

# Adding an Organizer Page in WebCT CE

*Organizer Pages* allow you to group course tools into subsets to help you organize the elements in your course.

1. From the *Control Panel*, click **Add Page or Tool**. The *Add Page or Tool* screen appears.

2. Click the page or tool you want to add. The *Add* screen appears.

**Add Page or Tool**  
Select a page or tool to add to your course.

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	<b>Content Utilities</b>	Student Tips		
	Search			
	Compile			
	Resume Course			
CD-ROM				

3. In the *Enter a title for this item* text box, enter the title as you want it to appear.

**Add Organizer Page**

1. Enter a title for this item:
2. 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:

3. Add this item to your course.

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4. Under *Decide where to show the link to this item*, select where you want the link to be displayed. **Note:** You can select both options.
  - To add the link to the *Course Menu*, select *On the Course Menu*.
  - To add the link to an organizer page, select *On an Organizer Page*. From the drop-down list, select an existing organizer page.
5. If you selected to display the item on an organizer page, select the appearance of the link:
  - To have the link appear as text only, select *Link shows item title*.
  - To have the link appear as an icon only, select *Link shows icon*.
  - To have the link appear as an icon with a text title, select both *Link shows item title* and *Link shows icon*.
6. If you selected to display an icon, select an icon image file:
  - To use the WebCT default icon, select *Use default icon*.
  - To use a custom icon:
    - a. Select *Use custom icon*.
    - b. Next to the *Choose icon* text box, click **Browse**. The [WebCT Browser](#) appears.

- c. Select the icon file. The *Add* screen appears, and the filename you selected appears in the *Choose icon* text box.
7. Click **Add**. The page or tool is added to your course. **Note:** If you have added the page or tool to an organizer page, the *Homepage or Organizer Page* appears. From there, you can edit the page or tool by clicking it.