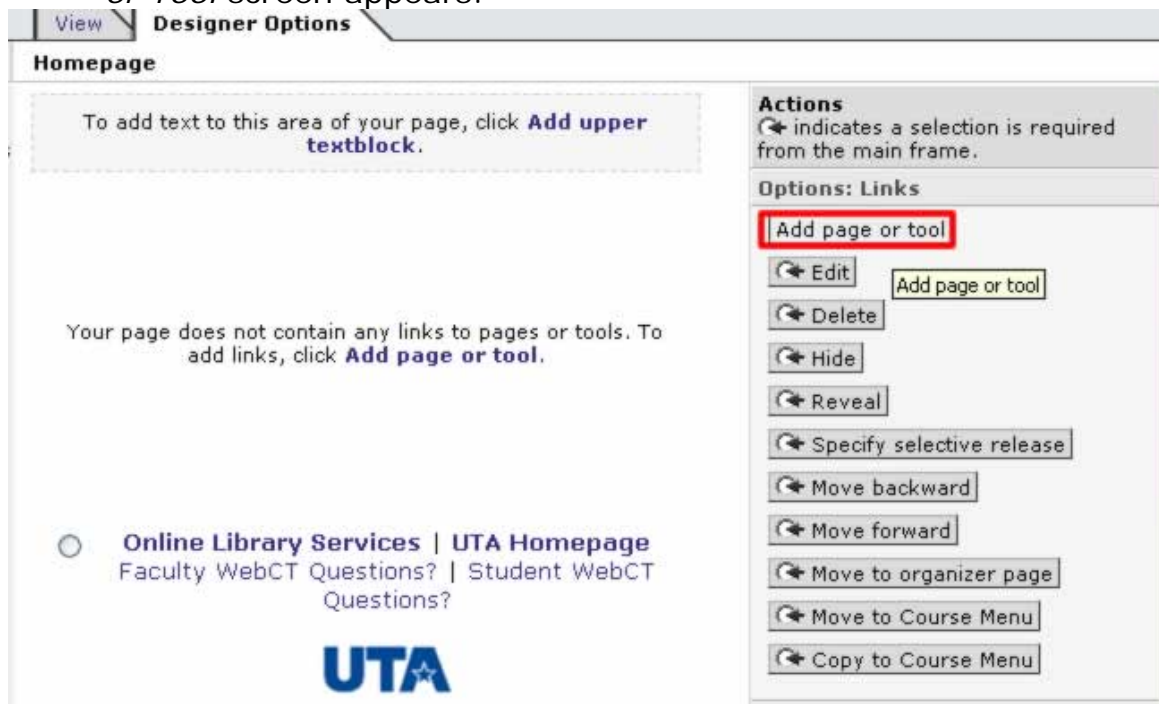


## Adding a Single Page in WebCT CE

You can add a single page of content to your course and create a link to the page from the *Course Menu*, the *Homepage*, or an *Organizer Page*. However, it is recommended that you add most of your course content to a Content Module where the content can be organized in a table of contents and you can use Track Pages to monitor each student's progress through the material.

**Note:** Only HTML or text files can be added as single pages.

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



The screenshot shows the 'Designer Options' interface for a 'Homepage'. At the top, there are tabs for 'View' and 'Designer Options'. The main content area contains a dashed box with the text: 'To add text to this area of your page, click **Add upper textblock**.' Below this, a message states: 'Your page does not contain any links to pages or tools. To add links, click **Add page or tool**.' At the bottom left, there is a radio button next to the text: 'Online Library Services | UTA Homepage Faculty WebCT Questions? | Student WebCT Questions?' and the UTA logo. On the right side, there is an 'Actions' panel with a legend: '⌂ indicates a selection is required from the main frame.' Below the legend, under the heading 'Options: Links', there is a list of buttons: 'Add page or tool' (highlighted with a red box), 'Edit', 'Delete', 'Hide', 'Reveal', 'Specify selective release', 'Move backward', 'Move forward', 'Move to organizer page', 'Move to Course Menu', and 'Copy to Course Menu'.

- Under *Pages*, click **Single Page**. The *Add* screen appears.

View **Designer Options**

Homepage > **Add Page or Tool**

### 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
<b>Single Page</b>	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			

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

View **Designer Options**

Homepage > Add Page or Tool > **Add Single Page**

### Add Single Page

- Enter a title for this item:
- Enter the information for the Single Page.
 

Page filename:  

Open in:  New browser window  Same browser window

Show navigation buttons
- 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:
- Add this item to your course.

- Next to the *Page filename* text box, click **Browse**. The WebCT Browser appears. Select the file, and click the "Add selected" button. The *Add* screen appears, and the filename you selected appears in the *Page filename* text box.



- For *Open in*, select the browser window in which you want the page to display.
- 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.

View **Designer Options**

Homepage > Add Page or Tool > **Add Single Page**

### 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.

7. Click **Add**. The page is added to your course. **Note:** If you have added the page to an organizer page, the *Organizer* page appears. From there, you can update the link to the page by clicking it.