

<http://www.okanagan.bc.ca/edtech>

## Intro to eLearning: WebCT Basics

### Log in to WebCT

- list of your courses - click title to go to that course
- My Role: Designer/Teaching Assistant/Student
- link to online WebCT help

### Basic navigation in your WebCT course

- on the Homepage
- along the top
  - o My WebCT takes you back to your list of courses
  - o Help takes you to WebCT manual
- Control Panel
  - o Behind the scenes
  - o Usually go to Manage Course
  - o Good place to find Update student view button
  - o \* breadcrumbs - don't use browser back button to navigate
- Designer Options mode / View mode
  - o View mode is sort of what students see (but not quite)
- Course Menu (click triangle to hide/expand)
  - o Links can go on course menu, organizer page, or both
- Main Window (Homepage is an organizer page - there are other types)
  - o Upper text block
  - o Lower text block
  - o Links (icons)
- Actions
  - o Where you do things as a designer.

### Demo Course

Basalt01

Basalt02

Basalt03

...

### WebCTID

basalt01

basalt02

basalt03

### Password

basalt01

basalt02

basalt03

## Posting grades.

1. Create a link for students to be able to access their grades
  - a. Actions, Add page or tool
  - b. Under Student Tools select My Grades
  - c. Give the link a title & choose where to put it (Organizer Page or Course Menu)
  - d. Click Add.
  - e. (*optional*) You can hide the link until you're ready for students to see it.
    - i. Select the icon and click Hide (under Actions)

**Actions**  
 indicates a selection is required from the main frame.

 **Use Homepage Wizard**

**Options: Links**

Add page or tool

**Student Tools**

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[My Progress](#)

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[My Grades](#)

2. Create a gradebook column
  - a. Control Panel, Manage Course, Manage Students
  - b. Under Actions, Organize, pull down to Manage Columns and click Go.

### Manage Students

Actions		
Options: Records	Options: Advanced	Organize
<input type="text" value="- Select action -"/> <input type="button" value="Go"/>	<input type="text" value="- Select action -"/> <input type="button" value="Go"/>	<input type="text" value="Manage columns"/> <input type="button" value="Go"/>

- c. Under Actions, Organize, Add Column
  - i. If you highlight a checkbox, the new column will go in front of it instead of at the end of the row
  - ii. Give it a name, usually choose numeric for grading scheme, and click Add.
- d. By default, grade columns are not released so students can't see them. To release any column, select it and choose Release Columns:Yes under Actions, Options.

**Organize**

Add column

Delete columns

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

**Options**

Change column label:

Align column:

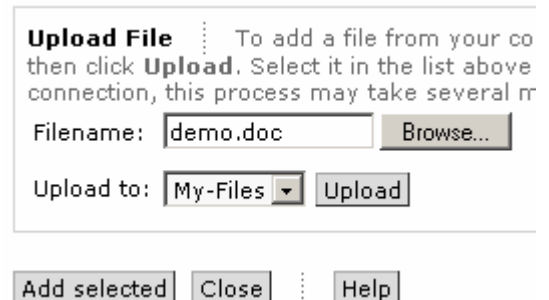
Hide columns:

Release columns:

3. Enter student grades
  - a. Control Panel, Manage Course, Manage Students
  - b. Click Edit under the column name you want to enter grades for.
  - c. Enter an 'Out of' number and enter the student grades.
  - d. Click Update at the bottom.
4. Extras
  - a. Remember to Reveal the My Grades link if you hid it earlier
    - i. Select the link, under Actions, click Reveal
    - ii. You can also 'Specify a selected release' where the link only appears for a certain time.
  - b. You can create a Calculated column based on other columns - often the Final Grade column is set to automatically calculate.

## Uploading Documents & Links

1. Putting a document from your computer into WebCT
  - a. Actions, Add page or tool
  - b. Under Pages, click on Single Page
  - c. Give it a title.
  - d. Click Browse to locate the document file.
    - i. You'll see a folder called My-Files which lists everything that's already been uploaded to your course. The bottom part of that screen has a section labeled Upload File. Click Browse.
    - ii. This will take you to a directory of your computer. Locate the file you want to upload and click Open. The filename will load into the field called Filename.
    - iii. Click the Upload button to copy the file you selected from your computer to My-Files for this course on the WebCT server.
    - iv. The display will change to show your new file within the My-Files folder. Make sure it's selected, and click the Add selected button at the bottom.
  - e. Back at the Add Single Page window, choose where to put the document link. (Organizer Page or Course Menu) and click Add.
  - f. Switch to View mode and check that it works.
  - g. Go to control panel and click Update Student View.
2. Adding a page of links
  - a. First we're going to make a separate organizer page to hold all your links
    - i. Actions, Add page or tool.
    - ii. Under Pages, click on Organizer Page.
    - iii. Give the links page a name (ie. Resource Links), choose where to put it (ie. Homepage) and click Add.
  - b. Next we're going to find a website to link to
    - i. Open a new browser window (ctrl-n) and find the website you want to link to.
    - ii. Copy the URL of that website (ctrl-c)
  - c. Now we're going to add that URL to our Resource Links page
    - i. Actions, Add page or tool
    - ii. Under Pages, click on URL
    - iii. Give it a title
    - iv. Paste the website address you copied into the Address window (ctrl-v)
    - v. Choose to open in a New browser window.
    - vi. Choose to show the link on the Organizer Page called Resource Links. (click on the triangles to select the page).
    - vii. Click Add.
  - d. Repeat steps b & c as necessary to add more links.
  - e. Switch to View mode and test the link.



## Receiving documents electronically

1. Through WebCT e-mail
  - a. Students can attach documents to e-mail messages sent within WebCT.
    - i. Click on e-mail link.
    - ii. Click on Compose message
    - iii. On the Send to line, click browse to choose who to send it to
    - iv. On the attachments line, click Browse to select the file you want, then click Attach file.
    - v. Enter a subject and a message. It's good practice to include the file name of the attachment in the document.
2. Creating an assignment dropbox link.
  - a. Actions, Add Page or Tool
  - b. Under Evaluations & Activity Tools, click Assignments
  - c. Give the link a title (like Assignments) and decide where to put it.
3. Creating an assignment
  - a. Click on the Assignments link you just created. This will take you to a listing of assignments.
  - b. Under Actions, click Add and give the assignment a title and click Add.
  - c. From the list of assignments, click on the title you just created and click Edit assignment settings.
  - d. You can enter instructions, availability dates, notification and release settings. Click Update.
  - e. You can also Import a file with more detailed instructions which students can download.
  - f. In View mode you can see what students get and how they upload and submit their file. (\*2-step process: upload, then submit)
  - g. Note: creating an online assignment automatically creates a column in the gradebook
4. Grading an assignment.
  - a. For the e-mail model, read the assignment and enter a grade manually in the gradebook.
  - b. For the online model:
    - i. Click on the Assignment icon.
    - ii. Click on Submissions under the appropriate assignment
    - iii. When a student has submitted their assignment, there will be a number 1 under the Submissions column. Click on this number to go to the Grade Assignment window.
    - iv. You can download the student's file, mark it up and upload it to return to the student, and enter a grade.
    - v. \*You can also get at submissions from Control Panel, Manage Course, Manage Students.
  - c. When things go wrong, (they submit the wrong file) you can reset a student's submission. Submissions screen, Options, Reset.
  - d. There are some rules - check WebCT help under Assignments - help students get started.
  - e. For more details see <http://www.okanagan.bc.ca/edtech>

