

Student Guide for preparing Student Presentations

A presentation is done in two steps: first, you create the Web presentation as a set of linked HTML pages; and then you upload it to WebCT. **Note:** You will have to upload your presentation one file at a time. If you want to upload multiple files at once, zip them first using WinZip (PC), ZipIt (Mac), or another file compression application and then upload the .zip file.

Reminders before uploading

Every group of students in the class is created by the professor. It is the responsibility of the student to upload the files that comprises a project. Please keep these things in mind when all your material is ready to be uploaded to your files in WebCT:

- All files MUST be in .html format. It is imperative that you save your files in .html format; otherwise your work will not show.
- The file name of your first page MUST be named index.html. Failure to follow this naming procedure will result in you (as well as your instructor and classmates) being unable to view your document.
- You will be essentially creating a web page, so you will have the flexibility of including images, animation, etc. files into WebCT in addition to the .html file.
- Do NOT create separate folders within you presentation folder in WebCT (e.g. a folder for .html files, graphics, etc.) because if the files are not in the same folder, they cannot read the paths to the other files from which they are linked.

Uploading student presentations into WebCT

1. From the *Student Presentations* screen, locate the group for which you want to upload files and in the *Files* column, click **Edit files**. The *Folders and Files* screen appears. **Note:** Only groups to which you have been assigned can be edited.

Homepage > **Group Presentation**

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.

Group Members

Group01
[Training Practice](#),
[Training Student](#)

Mail	Group	Files	Description
	Group01	Edit Files	None
	Group02	---	None

2. Under *Options: Files*, click **Upload**. The *Upload File* screen appears.

Actions
↵ indicates a selection is required from the main frame.
↵ indicates multiple selections are allowed.

Options: Files

- Create file
- ↵ Edit
- ↵ Delete
- ↵ Copy
- ↵ Move
- ↵ Rename
- ↵ Zip
- ↵ Unzip
- Upload
- ↵ Download

Options: Folders

- Create folder
- ↵ Delete
- ↵ Rename
- ↵ Zip

3. Upload your files:
- Next to *Filename*, click **Browse**.

Homepage > Group Presentation > Manage Files > **Upload File**

Upload File

Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

Destination folder: [Group01] ▼

- Locate and select the file you want to upload. The path and filename of your attachment appears in the *Attachments* text box.
- From the *Destination folder* drop-down list, select a folder in which to save your file.
- Click **Upload**. The *File Options* screen appears, and the uploaded file appears as a link under the folder you selected.

- e. If you want to view the contents of a folder, click the folder name.
- f. If you want to view the file, click the file name.
- g. For each presentation file that needs to be uploaded, repeat steps

Note:

- Name the homepage for your presentation **index.html**. This page contains the links to the other group documents. These documents should be linked back to the `index.html` file.
- Filenames can contain any of the following characters: a – z, A – Z, 0 – 9, `_`, `&`, `()`, `-`, `.`, and `~`
Note: The tilde (`~`) cannot be used as the first character in the filename.
- You can make changes to your presentation after you have uploaded it, but be aware that each member of your group can edit your presentation pages. Your group should establish a protocol for making changes to your presentation, so that you don't overwrite changes that someone else has made.
- Save all files with an `.html` extension.

Downloading Files

If you need to, you may download a file from your presentation folder to your personal computer.

Tip: If you want to download multiple files at once, zip them first and then download the `.zip` file.

From the Student Presentations screen, click the **Edit Files** link. The Manage Files screen appears. Files are listed under the folder that shares a title with your group name. Select the checkbox next to the file you want to download. Under the Options: Files list, click the Download button. The Download File screen appears. To download the file, click Download. A dialog box appears. Follow the instructions in the dialog box to save the file on your computer. To open the downloaded file, close or minimize the WebCT Browser, if necessary, and open the file on your computer.