

## WebCT Designer tools overview

### Pages Tools:

- **Organizer page:** helps you organize the elements in your course. You can organize similar tools in your course by grouping them on the same organizer page. The use of an organizer page allows the number of Home page icons to be kept to a workable minimum.

From an Organizer Page, you can:

- access any of the tools listed on the *Organizer Page*.
- add links to pages or tools that you want to add to the grouping.
- modify the links.
- change the appearance of the *Organizer Page*.
- create textblocks on the *Organizer Page*.
- add the *Organizer Page* and its elements to the *Course Menu*.
- **Single page:** The Single Page Tool is the simplest tool in WebCT for presenting content. It allows you to display any file that has been uploaded into your course (My Files area) for students to view. This tool does not interact with other WebCT tools or the student tracking features. **File Formats accepted:** HTML, PDF, DOC, XLS, STA,WPD, MWS (Maple), SAS, DAT + more
- **URL:** Posting Web Address Links in your course can reduce the frustration of trying to dictate web addresses to students for online readings, other websites containing subject resources, and journal articles.

### Course Content Tools:

- **Syllabus:** There are two ways to add a syllabus to your course. You can use the *Syllabus tool* to create a syllabus, or you can import an existing *Syllabus file*. With the Syllabus tool, you can create a customized syllabus for your course. It contains sections for:
  - course information
  - instructor information
  - course goals

- policies
  - textbooks
  - course requirements
  - lessons
- **Content Module:** WebCT course content consists of a series of pages of content such as lecture notes, multimedia presentations, assignments, and quizzes. You create a Content Module by organizing the content pages into a Table of Contents. You create the Table of Contents by adding headings and subheadings. You can then add content within this hierarchy by adding files of content. These files appear as links in the Table of Contents, which provides students with easy access. When a student clicks a link, WebCT displays the content pages that you have created. Your course files can be in any file format including: .txt, .doc, .htm, .html, .xls, .ppt, .pdf, .jpg. and .gif .
  - **Glossary:** In the glossary, you can view images and definitions of terms found in your course. You can view the entire glossary or you can view entries by the starting letter. You can also search the glossary by keyword or partial word.
  - **Image Database:** allows you to create databases of images for your students. Once you have created an image database, you can hide fields from or release fields to your students, and you can add additional fields to assist you with teaching or organizing your course.
  - **Index:** Use *Index* to help students find specific information within the content modules of your course. The index is organized in the same way as a textbook's index with main entries, and their sub-entries, listed alphabetically. Each entry is followed by a link to the content page on which the index entry is located.

### **Content Utilities:**

- **Search:** allows you and your students to conduct a search for text within any course. Searching is limited to course content, the course *Index*, and *Discussion* articles.
- **Content Compiler:** allows you, your students, and your teaching assistants to create a custom collection of course notes from the topics in a content module. After compiling

the notes, you can view them on screen, save them to a file on your computer, or print them from your browser.

- **Resume Course:** *Resume Course* provides a quick method for your students to resume studying the *Content Module* pages at the point where they last left off. By clicking *Resume Course* from the *Menu Bar*, they can return to the last content page accessed. When they have finished reading all the course content, *Resume Course* becomes deactivated.
- **CD-ROM:** allows you to provide students access to multimedia files from a course *Content Module*. Instead of uploading the files to your course, you provide your students with a CD that contains copies of the multimedia files. When students click a link in the *Content Module*, the *CD-ROM* tool reads the file from the student's local CD-ROM drive.

### **Communication Tools:**

- **Mail tool:** allows the instructor and the students to send email to the entire class or to selected students.
- **Discussion tool:** allows the instructor and the students to post messages to a bulletin board for asynchronous communication. (Opening/ Adding a new discussion; Composing/replying to messages; making a topic "private";...)
- **Chat tool:** allows instructor and the students to communicate in real time in any one of five different rooms.(used for pre-quiz Q & A period or online office hour.)
- **Whiteboard tool:** allows groups of users to dynamically share a common graphical palette in real time.
- **Calendar:** allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively.
- **Student Tips:** allows you to write tips for students on topics such as using WebCT. These tips display randomly each time a student logs onto your course. Students can control whether or not they see the *Student Tip of the Day* by enabling/disabling *Student Tips*. Students can use *Student Tips* only if you have added it to your course.

### **Evaluation & Activity Tools:**

- **Quizzes/Surveys:** Quizzes are texts for which grades are assigned. Grades and statistics can be released to both you and to students. Depending upon the type of questions in a quiz, quizzes can be completely or partially graded by WebCT, marked by an assigned teaching assistant, or by yourself. **Surveys** are anonymous tests for which no grades are assigned, but which provide you with statistics.

Survey responses are automatically tabulated, and the results are summarized.

- **Self Test:** allows you to create a test consisting of multiple-choice questions that students can use to test their knowledge. No grades are assigned or recorded. Instead, when a student answers a question in a self test, they are informed immediately whether the answer is correct.
- **Assignments:** allows you to create and distribute course assignments to your students, and download, evaluate, and assign a grade to the completed work.
- **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.
- **Student Homepages:** gives students the tools they need to create a personal web page, which contains information about themselves, the projects they are working on, and links to their favorite web sites.

### **Student Tools:**

- **My Progress:** allows students to see the parts of the course they have accessed, including the number of content pages they have visited and the number of *Discussions* postings they have read or sent.
- **My Grades:** allows students to see information that is released via Manage Students, including WebCT *Quiz* and *Assignment* results, and midterm and final grades.
- **Language Selector:** allows students to change the default language of their WebCT screens. A default language is only specified if more than one language is available in your course.