

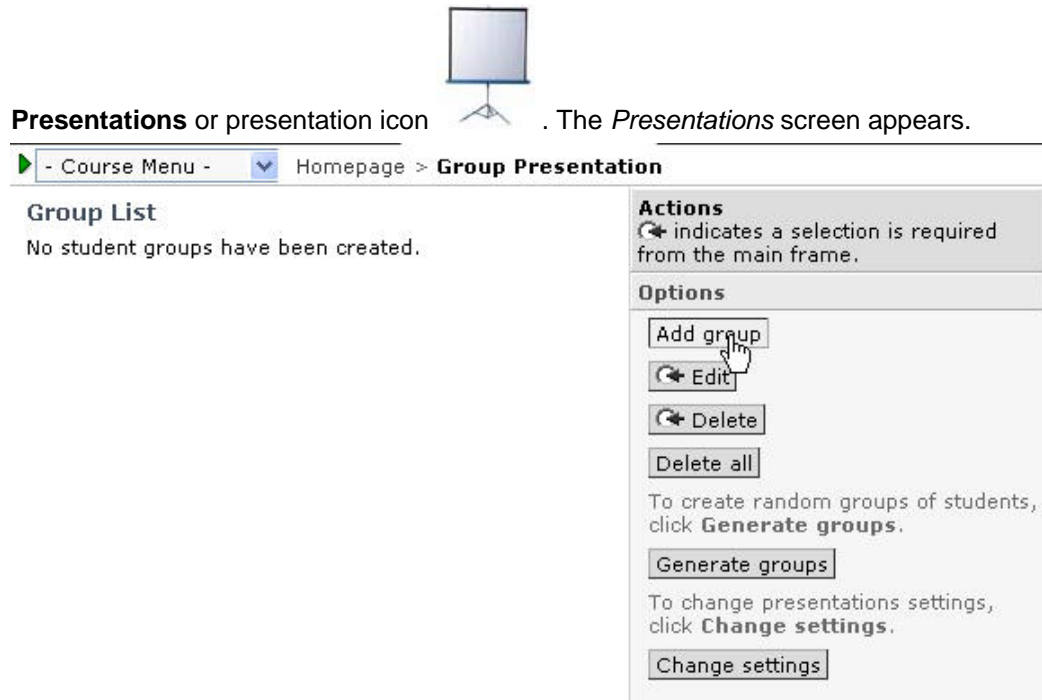
Student Presentations

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. You can also assign students to individual student presentations.

You and your students can use *Student Presentations* only after you have added it to the *Homepage* or an *Organizer* page.

Creating a Group Manually

1. After you add the student presentation tool on homepage (Action frame: click “**Add page or tool**” button, select **Student Presentations** under **Evaluation & Activity Tools**), click



The screenshot shows the 'Presentations' screen in a WebCT course. At the top, there is a navigation bar with a dropdown menu set to '- Course Menu -' and a breadcrumb trail: 'Homepage > Group Presentation'. Below the navigation bar, the main content area is divided into two sections. On the left, under the heading 'Group List', it states 'No student groups have been created.' On the right, there is a panel titled 'Actions' which contains several buttons: 'Add group', 'Edit', 'Delete', and 'Delete all'. Below these buttons, there is a note: 'To create random groups of students, click **Generate groups**.' and another note: 'To change presentations settings, click **Change settings**.' The 'Add group' button is highlighted with a mouse cursor.

2. Under *Actions*, click **Add group**. The *Group Information* screen appears.

- Course Menu - > Homepage > Group Presentation > Add Group

Group Information

*Group name:

Description:

Topic: Create a discussion topic for this group
 Name:
 Update the topic name to match the group name
 Include Instructor as a member of this discussion

Availability: Public (Make the presentation available to the entire class, once the index page has been created.)
 Private (Only the instructors and the members of this group should be able to see this presentation.)
 Specify date (Make the presentation public after the following time.)
 -- -- -- 12am 00
 Use default setting: Public

*Required fields.

Class List

Show unassigned students only
 Show all students

Status	Name	User ID
<input type="checkbox"/>	Katrina Daniels-Adams	katrina2
<input checked="" type="checkbox"/>	Mr Student	cdestudent
<input type="checkbox"/>	Training Practice	training
<input checked="" type="checkbox"/>	Training Student	trainingstudent

3. In the *Group name* text box, enter a name for the group.
4. Students who have not yet been assigned to a group are listed alphabetically under *Class List* by last name, first name, and User ID.
 - a. To display all students in the class, select *Show all students*.
 - b. In the *Status* column, select the students you want to belong to the group.
5. In the *Description* text box, enter the instructions for the project. You can also use the *Description* text box to create a link to a page you have previously created (such as a project assignment) using HTML coding.
6. 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*.
7. 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 your students.
 - Select *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.
8. Click **Add**. The group is added to the *Group List* table.

Note:

- You can create a group that does not contain any students by naming the group but selecting no students from the *Class List*. You can then add students to that empty group at a later date. You can also reorganize existing groups at a later date, using the Edit Group feature.
- The project description may be added after the groups have been created.
- A student may belong to more than one group.
- The *Class List* can be sorted by column by clicking the **Sort** link at the top of the column.
- The *Mail* icon does not appear until you add students to the group.
- Students gain access to their discussion group through the *Discussions* tool.

Creating a Group Using the Group Generator

Notes:

- All existing groups must be deleted before the group generator can be used.
1. From the *Homepage*, click **Presentations**. The *Presentations* screen appears.
 2. Under *Actions*, click **Generate groups**. The *Group Generator* screen appears.

Group Generator

There are 4 students in [cde_training](#). WebCT can divide these students into random groups. Depending on the number of groups that need to be created, the groups will be assigned names similar to the following: **Group01**, **Group02**, **Group03**,

Group

Please select one of the following methods to generate groups.

By number of groups.

Enter number of groups:

By number of students per group.

Enter the number of students per group:

Additional Students

Where should the extra students go?

Add the extra students to the groups or add an extra group for the remaining students.

Exclude the extra students. You can add them to a group later.

Group Discussions

Create discussion topics for the groups.

Include the Instructor as a member of each discussion.

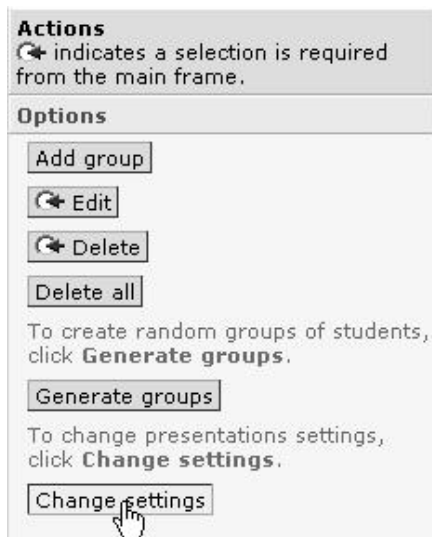
3. Under *Group*, select one of the methods to generate groups and enter the applicable number in the text box.
4. Under *Additional Students*, select how the extra students should be handled.
5. Under *Group Discussions*, select if you want to create discussion topics for the groups and if you want to be a member of each discussion.

6. Click **Generate**. The *Presentations* screen appears. The groups are added to the *Group List* table. The groups are named Group01, Group02, etc.

Changing Presentation Settings

This option allows you to set a default availability for all *Student Presentations*.

1. From the *Course Homepage*, click **Presentations**. The *Presentations* screen appears.
2. Under *Actions*, click **Change settings**. The *Presentation Settings* screen appears.



3. To set a default availability for all *Student Presentations*, select one of the following three options: *Public*, *Private*, *Specify an availability date*. From the *Month*, *Day*, *Year*, *Hour*, and *Minute* drop-down lists, select the date and time that all presentations will be available to view by the class.

Presentation Settings

Set the default availability for all Presentations.

- Public** (*Make the presentation available to the entire class, once the index page has been created.*)
- Private** (*Only the instructors and the members of this group should be able to see this presentation.*)
- Specify an availability date** (*Make the presentation public after the following time.*)

-- ▾ -- ▾ -- ▾ 12am ▾ 00 ▾



4. Click **Update**. The *Presentations* screen appears. The default presentation availability is set.

Communicating with the Group

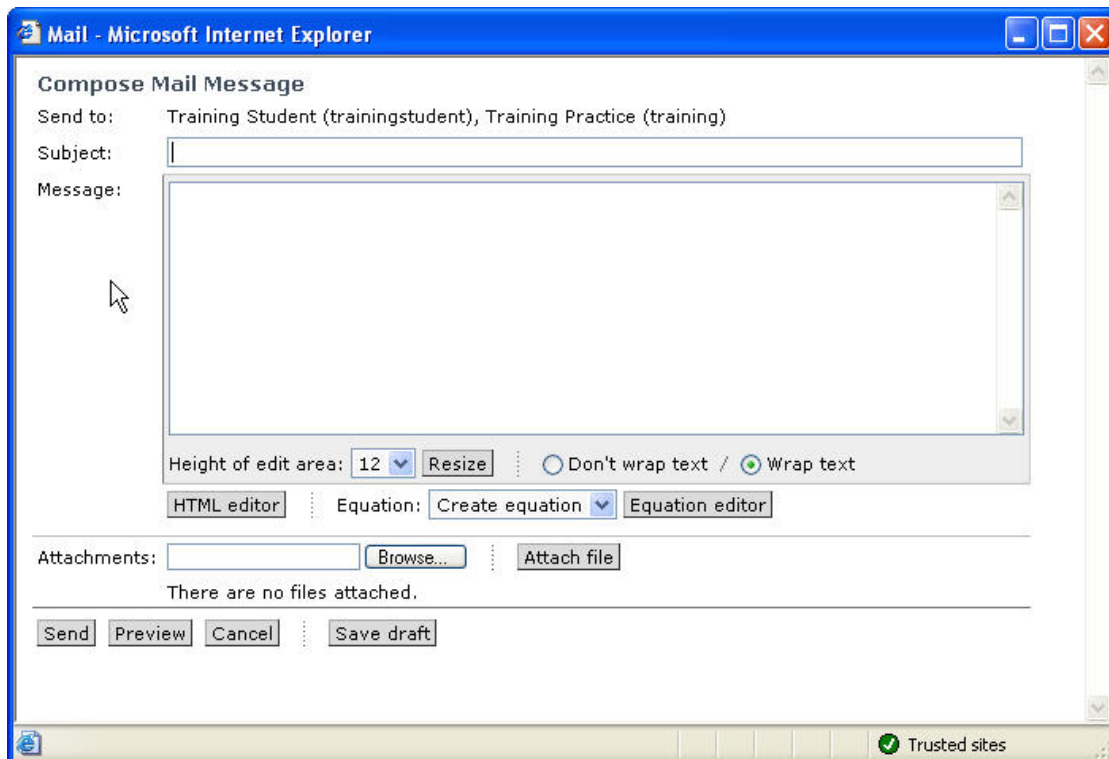
Note: Depending on administrator settings, the mail icon for presentation groups may not be available to students.

1. From the *Course homepage*, click **Presentations**. The *Presentations* screen appears.
2. In the *Group List* table, there is a *Mail* column that contains a mail icon for each group.
Note: If you have created a group with no students in it, the mail icon will not appear until you add students.

Group List

Mail	Group	Description	Topic	Members
	Group01	None	Group01	Training Practice (training), Training Student (trainingstudent)
	Group02	None	Group02	Katrina Daniels-Adams (katrina2), Mr Student (cdestudent)

3. Send mail by clicking the mail icon. A new window appears and the *Send to* text box contains the group members.



4. Enter your mail message.

Deleting Groups

Use this feature to delete presentation groups before creating new ones.

Warning:

- All of the files relating to the presentation groups are also deleted, and are unrecoverable.
- When you delete a presentation group that has an associated discussion topic, only the presentation group is deleted. The associated discussion topic is not deleted. To delete a discussion topic, see **Deleting a discussion topic**.

Deleting One Group

1. From the *Course Menu*, click **Presentations**. The *Presentations* screen appears.
2. From the *Group List* table, select the group that you want to delete.
3. Under *Actions*, click **Delete**. A warning message appears.

The screenshot shows the 'Group Presentation' interface. At the top, there is a breadcrumb trail: '- Course Menu -' (with a dropdown arrow) followed by 'Homepage > Group Presentation'. Below this is the 'Group List' table with the following data:

	Mail	Group	Description	Topic	Members
<input type="checkbox"/>		Group01	None	Group01	Training Practice (training), Training Student (trainingstudent)
<input type="checkbox"/>		Group02	None	Group02	Katrina Daniels-Adams (katrina2), Mr Student (cdestudent)

To the right of the table is the 'Actions' panel. It contains a note: '⊕ indicates a selection is required from the main frame.' Below this are 'Options' with buttons for 'Add group', '⊕ Edit', '⊕ Delete' (with a mouse cursor over it), and 'Delete all'. Further down, there are instructions: 'To create random groups of students, click **Generate groups**.' and 'To change presentations settings, click **Change settings**.' with corresponding buttons.

4. Click **OK**. The *Presentation* screen appears and the group is deleted.

Deleting All Groups

Note: If you delete all groups, the default presentation availability, as specified in Changing Presentation Settings, will be reset to public.

1. From the *Course Menu*, click **Presentations**. The *Presentations* screen appears.
2. Under *Actions*, click **Delete all**. A warning message appears.
3. Click **OK**. A final warning message appears.
4. Click **OK**. The *Presentation* screen appears and all groups are deleted.

Editing Groups

You can edit the group name, add or edit the description, create a discussion topic, edit the topic name, or add or remove students from the group.

1. From the *Course Homepage*, click **Presentations**. The *Presentations* screen appears.
2. From the *Group List* table, select the group that you want to edit.
3. Under *Actions*, click **Edit**. The *Group Information* screen appears.

- Course Menu - > Homepage > Group Presentation > Edit Group

Group Information

*Group name:

Description:

Topic: Name:

Update the topic name to match the group name

Include Instructor as a member of this discussion

Availability:

Public (Make the presentation available to the entire class, once the index page has been created.)

Private (Only the instructors and the members of this group should be able to see this presentation.)

Specify date (Make the presentation public after the following time.)

-- -- -- 12am 00

Use default setting: Private

*Required fields.

Class List

Show current group members and unassigned students only

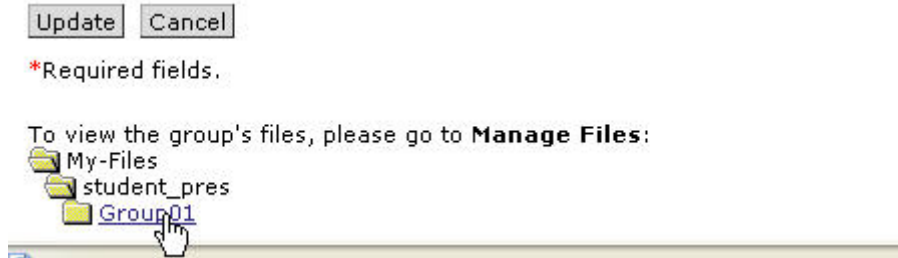
Show all students

Status	Name	User ID
<input checked="" type="checkbox"/>	Training Practice	training
<input checked="" type="checkbox"/>	Training Student	trainingstudent

4. Edit the group information as required:
 - To edit the group name, in the *Group name* text box, edit the name.
 - To edit the description, in the *Description* text box, add or edit a description for the project.
 - To create a discussion area for the group and include yourself as a member, select *Create a discussion topic for this group* and *Include Instructor as a member of this discussion*. In the *Name* text box, a discussion topic name is entered that matches the group name.
 - To edit the discussion topic name, clear the *Update the topic name to match the group name* check box and, in the *Name* text box, edit the topic name.
 - To change presentation availability, select one of the following four 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 setting* 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.
- To add or remove students from the group, under *Class List*, select or clear the check box beside the students' names.

Note: To access group presentation submissions, scroll to the bottom of the screen and click the group name under the student_pres folder.



5. Click **Update**. The *Presentations* screen appears and the group information is updated.

Viewing the Students' Work

All group presentation submissions are stored in *Manage Files* in the My-Files folder in a subfolder called **student_pres**. The **student_pres** folder contains a subfolder for each group. The group subfolders are automatically created when you add or generate groups in *Presentations*. The group subfolder names are identical to the group names.

1. From the *Control Panel*, click **Manage Files**. The *Manage Files* screen appears.
2. Click the **My-Files** folder. The contents of the folder are displayed.
3. Click the student-pres subfolder. The group subfolders are displayed.
4. To view a group's submissions, click the group name.

Helping Students to Get Started

Your student's view of *Student Presentations* varies from the designer view in a number of ways. For example, to upload completed presentations, students must navigate through a series of screens that you, as a designer, do not see. Please refer to the **Student Guide for preparing Student Presentations** for further information.