

Message:

Standard [Default] Normal **B** *I* U

Insects of South America



WYSIWYG HTML View edit-on® Pro by RealObjects

Ready Insert

Attachments:

There are no files attached.

You have the option of creating/formatting text, creating links and inserting pictures into the HTML document. Although, you are limited in the type of complex HTML formatting you can produce, the advantages of being able to create an HTML document for your students is a beneficial feature of the new WebCT 4.1 version.

Subject: Adaptation

Message no. 10

Author: Christina B Nimmo (Christina_Demo_Course)

Date: Monday, May 10, 2004 11:15am

Please comment on the types of adaptation pictured and review the evolutionary features that might have contributed to that particular adaptation.

Insects of South America



Editing an HTML Document in the Manage Files Area

You have the option to update your HTML document in the Manage Files area without having to download the particular file to an outside HTML editor program. To accomplish this, follow the steps below:

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:
3. Navigate to the HTML file you would like to update.
4. Click on the title of the file in the Manage Files area. The Edit File screen appears:

Edit File

*Filename:

Folder:

File content:

```
<!doctype html public "-//w3c//dtd html 4.0 transitional//en">
<html>
<head>
  <meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
  <meta name="GENERATOR" content="Mozilla/4.6 (Macintosh; I; PPC)
[Netscape]">
  <title>Syllabus</title>
  <!--This file created 1/6/2000 10:38 PM by Claris Home Page version 3.0-->
  <X-CLARIS-WINDOW TOP=42 BOTTOM=731 LEFT=4 RIGHT=534 >
  <X-CLARIS-TAGVIEW MODE=minimal>
```

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

Width: Height:

Equation:

9. Select the **HTML editor** button. The HTML editor screen appears:
10. You can change the font, graphics and links in the *WYSIWYG* view.
11. Click the **Update** button when you are finished making the changes.

Selecting Designer Options for Tools in WebCT

Adding a File to the Syllabus Tool 3.8

In WebCT 3.8 you needed to click the Designer Options radio button after clicking into the particular tool you wish to modify and then the designer options would appear on the right hand side of the screen



Syllabus Source

To use a syllabus saved in a text or HTML file, select Syllabus file, enter a filename, and then click **Go**. Information that you have created using the Syllabus tool is saved but is not displayed.

Use

Syllabus tool

Syllabus file

Filename:

Adding a File to the Syllabus Tool 4.1

In version 4.1 you will just need to click into the Syllabus tool and then click the **Designer Option** tab at the top of the page and then you can follow through the Designer options located on the right-hand side of the page.

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.

The screenshot shows the myWebCT interface for the Syllabus tool. At the top, there are navigation links: myWebCT, Resume Course, Course Map, Check Browser, Log Out, and Help. Below that, the page title is 'Test Course' and the current page is 'Designer Options'. The breadcrumb trail is 'Homepage > Syllabus'. The main content area is titled 'Syllabus' and contains instructions: 'To use a syllabus saved in a text or HTML file, enter a filename, and then click Update. To preview the Syllabus, select View.' Below this, it says 'Current file: syllabus1.html' and has a 'Filename:' input field with a 'Browse...' button and an 'Update' button. On the right side, there is an 'Actions' panel with a 'Use Syllabus Wizard' link. Below that is the 'Syllabus Source' section, which has the same instructions and radio buttons as the separate image above. The 'Syllabus file' option is selected. An arrow points from the text 'Select Syllabus file if you want attach a file to the Syllabus tool' to the 'Syllabus file' radio button.

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

Test Course

View **Designer Options**

Homepage > **Syllabus**

Syllabus
To use a syllabus saved in a text or HTML file, enter a filename, and then click **Update**. To preview the Syllabus, select **View**.

Current file: syllabus1.html

Filename:

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"/>

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

Organize: Syllabus Tool

☛ Move item up by:

☛ Move item down by:

2. 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

*Required fields.

3. Fill out the appropriate information, and click **Update**.
4. 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 a Link to the Content Module

Again, In WebCT 3.8 you needed to click the Designer Options radio button after clicking into the particular tool you wish to modify and then the designer options would appear on the right hand side of the screen.



Actions

[Update Student View](#)

[Edit Content Module Settings](#)

Edit Table of Contents

Select a page in the Table of Contents on the left. Select an action below, and click **Go**. Added items will appear below the selected TOC item.

- Add heading
- Add files
- Create and add HTML file
- Add quiz
- Edit titles
- Delete

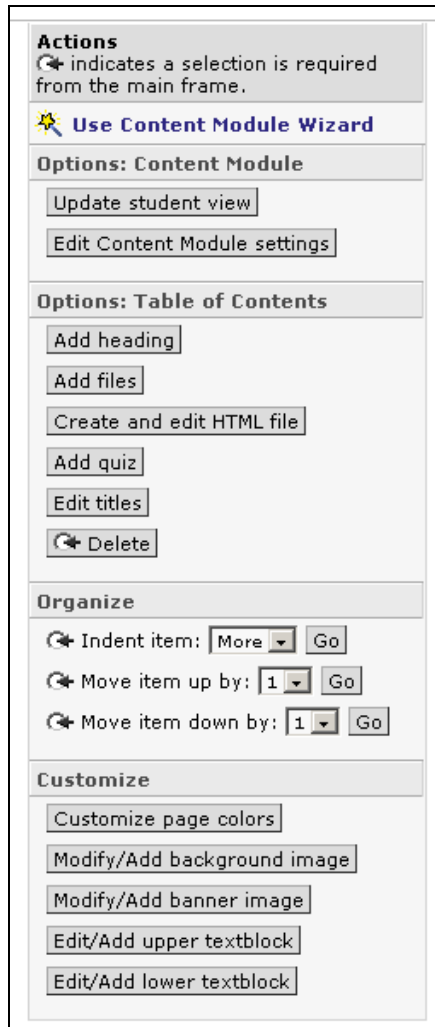
Go

Adding a Link to the Content Module 4.1

In version 4.1 you will just need to click into the Content Module tool and then click the Designer Option tab at the top of the page and then you can follow through the Designer options located on the right-hand side of the page.

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:

A screenshot of a dialog box titled 'Add Heading'. It contains a text input field labeled 'Title' and two buttons at the bottom: '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:

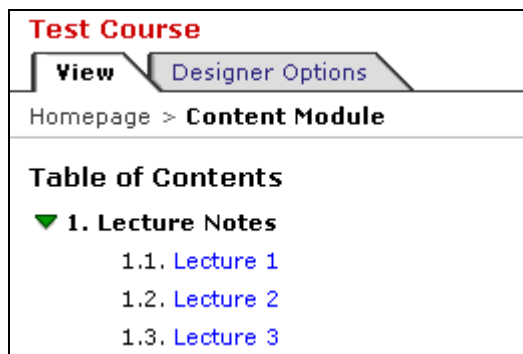


You have the option to select the **Show only HTML files in the My-Files folder in Manage Files**. By selecting this option, only HTML files will be displayed in the Filename box. If you choose to select the **Show all files in the My-Files folders in Manage Files** a list of files in the Manage Files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

*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:

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 that 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:

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.

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.

Conclusion:

You will notice that there have been a lot of enhancements in the new version of WebCT 4.1, but essentially the functionality has stayed the same for many of the course tools. This brief exercise in exploring the various differences between WebCT 3.8 and 4.1 should be helpful to allow you to navigate through the new version of WebCT 4.1. with ease and simplicity.