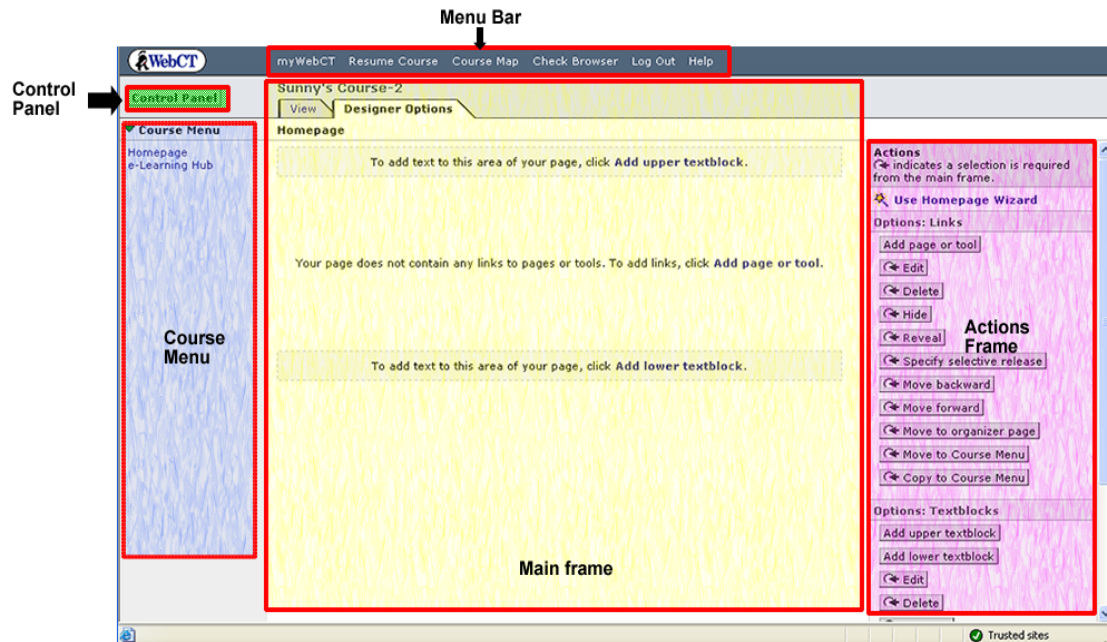


## Navigating WebCT as a designer



- a. **Menu Bar:** contains links to *myWebCT*, *Resume Course*, *Course Map*, *Check Browser*, *Logout*, and *Help*. (**Menu bar** in light gray area: *view*, *Designer Options*.)



**View:** Allows you to see how the course appears to students.

**Designer Options:** Allows you to make modifications to course elements. Pages, and content.

**Breadcrumbs:** shows your current location in the course and provides links to previous screens.

**myWebCT:** myWebCT is a central page which lists all the WebCT courses you are enrolled in and the WebCT tools available to you. Once you have logged into WebCT and accessed your myWebCT page, you can access any of your courses from this page.

**Resume Course:** provides a quick method for you to resume studying content pages where you left off. When you leave your course after studying your content pages, you can return to the last content page read by choosing Resume Course from the *Menu Bar*. This feature only available to students.

**Course Map:** Course Map allows you to view and navigate through your entire course on one page. The Course Map link appears on the top Menu Bar throughout WebCT. Course Map is automatically updated whenever your instructor makes a change to the course.

**Check Browser:** A validated browser is one that is compatible with WebCT. A non-validated browser is one that is not fully tested or has known minor issues with WebCT. An unsupported browser is one that is incompatible with WebCT.

- b. **Course Menu:** like the Homepage, you can place links to all your course elements on the Course Menu. It's visible to designers and students. The green arrow allows you to toggle between displaying and hiding the Course Menu to change the size of the Content area.
  
- c. **Control Panel:** the central location for all designer utilities and course management options. It's visible only to designers. From the Control Panel, you can do the following:
  - i. Add pages or tools to create course elements
  - ii. Edit the content of course elements
  - iii. Update your students' WebCT CE course content
  - iv. Add, edit, organize, and download your course files
  - v. Manage the records of students and teaching assistants
  - vi. Track students' progress
  - vii. Back up your course
  - viii. Change your course's appearance and settings

## Basic Control Panel:

myWebCT Resume Course Course Map Check Browser Log Out Help

CDE Sample Course

View Designer Options

Homepage > Basic Control Panel

Basic Control Panel Expanded Control Panel [Set as default view](#)

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
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.	<p>Customize the Homepage and change course content.</p> <p>Update the student view of the Content Modules in your course.</p> <p><a href="#">Update student view</a></p>	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Change the appearance and behavior of your course.

## Expanded Control Panel:

myWebCT Resume Course Course Map Check Browser Log Out Help

CDE Sample Course

View Designer Options

Homepage > Expanded Control Panel

Expanded Control Panel Basic Control Panel

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
<ul style="list-style-type: none"> <li>Assignments</li> <li>Calendar</li> <li>CD-ROM</li> <li>Chat</li> <li>Compile</li> <li>Content Module</li> <li>Discussions</li> <li>Glossary</li> <li>Image Database</li> <li>Index</li> <li>Language Selector</li> <li>Mail</li> <li>My Grades</li> <li>My Progress</li> <li>Organizer Page</li> <li>Quizzes/Surveys</li> <li>Resume Course</li> <li>Search</li> <li>Self Test</li> <li>Single Page</li> <li>Student Homepages</li> <li>Student Presentations</li> <li>Student Tips</li> <li>Syllabus</li> <li>URL</li> <li>Whiteboard</li> </ul>	<p>Update the student view of the Content Modules in your course.</p> <p><a href="#">Update student view</a></p> <p>Homepage</p> <ul style="list-style-type: none"> <li>Assignments</li> <li>Calendar</li> <li>Chat</li> <li>Content Modules</li> <li>Discussions</li> <li>Mail</li> <li>My Grades</li> <li>Organizer Pages</li> <li>Quizzes/Surveys</li> <li>Self Tests</li> <li>Single Pages</li> <li>Syllabus</li> <li>URLs</li> </ul>	<ul style="list-style-type: none"> <li>Upload</li> <li>Create</li> <li>Edit</li> <li>Copy</li> <li>Move</li> <li>Rename</li> <li>Delete</li> <li>Zip</li> <li>Unzip</li> <li>Download</li> </ul>	<ul style="list-style-type: none"> <li>Manage Students</li> <li>Track Students</li> <li>Manage Teaching Assistants</li> <li>Track Pages</li> <li>Backup Course</li> <li>Reset Course</li> <li>Import Content</li> <li>Export Content</li> </ul>	<ul style="list-style-type: none"> <li>Instructor's name</li> <li>Language</li> <li>Numeric data format</li> <li>Time display format</li> <li>Course Menu display</li> <li>Designer start page</li> <li>Designer links</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Edit Course Menu</li> <li>Edit welcome page</li> <li>Customize course colors</li> <li>Modify/Add background image</li> <li>Modify icon style</li> <li>Replace individual icon</li> <li>Customize course news</li> </ul>

- d. **Content Area: *Main* frame and *Actions* frame**
  - a. **Main frame**: where you perform your course building tasks and where content is displayed to you and your students. (visible to all users)
  - b. **Actions frame**: contains links to the various editing, customizing, and organizing options available for a particular course element. (only visible to designers)