INSTRUCTOR MANUAL

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PAGES

There are three types of pages that you may add to your course: Organizer Pages, Single Pages, and URL's.

A **Single Page** can be an HTML file, an image file, a sound or audio file, a document in PDF format, or a page of content that opens in an external window and can be readily closed, without having to leave your current position in the course.

An **Organizer Page** allows you to create links to tools with similar functions. For example, you could create an Organizer Page named Communications that contains communication tools such as Chat, Discussions, Whiteboard, Mail, and Student Tips.

A **URL** allows you to add a link to an external Web site. You can add the link on the course Homepage or an Organizer Page. You can also choose whether the Web page opens in the current window or a new browser window.

ADDING PAGES AND TOOLS TO YOUR WEBCT COURSE

Go to the page in which you wish to add the tool.

Select Add Page or Tool from the pull down menu.

Click on the link for the page or tool you wish to add to your course.

Enter a Title for the item.

Check the box (by left clicking) next to "On an Organizer Page".

Click on the "Add" button.

Your page/tool has been added.

COURSE CONTENT TOOLS

(COMMONLY USED)

Syllabus

Content Module

Glossary

Syllabus

Saving your Syllabus as a html file

Saving your Syllabus as a html file

Step 1

Save your file at a Web Page. (File, Save as a Web Page from the Word Toolbar)

Step 2

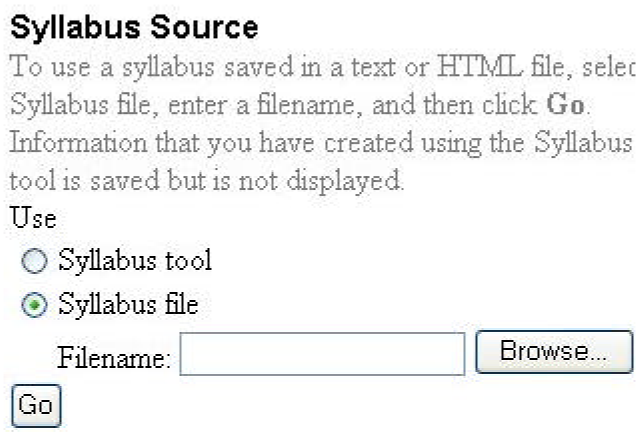
After you have added the Syllabus tool to your WebCT course click on the Syllabus link.

Step 3

Click on Designer Options

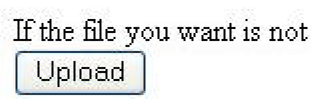
Step 4

Scroll to the bottom of the page and click on the Browse button.



Step 5

Click on the Upload Button



Step 6

Click on the Browse button.

Step 7

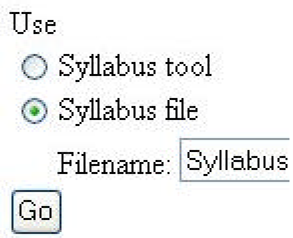
Find your saved .html syllabus file and double click on it.

Step 8

Click the Pick button

Step 9

Click on the Go button under Syllabus Source that is located at the bottom of the screen.



Step 10

Go back to where your syllabus link is, making sure that View is selected, and click on it to make sure that the link works.

1. From the Add Page or Tool screen click on the "Syllabus" link. The Syllabus screen appears.
2. Type in "Syllabus" in line 1.
3. Place a check in the box for on an organizer page in 2.
4. Click on the "Browse" button.
5. Find your syllabus.htm file that you have already loaded into Manage Files and double click on it.
6. Click on the "Add" button.

Content Module

1. Add the Content Module page to your course.
2. Click on the icon/link for "Content Module".
3. Click on Designer Options
4. Under the Edit Table of Contents menu select which action you would like to perform then click on "Go".

Adding a heading

Use *Add heading* to create a new heading or subheading in your course table of contents. You specify where you want the heading to be added.

1. Under Table of Contents, select the heading after which you want the new heading appear.

2. Under Add or Delete Items, select *Add heading* and click Go. The Add Heading screen appears.
3. In the Title text box, type the new heading, and click **Add**. The revised table of contents appears. **Note**: you can now add content under your heading with *Add file* or *Create and add HTML File.*

Deleting a heading

Use *Delete* to delete a heading or subheading from your course table of contents.

1. Under Table of Contents, select the heading which you want to delete.
2. Under Add or Delete Items, select *Delete* and click Go. A warning message appears.
3. Click OK. The revised table of contents appears.

Adding files

Use *Add files* to add course content to a heading or subheading in the table of contents. You specify where you want the files to be added.

1. From the Table of Contents screen of the Content Module, select Designer Options.
2. Under Edit Table of Contents, select Add files and click Go. The Add Files screen appears, displaying only HTML files that have been uploaded to the My-Files folder. To display all files in the My-Files folder, select Show all files in the My-Files folder in Manage Files.
   - If the file is displayed in the Filenames selection box, you can add it the Content Module by doing the following:
     a. Select the file(s) you want to add. Tip: To select multiple files, hold the CTRL key while selecting the files. For Mac users, hold the Apple key.
     b. Click Add. The file(s) are added and the updated Table of Contents appears.
   - If the file is not displayed in the Filenames selection box, you must upload the file to the My-Files folder before you can add it to the Content Module:
     a. Click Browse. The WebCT Browser appears.
     b. Click Upload. The Upload File screen appears.
     c. Click Browse. Your computer's file manager appears.
     d. Locate and select a file. The filename is entered in the Filename text box.
     e. Click Open. The WebCT Browser appears.
     f. Click Upload. The file is uploaded to the My-

Files folder and is pre-selected.

g. Click Pick. The Add Files screen appears, displaying the file in the Filenames selection box.
h. From the Filenames selection box, select the file and click Add. The file is added and the updated Table of Contents appears.

Adding a quiz

Use *Add Quiz* to add a quiz or a survey to your course.

1. Under Add or Delete Items, select *Add Quiz*, and click Go. The *Add Quiz* screen displays the quizzes which are available in your course. **Note**: use *Quiz* or *Manage Files* to add quizzes to your course folder.
2. Under Add Quiz, from the Quiz name drop-down list, select a quiz.
3. In the Quiz title text box, type the quiz title that will appear in the course table of contents.
4. Select Replace the file selected in the Table of Contents, if you want to to replace an existing heading with the quiz.
5. Click **Preview** if you want to view the quiz before you add it to the course.
6. Click **Add**. The revised course table of contents appears.

Glossary

Adding glossary entries

You can add entries to the glossary individually or by importing a file.

1. To add a glossary entry, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Add New Keyword to Glossary, select *Add a keyword*, and click Go. The *Add Keyword* screen appears.
3. In the Keyword text box, type the keyword of the glossary entry.
4. In the Definition text box, type the description of the glossary entry, and click Add. The Glossary screen appears with an updated list of Glossary keywords.

Importing glossary entries

If you import glossary entries from a file, the entries must be in a specific format:

- each glossary entry must be preceded by a colon (":") and is on a line on its own.

- the lines following the entry must contain the glossary entry description.

Note: the glossary entry or description may contain a colon. Only lines beginning with a colon will be interpreted as containing a new glossary entry.

This example illustrates how to add a new glossary entry.

> :new entry
> This is the new glossary definition for the glossary entry named "new entry".

Note: Ensure that you have uploaded the glossary file from your local computer to your WebCT [My-Files] folder before you begin.

1. To import glossary entries from a file, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Add New Keyword to Glossary, select *Import a file,* and click Go. The *Import a file* screen appears.
3. In the Filename text box, type the filename of the file to be imported, and click Import. The *Import Confirmation* screen appears. Note: You can browse *your [My-Files]* and select the import file, if you do not know the filename.
4. Click Continue to complete the glossary update. The Glossary screen appears with the updated keyword list.

Editing glossary entries

You can change keywords and descriptions which have already been entered into the glossary.

1. To edit glossary entries, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Glossary keywords, select the glossary keyword that you want to edit.
3. Under Other Options, select Edit, and click Go. The Edit a keyword screen appears.
4. In the Keyword and Description text boxes, type the changes that you want to make, and click Update. The Glossary screen appears with an updated list of Glossary keywords.
5. Click **Update**. The Glossary screen appears.

Deleting the glossary entries

You can delete glossary entries individually or by deleting all of the entries.

1. To delete glossary entries, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Glossary keywords, select the glossary keyword that you want to delete.
3. Under Other Options, select *Delete*, and click Go. A warning message appears. Click OK. The Glossary screen appears with an updated list of Glossary keywords. Note: If you want to delete all of the glossary keywords, then select Delete all instead of Delete.

Download glossary entries

If you have a number of glossary entries to edit, you may want to use a text editor of your choice, rather than edit each entry individually in WebCT. You can do this by downloading the glossary entries onto your own computer, making your changes, uploading the file into WebCT, and then importing the glossary entries. Note: The glossary is downloaded in plain text format (.txt).

1. To download the glossary entries, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Other Options, click **Download**. The Download File screen appears.
3. Click Download. A browser message appears. Save the file on your computer. You can now edit the file on your computer, upload it to WebCT and import it to the glossary when you have finished.

Linking glossary entries to course content pages

You can create hyperlinks from words in a page of content to the corresponding glossary entries. If you do not create these links, students will be unaware of glossary definitions unless they search the glossary itself.

Note: Since this function only applies to content pages, you must link your glossary entries with the Glossary tool in Content Module.

1. To create links between content pages and glossary entries, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Other Options, click Page Links. The Manage keyword links screen appears. The words in the page that are glossary keywords are hyperlinked, with an option button next to them. These words are also listed at the bottom of the page, under Unlinked Keywords.
3. To create a hyperlink to the glossary from a word in the page, select the word in the page of content, and click Update.
4. To remove a hyperlink, under Unlinked keywords, select the word, and click Update. Note: To remove all links, click

Clear All instead of Update.

Note: To make the glossary available to students, you must Update the Student View.

Linking glossary definitions to other glossary entries can create hyperlinks from words within glossary definitions to corresponding glossary entries.

Note: Since this function only applies to content pages, you must link your glossary entries with the Glossary tool in Content Module.

1. To create links between glossary definitions and other glossary entries, under Main Options, select Glossary and click Go. The Glossary screen appears.
2. Under Glossary keywords, select the glossary keyword in which you want to create links.
3. Under Other Options, select Manage keyword links, and click Go. The Manage keyword links screen appears. The words in the definition that are glossary keywords are hyperlinked, with an option button next to them. These words are also listed at the bottom of the definition, under Unlinked Keywords.
4. To create a hyperlink to the glossary from a word in the definition, select the word in the definition, and click Update.
5. To remove a hyperlink, under Unlinked keywords, select the word, and click Update. Note: To remove all links, click Clear All instead of Update.

Notes:

- **to make the glossary available to students, you must Update the Student View**
- **if you decide to edit the glossary definition at a later time, all the *Keyword Links* will be removed; you must use Manage keyword links to recreate them.**

COMMUNICATION TOOLS

Mail-WebCT mail is an internal email tool for you and your students. You can read and send mail with or without attached text or image files.

Chat-Chat allows you, and your students 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. Conversations in the four general purpose rooms are recorded. You are the only person in the course who can see the records.

Whiteboard-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, insert graphics, and make modifications--especially useful for drawing and viewing diagrams in real-time.

Discussions-Discussions allows you and your students to read, send, and search for messages. Discussions is divided into Topics which help you to create discussion groups around particular subjects. Topics can be public or private.

Calendar-Calendar allows students and instructors to exchange information about class events quickly and effectively.

Student Tips-Student Tips allows you to write tips for students on topics such as using WebCT. These tips display randomly each time a student logs onto your course. Students can control whether or not they see the Student Tip of the Day by enabling/disabling Student Tips. Students can use Student Tips only if you have added it to your course.

Compiling and Downloading Information

Attaching and Downloading files through the Mail or Discussion Tools

PowerPoint

MAIL

Reading and Sending Mail without attachments

Replying to Mail

Downloading Mail

Reading and Sending Mail without attachments

(To view how to send attachments please refer to the Attaching Files section of this manual.)

From the Mail Folders table, click the folder that contains the mail that you would like to read. The Mail Messages screen appears.

To access all mail messages click on the Show All link. To view only the messages that you have not read click on the Show unread link. To send messages that have been read to the read "pile", click on Update Listing.

From the Mail Folders table, click Inbox.

Click Compose Message. The Compose Message window appears.

View the list of possible recipient(s). Click Browse. Click on the name of the person that you would like to send a mail message to and then click on Done. To select more than one recipient, hold down the SHIFT key while selecting the names and then click on Done.

Complete the subject line, and type your message in the text box. Blank subjects or messages are not allowed.

Replying to Mail

Click the message that you would like to reply to. The message appears.

Click on the Reply link.

The Compose Message window appears.

Type your message in the text box.

Click the Send button.

Downloading Mail

From the Mail folders table, click the folder that contains the mail that you would like to download. The Mail Messages screen appears.

Click the message that you would like to download. The message appears.

Click the Download link.

Your browser's file downloaded window appears. Select the save to disk option (Save File), and choose the saving location.

When the download is complete, click the Close link.

CHAT

Entering a Chat Room

From the Chat screen, click the room that you would like to enter.

The Chat window appears. The Conversation Text Box displays all messages sent and received.

To send a message to everyone in the room type your message in the bottom text box and then press Enter on your keyboard. Your message appears in the Conversation Text Box.

If you place a check mark in the square to the left of Entry Chime you will hear a chime sound which is useful if you are working elsewhere in your course.

WHITEBOARD

Connecting to the Whiteboard Server

In order to use whiteboard, you must connect to the Whiteboard server.

Click the Whiteboard icon.

If your connection to the Whiteboard server is successful, your User ID will appear in the Current Users box. If your connection is unsuccessful, Not Connected will appear in the Current Users box. When other users log on to the Whiteboard, their User ID's will also appear in the Current Users box.

To get a description of the Whiteboard tools, roll your mouse over the tool icons. The description will be displayed in the Information box on the lower right of the Whiteboard screen.

For information on how to use whiteboard, along with detailed information regarding using the Drawing Palette please use the Help link which is located at the top of the page.

DISCUSSIONS

Reading and Sending Messages

Managing Messages

Replying to a Message

Deleting a Message

Managing Topics

Reading and Sending Messages

By default, messages are presented by threads. Threaded messages are a series of replies to the same subject.

To view both read and unread messages, click Show All.

To view unread messages only, click Show Unread.

To view messages in chronological order, click Unthreaded.

To display any messages that were just sent, click Update Listing.

Managing Messages

From Discussions, click the topic containing the messages you want to read. The Discussion messages screen appears.

In the header row, expand the thread by clicking the arrow next to it. All unread messages in the thread appear. A paper clip icon appears if the message has attachments.

Click the message that you want to read. The message opens in a new browser window.

If the message includes a file attachment, you can view the attached file by clicking the paper clip icon. The Attachments screen appears. Note: it is recommended that you install anti-virus software before viewing or downloading attachments.

When you have finished reading the message, you can:

- close the message. Click Close.
- reply to a message
- download a message

Replying to a message

To reply click Reply. To reply only to the person who posted the message, click Reply Privately. Note: Your reply is sent via Private Mail. To include the original message in your reply to all topic members, click Quote.

Deleting a Message

From Discussions, click the topic containing the messages that you want to delete.

Display the messages that you want to delete. By default, only unread messages are listed. To view all messages, click Show All.

Select the messages that you want to delete. To delete all messages in a thread, in the header row, select the checkbox next to the magnifying glass icon. To select all of the messages displayed, click Select All.

From the Apply to selected message(s) below drop-down list, select Delete and click Go. The selected messages are deleted.

Managing Topics

Adding a topic

Note: When you add a new topic, it is automatically set as a public topic.

1. From the Discussions screen click Manage Topics. The Manage Topics screen appears.
2. Under Options, select Add new topic and in the text box, enter the name for the new topic.
3. Click Go. the new topic is created.
4. To return to the Discussions table, in the Breadcrumbs, click Discussions.

Deleting a topic

1. From the Discussions screen, click Manage Topics. The Manage Topics screen appears.
2. From the Topic Settings table, select the topics) that you want to delete.
3. Under Options, select Delete selected topics.
4. Click Go. The topics and all of its associated messages are deleted.
5. To return to the Discussions table, in the Breadcrumbs, click Discussions.

Locking a topic

1. From the Discussions screen, click Manage Topics. The Manage Topics screen appears.
2. From the Topic Settings table, under Locked, select the check box next to the topic you want to lock.
3. Click Update. The topic is assigned an anonymous status.
4. To return to the Discussions table, in the Breadcrumbs, click Discussions.

For more in-depth exploration of Discussions please use the Help file located in the menu bar at the top of the screen.

CALENDAR

Adding calendar entries

Editing calendar entries

Deleting calendar entries

Adding Calendar Entries

1. From the Calendar screen, click the hyperlinked date to which you wish to add an entry.
2. Click Add entry.
3. Complete the selection drop-boxes and text fields for your calendar entry:
   - Date: the hyperlinked date is automatically selected; you may change the date if you wish
   - Summary: provides the brief description of the entry that displays in the calendar
   - URL: allows you to include a link to a website in your entry
   - Internal Link: allows you to include a link to page of content in your course
   - Detail: provides the details that are not included in the entry's Summary
   - Start Time and End Time: allows you to associate start and end times with your entry
   - Access Level: sets whether the entry is public (all course members can view the entry) or private (only you can view the entry).
4. Click Add. The View Day screen appears displaying your new entry.

Editing Calendar Entries

This option allows you to edit all public and private calendar entries.

1. From the *Calendar* screen, click the hyperlinked date containing the entry you wish to edit.
2. Select the entry you wish to edit.
3. Click Edit.
4. Revise your entry.
5. Click Update.

Deleting Calendar Entries

This option allows you to delete individual public or private calendar entries.

1. From the *Calendar* screen, click the hyperlinked date containing the entry you wish to delete.
2. Select the entry you wish to delete. To delete all of the entries for that day, click Delete All.
3. Click Delete. A warning message appears.
4. Click OK. The entry is deleted.

STUDENT TIPS

Adding One Tip at a Time

Editing Tips

Deleting Selected Tips

Deleting All Tips

Downloading Tips

Adding One Tip at a Time

1. From the Student Tips screen, select Designer Options. The Tips Database screen appears.
2. Under Add New Tip to Database, select Add a New Tip.
3. Click Add. The Student Tip Addition screen appears.
4. In the Tip title text box, type the title.
5. In the Tip text box, type the tip.
6. Click Add. The Tips Database screen reappears.

Editing Tips

1. From the Student Tips screen, select Designer Options. The Tips Database screen appears.
2. Select the checkbox next to the tip you want to edit.
3. Under Other Options, select Edit the Selected Tip.
4. Click Go. The Student Tip Editor screen appears.
5. In the Tip Title or Tip Text text boxes, type the changes.
6. To apply the changes, click Update. The Tips Database screen reappears.

Deleting Selected Tips

1. From the Tips Database screen, select the checkbox next to the tip(s) that you want to delete.
2. Under Other Options, select Delete the Selected Tip(s).
3. Click Go. A warning message appears.
4. Click **OK** to continue.

Deleting All Tips

1. From the Tips Database screen, under Other Options, select Delete All.
2. Click Go. A warning message appears.
3. Click **OK** to continue.

Downloading Tips

1. From the Tips Database screen, click Download. A browser screen appears.
2. To save the file on your computer, follow the browser instructions.

3. If necessary, close your browser and open the file.
4. To edit the student tips file, use any text editor.
5. After you edit the file, you can import it back to your course.

COMPILING AND DOWNLOADING INFORMATION

Compiling and Downloading Mail & Discussion Messages

This feature allows you to select mail messages, compile them into one file, and download the file.

From the Mail Folders table, click the folder link that contains the mail that you would like to compile and download. The mail message screen appears.

Select the order in which the messages will be presented.

- for chronological order, click Unthreaded
- for threaded, click Threaded. (Note: threads are created when someone replies to a message.)

Select the Show All Link.

From the Apply to selected messages below drop-down box, select Compile.

Click Go. The compiled messages appear.

Click the Download button. Your browser's file download window appears.

Select the save to disk option (Save File), and choose the saving location.

When the download is complete, click Close. The message appears.

Close out of the dialogue box.

ATTACHING AND DOWNLOADING FILES THROUGH THE MAIL OR DISCUSSION MESSAGE TOOLS

Attaching Files

Click on the Browse button.

Find the file on your Floppy A: or computer drive.

Click attach file. The filename appears.

Click on the Attach File button and wait for the screen to refresh.

You will see the link for the file that you just downloaded in blue under attachments.

Click send.

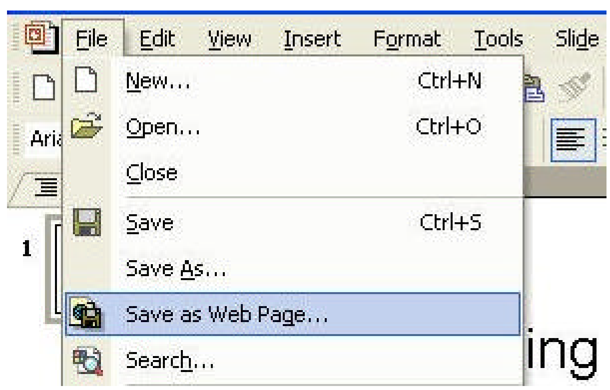
Downloading Files

1. Select the file and then click Download. Your browser's file download dialog box appears.
2. Select to save the file to disk, and then click OK.
3. Select the location where the file will be saved, and then click Save. The file is downloaded to your computer. Note: When saving your file, if an extra file extension is added to the filename, such as *.wct o *.attach, remove it before saving the file.
4. Click Close. The Attachments screen closes and you are returned to the message.

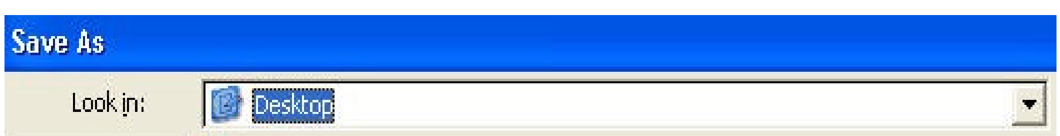
Power Points in WebCT

1. Create your PowerPoint Presentation

2. File, Save as Web Page



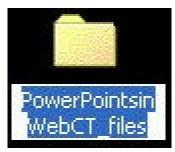
3. Save to Desktop (or other place of your choosing)



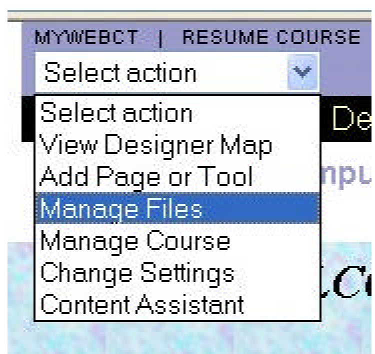
4. Make sure that the file name has no spaces or punctuation marks in it.

5. You will notice that this creates a .htm file as well as a folder.

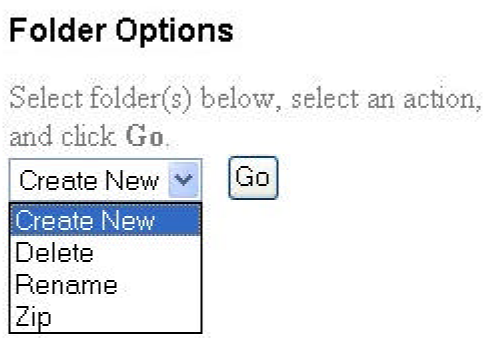
6. Copy the folder name.



7. Go into the Manage Files section of your course.



8. Under Folder Options make sure that "Create New" is selected, then click "Go" and paste the name from step 6.

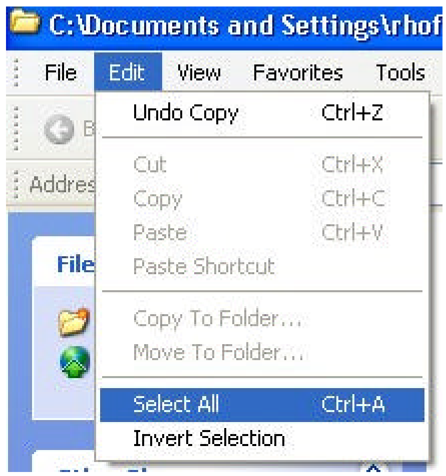


9. Click in the "Create a folder named" textbox. Paste the name of the folder that you copied in step 6 into this textbox.

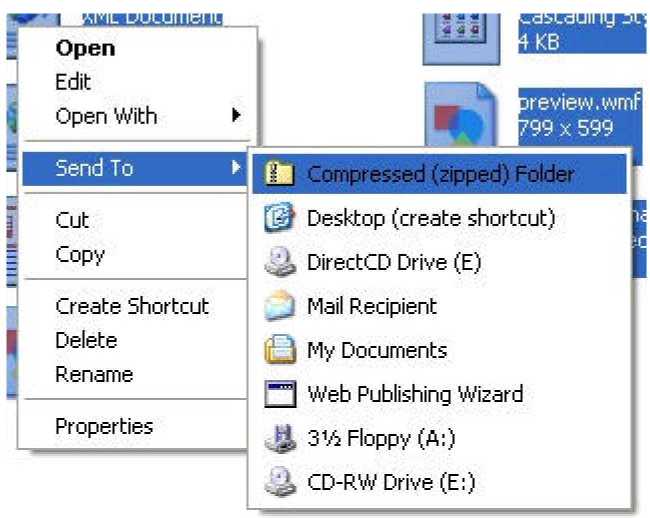
10 Click on the Create button.

11. Open the file folder on your desktop. (By double clicking on the icon.)

12. Click on Edit and then Select All.



13. Right click on the highlighted area. Choose Send To...Compressed Zipped Folder.



13. Go back into your Manage Course section.

14. Make sure that there is a checkmark in front of the file folder that you just created in steps 8 & 9.

EVALUATION AND ACTIVITY TOOLS

(most commonly used at KVTC)

Quiz/Survey

Self Test

Assignments

Student Presentations

Student Homepages

QUIZZES

Quiz Management

Use the Quiz Management tool to add quizzes and surveys to your courses. If you do not already have a quiz as part of your course, then you must add the quiz tool to your course Homepage or Organizer page. The directions below are for adding quizzes to your course. (Just for your information: just select the survey buttons instead of the quiz ones.)

Using Respondus to Upload a Quiz into WebCT

Creating a quiz

Adding questions to a quiz

Assigning a value to each quiz question

Quiz Settings

Using Respondus to Upload a Quiz into WebCT

Respondus allows you to import multiple choice, true-false, paragraph, short answer, and multiple response questions from a file. The questions must be organized in a format that is acceptable to Respondus and the file must be stored in text (.txt) format. (All word processors have the capability of saving files as .txt files--so does the WordPad application in Windows.)

Putting questions into a format that is acceptable to Respondus

Required Elements (Multiple Choice)
Each question must begin with a question number, followed by either a period "." or a parentheses ")".

The question wording must follow the question number. (Note: at least one space should be between the question number and the question wording.)

You must place an asterisk (*) directly in front of the answer category (do not put a space between the asterisk and the answer category).

Example: 3. Who determined the exact speed of light?

a. Albert Einstein
*b. Albert Michelson
c. Thomas Edison
d. Guglielmo Marconi

Importing True and False Questions
The process of importing a "true and false" question is similar to that used for importing multiple choice questions (see above). Both of the following examples are valid ways to format a true and false question for importing purposes.

Example: 3) Albert Michelson determined the exact speed of light?

*a) True
b) False

Importing Paragraph Questions
The logic for importing paragraph questions (also known as "essay" or "open-ended" questions) is similar to what is described above for multiple choice questions. The primary difference is that the first line of formatting must begin with "Type: P". This is followed by the question number, and the question wording. The answer is provided directly below the question.

Example: Type: P

4. How is the Michelson-Morley experiment related to Albert Einstein's theory of relativity?

a) In 1887, Albert Michelson and Edward Morely carried out experiments to detect the change in speed of light due to ether wind when the Earth moved around the sun. The result was negative. They found the speed of light is always the same regardless of Earth's motion around the sun. Scientists were puzzled with this negative result, and they didn't know how to explain it. Albert Einstein came up with the answer in his famous second postulate in theory of relativity: that the speed of light (in vacuum) is always constant and absolute, regardless of its source's motion and observer's movement.

Importing Short Answer Questions
Short Answer questions (also known as "fill in the blank") may also be imported. The first line of formatting for each question must begin with "Type: S". This is followed by the question number, the question wording, and the answer.

Example: Type: S

5. Who is known as the "father of television"?

a. Zworykin

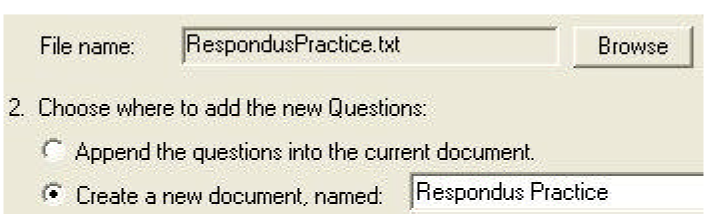
Starting the Import

To start the import, select the [Import Questions] task from the Start tab.

Step 1
The first step is to select the type of file that will be imported. This version of Respondus can only import files stored in the "Standard Format", so this option is already selected. Then use the [Browse] button to locate and select the file to be imported.

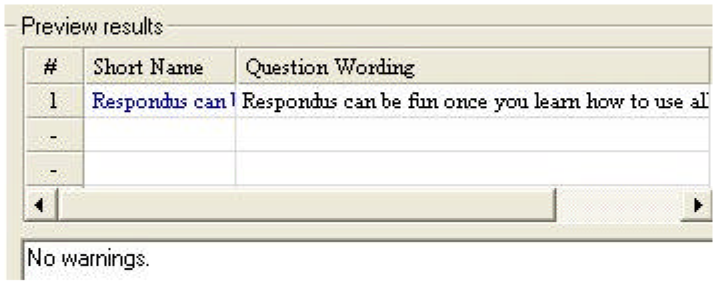
Step 2

Type in the name that you would like your new document to have.



Step 3
Click the [Preview] button to preview the file being imported and to see if there are any warning messages. If warning messages are

shown at the bottom of the screen, you need to determine whether to make changes to the text file or whether to continue with the import. (Duplicate names, if seen, are ok.)



Step 4
If you are satisfied with how the results look in Preview, click [Finish] to complete the import. The file has now been created or appended. Switch to the Edit menu to modify the file, or go to the Preview menu to view the file using a browser-like window.

Step 5

Click on the Ok button.

Publishing a file to WebCT

Step 1

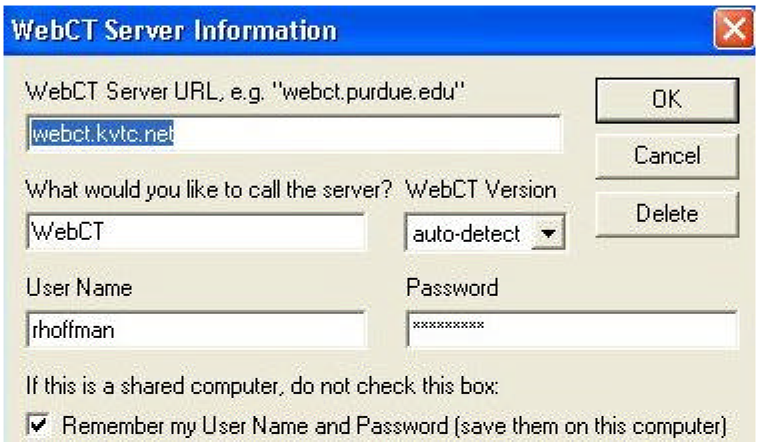
Click on the Preview and Publish tab.

Step 2

Click on the Publish to WebCT button.

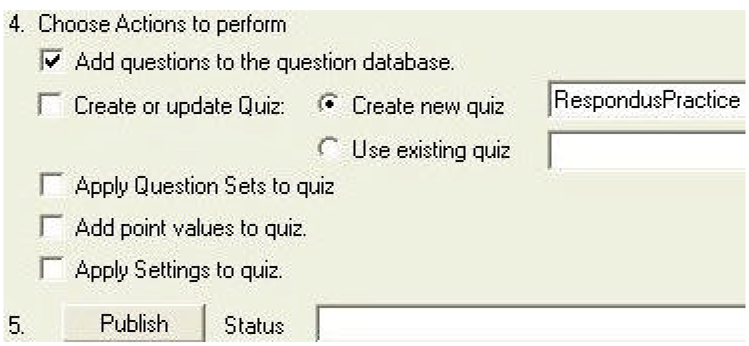
Step 3

Select WebCT from the pull down menu in #1. A screen like the one below will appear. Make sure that your User Name and Password are yours and that all other information is the same as what's on the screen. Click on the Ok button.



Step 4

Click on the Publish button.



Step 5

Watch the status box and once it says Completed Successfully close out of Respondus and go into your WebCT Quiz area.

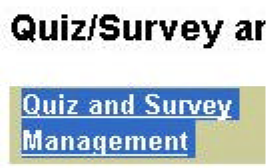
Creating a Quiz

Step 1

After adding your quiz tool to your WebCT course click on the quiz icon.

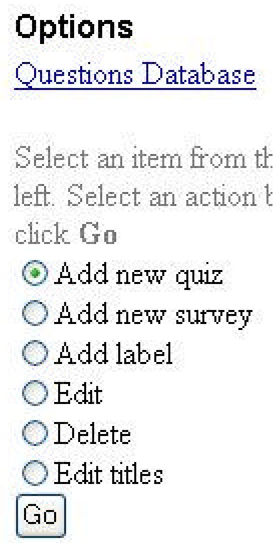
Step 2

Select Designer Options. Click on the Quiz/Survey link.



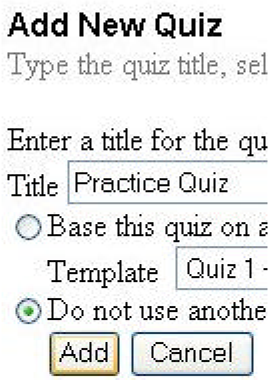
Step 3

Select Add New Quiz under Options then click on the Go button.



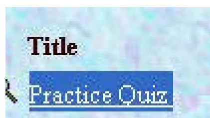
Step 4

Under Add New Quiz type in the quiz name and then click on the Add button.



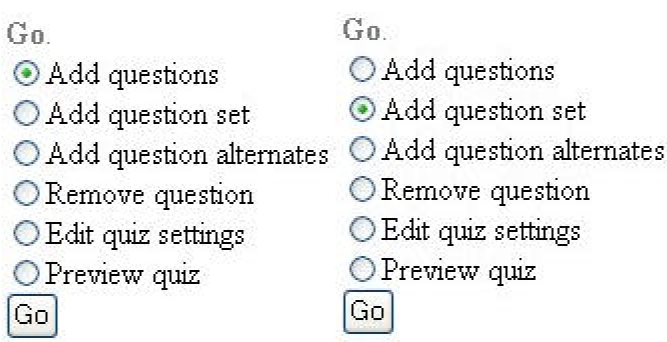
Step 5- Adding Questions to a Quiz

Click on the quiz title link.



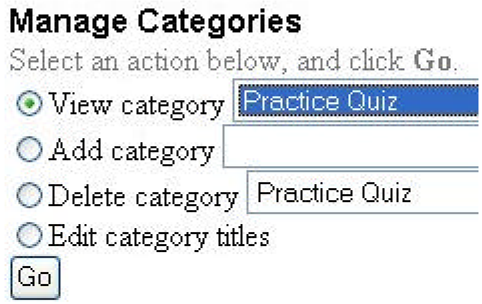
Step 6

When the next screen comes up it will say that no questions have been added to the quiz yet. Select Add questions or Add Question Set (use only if you wish to have the questions in the quiz randomized) and then click on the Go button.



Step 7

Under Manage Categories, View Categories select the category name that you wish to use from the pull-down menu. (It's usually the same name as the name of your quiz.) Click the Go button.



Step8

Select the questions that you would like to have added to the quiz by clicking on the Select All link that is above the Title.

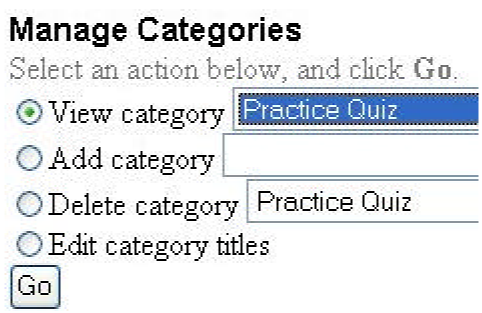
Category: RespondusPractice

Select all Select none

	Title	Type	Category	Used by
	Sort	Sort	Sort	Sort
☑	Respondus can be fun	MC	RespondusPractice	---

Step 9

Under Manage Questions Select Add Questions to Practice Quiz (for example) and then click on the Go button.



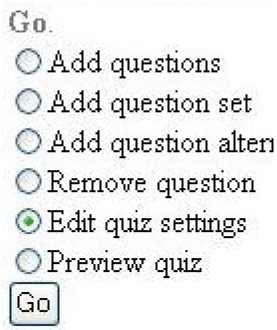
Step 10- Assigning a value to each quiz question

This brings you to the Quiz Editor Screen. Type in the point values for each of the quiz questions and then click on Update total. Once this is done you will notice that the Total will read 100.

	No.	Points	Select	Questions
☐	1	100	---	Respondus can be fun
		Total: 0	Update total	

Step 11- Quiz Settings

Under Options select Edit Quiz Settings. Click on the Go button.



Step12

Here you will select the Basic Settings, Availability, Selective Release (if any), and Results.

Basic Settings

- question delivery
- quiz duration
- attempts allowed

Availability

- available after
- available until

Selective Release

- release to
- release based on

Results

- student score release
- release column
- student results display

Your quiz is now "up" and ready for the students to take!

SELF TEST

Self Test allows you to create a multiple-choice test that students can use to test their knowledge. No grades are assigned or recorded. Instead, when a student answers a question in a self test, they are informed immediately whether the answer is correct. You can also include reasons why the answer is correct or incorrect.

Self Tests can be created through Respondus just like quizzes. (See quiz creating)

ASSIGNMENTS

Assignments allows you to create and distribute course assignments to your students, and download, evaluate, and assign a grade to the completed work.

Adding an assignment

Specifying assignment settings

Importing an assignment-related file

Removing assignment-related files

Grading student submissions

To download an assignment

To assign a grade

To download multiple assignments

To return a graded assignment

Resetting student submissions

Deleting an assignment

Releasing the assignment column

Adding an assignment

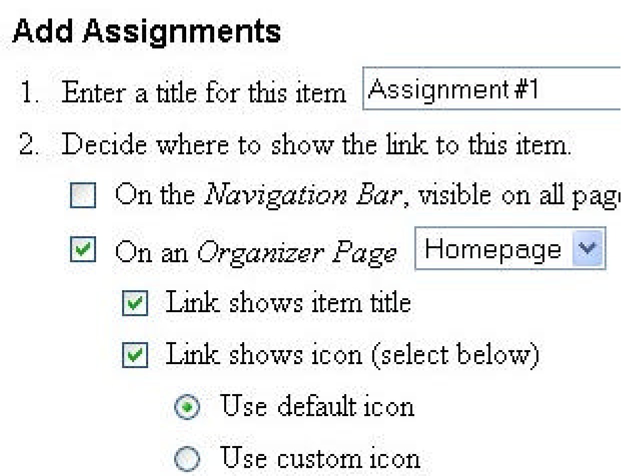
1. From Assignments, select Designer Options
2. Under Assignment Options, select Add, and click Go.
3. In the Assignment Title text box, type the title of the new assignment, and click Add. The Assignments screen appears with the new assignment title as a link.

Specifying assignment settings

1. From Assignments, select Designer Options
2. Under Title, click the assignment title. The Assignment screen appears. This screen displays the Due date for the assignment, the Maximum grade, and Instructions for the completion of the assignment. Assignment-related files are also listed on this screen.
3. Under Edit Assignment Options, click Settings. The

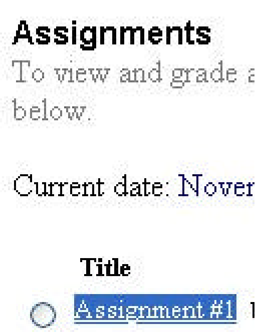
Assignment Settings screen appears.

4. Under Basic settings, enter the assignment title, instructions, and maximum grade.
5. Under Availability, select the dates and times that the assignment will be available.
6. Under Submissions, select whether or not to allow multiple submissions.
7. Under Results select one of the score release options.
8. Click Update.



[Importing an assignment-related file]

1. From Assignments, select Designer Options.
2. Under Title, click the name of the assignment to which you want to import a file. The Assignments screen appears.



3. Under Import File, enter the filename by typing the path and filename in the Filename text box or by clicking Browse. (By Clicking the Browse button the WebCT Browser appears. Select the file and then click Pick.

4. To import the file, click Import. The screen refreshes to show the newly imported file.

	Files	Modification Date	Size
☐	coursebuild3.jpg	August 20, 2002 11:26am	5.4 kB

[Removing assignment-related files]

1. From Assignments, select Designer Options.
2. Under Title, click the name of the assignment from which you want to remove a file.
3. Select the file(s) you want to remove.

	Files
☑	coursebuild3.jpg

4. Under Remove selected file(s), click Remove. A warning message appears.

5. Click Ok. The file is removed.

[Grading student submissions]: grading assignments involves four steps. Steps 2 and 4 occur outside of WebCT, so are not described in the steps below.

1. download the assignments from WebCT to your computer
2. open them on your desktop
3. print them out for reviewing and grading, or review them on-screen
4. assign a grade and enter comments about the assignment in WebCT

[To download an assignment(s)]

1. From Assignments, select Designer Options.
2. In the Results column, click Submissions for the assignment that you want to download.

3. In the Status column, click the Not Graded link for the student whose assignment you want to download. The Grade Assignment screen appears, containing: a view files button, a grade text box, and a comments text box.

4. To download, click View Files. The Assignment Dropbox screen appears in a new browser window.

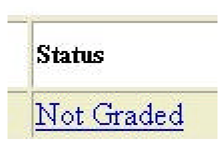
5. Select the file(s) and click Download

6. A dialog box appears. Follow the instructions in the dialog box to save the file to your computer.

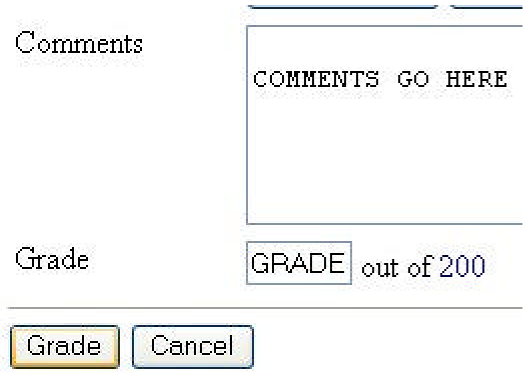
[To assign a grade](#)

After reviewing the assignment, you must enter a grade in WebCT .

1. From Assignments, select Designer Options.
2. In the Results column, click the Submissions link to the right of the assignment for which you want to enter a grade. The Submissions screen appears, with a table listing all students who have submitted assignments.
3. In the Status column, click the Not Graded link for the student whose assignment you want to grade.



4. In the Grade text box, type the grade.



5. If you want to provide comments, type your comments in the Comments text box. (see above)

6. Click Grade. the Submissions screen appears with the Status updated to Graded. (see above)

[To download multiple assignments]

1. From Assignments, select Designer Options.
2. In the Results column for the assignment you want to download, click Submissions. The Submissions screen for that assignment appears.
3. Click the Select All to select all students' assignments for download, or select unlimited individual students.
4. Under submission Options, click Download. The File Download screen appears.
5. Save the file to your computer.
6. Click Update to refresh your screen.
7. Assign a grade to the downloaded assignments(s).

[To return a graded assignment]

You can upload and return a graded assignment to a student. Important: The assignment must be submitted, downloaded, and graded before you can upload and return it to a student.

1. From Assignments, select Designer Options.
2. In the Results column, click Submissions for the assignment you want to return.
3. In the Status column, click the Graded link for the student whose assignment you want to return.
4. Under Graded files, click Upload file. The Upload Graded File screen appears. Warning: Uploading a graded assignment automatically returns the assignment to the student who submitted it.
5. Under Filename, enter the filename either by: typing the path and filename in the Filename text box or by locating the file by clicking Browse. A Window's browser appears. Select the file and click Open.

6. To upload and return the assignment tot he student, click Upload. The Grade Assignment screen refreshes to show the newly uploaded and returned assignment. You will not receive a message confirming the return of a student assignment.

Resetting student submissions

1. From Assignments, select Designer Options.
2. Under Results, click Submissions for the assignment for which you want to reset grades. The Submissions screen appears.
3. To delete a student's submitted assignment and grade, select the check box(es) beside the student(s) User ID.
4. Click Reset. A warning message appears, asking you to confirm that you want to delete the student's submitted assignment and grade.
5. Click Ok. A final warning message appears.
6. Click Ok.

Deleting an assignment

Warning: Deleting an assignment removes the assignment and all related student submissions from your course. However, the assignment grades are retained in the Manage Students files.

1. From Assignments, select Designer Options.
2. Select the radio button for the assignment that you want to delete.
3. Under Assignment Options, select Delete and click Go. A warning message appears.
4. Click OK. A final warning message appears.
5. Click OK. The updated Assignments screen appears.

Releasing the assignment column

You can release the assignment column if you want students to see their assignment grade in My Grades.

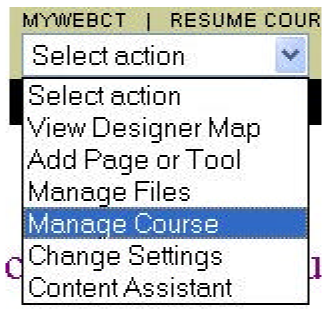
1. From Assignments, select Designer Options.
2. Click the assignment you want to release to students.
3. Under Edit Assignment Settings, click Settings.
4. Under Results, from Release Column select whether or not to release the assignment column to students.
5. Click Update.

STUDENT PRESENTATIONS

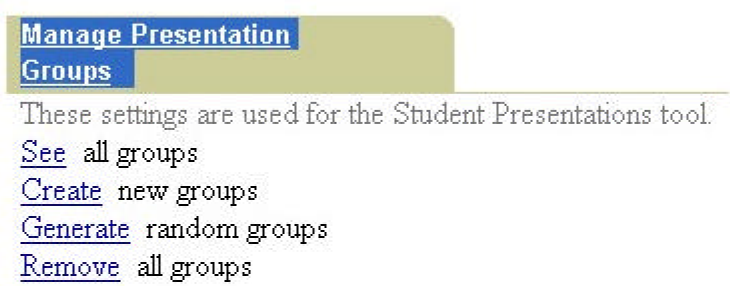
Student Presentations allows you to create groups of students within a class and assign them a project that they assemble in their own area of your WebCT course. The groups create their presentation in HTML as linked web pages. You, and other students in the course can view the completed project. Projects could be collaborative writing assignments, research proposals, or multimedia Web presentations on particular course topics. If you want to assign students to individual student presentations, you can do that as well.

Create a group manually

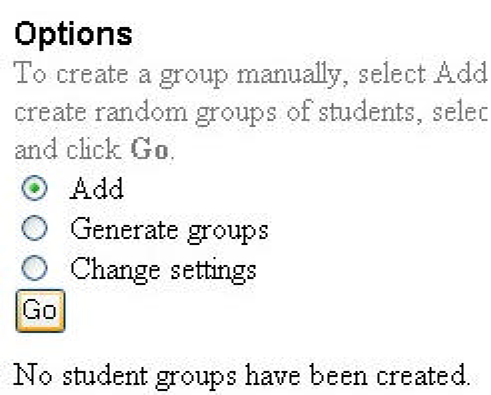
1. From the Control Panel, click Manage Course. The Manage Course screen appears.



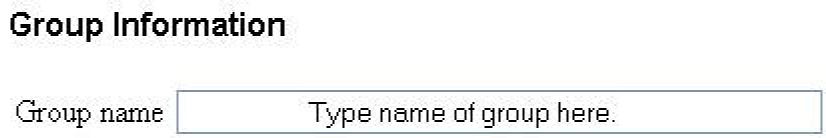
2. Click Manage Presentations Groups. The Options screen appears.



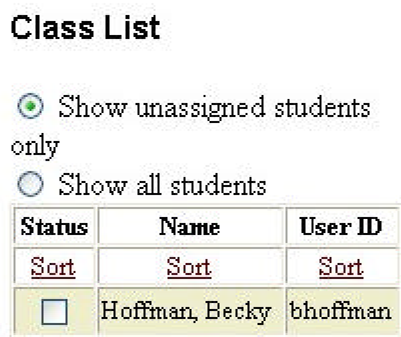
3. Under Options, select Add and click Go. The Group Information screen appears.



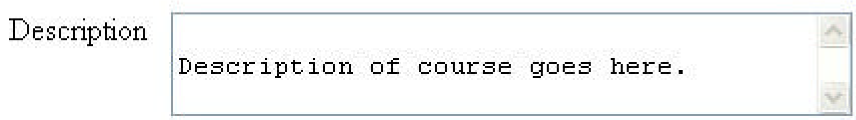
4. In the Group name text box, enter a name for the group.



5. Under Class List, in the table, students who have not yet been assigned to a group are listed alphabetically by last name, first name, and User ID. To display all students in the class, select Show all students. In the Status column, select the students who belong to the group by selecting the check box beside their names.

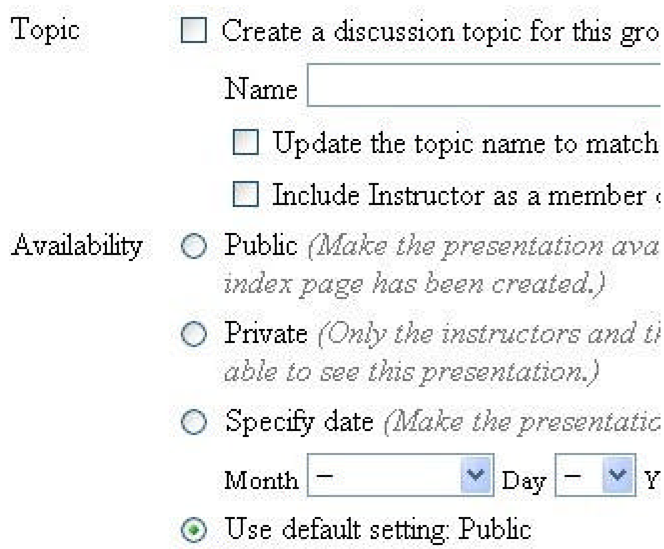


6. In the Description text box, enter the instructions for the project. You can also use the Description text box to create a hyperlink to a page you have previously created (such as the project assignment) using HTML coding.



7. To create a discussion area for this group:

a. Under Topic, select Create a discussion topic for this group. In the Name text box, a discussion topic name is entered that matches the group name.
b. To rename the discussion topic, clear the Update the topic name to match the group name check box and, in the Name text box, enter a new name for the discussion topic.
c. To include yourself as a member of the discussion, select Include instructor as a member of this discussion.



8. Under Availability, select one of the following options:

- Public
- Private
- Specify date. From the Month, Day, Year, Hour, and Minute drop-down lists, select the date and time that the presentation will be available to view by the class.
- Use default settings to select the availability as specified in Changing Presentation Settings. If you have not specified a default availability for all Student Presentations, the default is set to public.

9. Click Add. The Update Report screen appears, confirming that the group has been created.

10. Click Return to Student Presentations. The Options screen appears. The group is added to the Group List table.

Student Presentations

To view a project, click its linked title in the Description column. (If the title is not linked, the presentation is not yet in place.) If the Group column contains links, click a group name to view the members of the group. To import files to your presentation, click Edit Files.

Note: Please remember to name your first page `index.html`.

Mail	Group	Description
	Type name of group here	Description of course goes here

STUDENT HOMEPAGES

Student Homepages gives students the tools they need to create a personal *Web page*, which contains information about themselves, the projects they are working on, links to their favorite Web sites, and perhaps biographical information about their favorite pets!

Viewing a student's homepage

The Student Homepages screen displays a list of students. If a student has created a Homepage, their name displays as a hyperlink.

Note: Depending on administrator settings, the list may contain all students registered in the course, only those students who have created a Homepage, or only your name.

1. To view a student's Homepage, click their name. Their Student Homepages screen appears, displaying the student's Homepage.

STUDENT TOOLS

My Progress

My Progress allows students to see the parts of the course they have accessed, and the number of content module pages visited. They can also view a history of the content module pages they have visited, including the time they accessed the page.

My Grades

My Grades allows each student to see the grades for them that you have released.

Language Selector

The default is set to English.