OVERVIEW
After completing this tutorial, you will have built a practice WebCT site by:

- Using the Syllabus Tool
- Creating a Course Calendar
- Building a Content Module
- Adding the Discussions Tool
- Communicating Via the Mail Tool

USING THE SYLLABUS TOOL

First, you’ll add the Syllabus tool to your course. It automatically contains sections for Course Information, Instructor Information and Course Goals. You’ll edit these and then add sections for Policies and Textbooks.

1. From the Designer Map, under Add Page or Tool, click Syllabus. The Add Syllabus screen appears. Here you choose a title for the syllabus, the place where the syllabus will be shown in your course, and the appearance of the syllabus link.
2. For the title of the page, type: Syllabus
3. Place a link to the Syllabus, on both the Navigation Bar and on the course Homepage.
4. Select Link shows title, and Link shows icon.
5. Select Default icon.
6. Click Add. The Syllabus Added screen appears.
7. Click the Modify the Syllabus tool hyperlink. The designer view of the Syllabus screen appears. We will add pre-formatted sections of the Syllabus called Instructor Information, Course Information, and Course Goals.

8. Let’s add the Course Information section first. Under Add Section, select Course Information from the drop-down menu.
9. Under Edit Section Content, select Edit and click Go. The Edit Course Information Section screen appears.
10. Notice that you can enter information in either Plain Text or HTML. Select HTML. Note that you don’t have to include HTML tags when you select HTML. If no tags are entered, text will have a stylesheet applied, which sets the font type and size.

11. Type the following information:

<table>
<thead>
<tr>
<th>Text box</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section title</td>
<td>Course Information</td>
</tr>
<tr>
<td>Course title</td>
<td>Introduction to the Internet</td>
</tr>
<tr>
<td>Course number</td>
<td>INT 2001</td>
</tr>
<tr>
<td>Course discipline</td>
<td>Please select a topic or subtopic</td>
</tr>
<tr>
<td>Course description</td>
<td>This course develops the skills necessary to exchange information electronically and will specifically examine the use of internet technologies such as web browsers, electronic mail, file transfer protocols, bulletin boards, and data communications.</td>
</tr>
<tr>
<td>Course date</td>
<td>September 15, 2001 to December 15, 2001</td>
</tr>
<tr>
<td>Location</td>
<td>Wellington Hall, Room 120</td>
</tr>
<tr>
<td>Meeting day</td>
<td>Thursdays</td>
</tr>
<tr>
<td>Meeting time</td>
<td>1:00 p.m. to 3:00 p.m.</td>
</tr>
</tbody>
</table>

12. From the Course discipline drop-down list, select Internet.

13. Leave the remaining text boxes empty. Empty fields aren’t displayed to students.


Next, let’s edit the Instructor Information section.

15. Under Syllabus, select Instructor Information.

16. Under Edit Section Content, select Edit and click Go. The Edit Instructor Information Section screen appears.

17. Select HTML format and then type the following information:
18. Leave the remaining fields empty. Empty fields aren’t displayed to students.
19. Click Add. The Syllabus screen appears, and the Instructor Information section has been updated.

Now, edit the Course Goals section.

21. Under Edit Section Content, select Edit and click Go. The Edit Course Goals Section screen appears.
22. Select HTML.
23. In the Course Goals text box, type: The goal of this course is to introduce students to Internet concepts and terminology.
24. Click Add. The Syllabus screen appears, and the Course Goals section has been updated.

Next, add a section for Policies.

25. Under Add Section, from the drop-down list, select Policies, and then click Add. The Add Policies Section screen appears.
26. Select HTML.
27. In the Introduction text box, type: University-wide regulations apply to this course. Familiarize yourself with the Student Rules of Conduct.
28. Click Add. The Syllabus screen appears. The Policies section has been added, and is Active.

The last section that you’ll add to the Syllabus will contain information about your course textbooks.

29. Under Add Section, from the drop-down list, select Textbooks, and then click Add. The Add Textbooks Section screen appears.
30. Select HTML and type the following information:

<table>
<thead>
<tr>
<th>Text box</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book title</td>
<td>Internet Fundamentals</td>
</tr>
<tr>
<td>Author</td>
<td>S. Webber</td>
</tr>
<tr>
<td>Publisher</td>
<td>Book Publishing Ltd.</td>
</tr>
<tr>
<td>Edition/Year</td>
<td>2000</td>
</tr>
<tr>
<td>ISBN</td>
<td>179-179-9999</td>
</tr>
</tbody>
</table>

31. Select Required Reading.
32. Click Add. The Syllabus screen appears. The Textbook section has been added, and is Active.
   Now, let’s see how the Syllabus will appear to students.
33. From the Menu Bar, select View. A preview of the Syllabus appears.
CREATING A COURSE CALENDAR

Let’s add the Calendar tool to your course.

1. From the Designer Map, under Add Page or Tool, click Calendar. The Add Calendar screen appears. Here you choose a title for the calendar, the place where the calendar will be shown in your course, and the appearance of the calendar link.
2. For the title of the page, type: Calendar
3. Place a link to the Calendar, on both the Navigation Bar and on the course Homepage.
4. Select Link shows title, and Link shows icon.
5. Select Default icon.
6. Click Add. The Calendar Added screen appears.
7. Click the Calendar hyperlink, and then click the Designer Options button in the black menu bar. The Calendar screen appears, showing the current month’s calendar.

Now, you’ll add two entries to the calendar, one showing the due date of the first assignment, another showing the date of the first quiz.

8. You are going to add an entry to the Calendar for September 25th, 2001. From the drop-down list, select September 2001, and then click Go. The September 2001 Calendar screen appears.
9. Click the September 25th hyperlink. The View Day screen appears.
10. Click Add Entry. The Add a Calendar Entry screen appears.
11. Type the following information:
Text box | Type
---|---
Summary | First Assignment Due
Detail | Your assignment on Online Communications is due today. Late assignments will have 10% deducted from their grade for each day they are late.

12. For Access Level, select Public. Public Access means that both you and your students can see the entry.
13. Click Add. The View Day screen appears and your entry is displayed.

Now, let’s add an entry to remind students to start preparing for their first quiz.

14. Click Add Entry. The Add a Calendar Entry screen appears.
15. Change the date to October 5th, 2001.
16. Type the following information:

| Text box | Type |
---|---|
Summary | Quiz Preparation
Detail | The first quiz is next week. You should start preparing now.

17. For Access Level, select Public.
18. Click Add. The View Day screen appears, and your entry is displayed.
19. Click the View Month hyperlink.

Now, let’s edit the last entry to include a reminder to read Chapters 1 and 2 of the textbook.

20. Click the October 5th, 2001 hyperlink.
21. Select the Quiz Preparation entry, and then click Edit.
22. Add the following information to the Detail text box: You should re-read Chapters 1 and 2 of your textbook.
23. Click Update.

Finally, let’s see how the Calendar entries appear.

24. Click the View Month hyperlink. The Calendar appears.
BUILDING A CONTENT MODULE

A Content Module is an area where you can place course material such as lecture notes and assignments. You organize the material within a Table of Contents. This allows students to see — at a glance — what the course covers. It also serves as a guide to the sequence in which the material should be studied.

Within a Content Module, you can provide additional tools to assist students with their studies. For example, you can use the Goals tool to provide learning goals for specific components of the course. The tools are available to students through the Action Menu, which appears at the top of each page of content.

Creating a Content Module involves:

- creating and/or uploading content, using WebCT utilities
- adding the Content Module tool
- creating a Table of Contents
- adding the content files to the Content Module

Let’s copy the three files of course material that we’ve provided for the Tutorial. Note that you would normally upload or create your own content files.

1. From the Designer Map, click Manage Files. The Manage Files screen appears.
2. Under Folders and Files select the My-Files check box.
3. Under Folder Options, select Create New, and then click Go. The Create Folder screen appears.
4. In the Create a folder named text box, type: tutorial and then click Create. The Manage Files screen appears.
5. Click the WebCT Files hyperlink. The WebCT Files subfolders appear.
6. Click the tutorial folder hyperlink. You’ll see three HTML files: discuss.html, email.html and intro.html.
7. Select the check boxes for each of these files.
8. Under File Options, from the drop-down list, select Copy and then click Go. The Copy Files screen appears.
9. Under Copy the selected files to, select tutorial, and then click Copy. The Manage Files screen appears. The tutorial files are now in the My-Files/tutorial folder.

Now, let’s add the Content Module tool.

1. From the Navigation Bar, click View Designer Map. The Designer Map appears.
2. From the Designer Map, under Add Page or Tool, click Content Module. The Add Content Module screen appears. Here you choose a title for the content module, the place where the content module will be shown in your course, and the appearance of the content module link.
3. For the title of the page, type: Course Material
4. Place a link to the content module, on both the Navigation Bar and on the course Homepage.
5. Select Link shows title, and Link shows icon.
6. Select Default icon.
7. Click **Add**. The *Content Module Added* screen appears.
8. Click the **Add Content to this Content Module** hyperlink. A blank *Table of Contents* screen appears.

Now, let’s create a *Table of Contents* and add headings.

9. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
10. In the *Title* text box type: *Introduction to Internet Communications*, and then click **Add**. The *Table of Contents* appears with the heading added.

Now let’s add the other two headings.

11. Under *Table of Contents*, select *Introduction to Internet Communications*.
12. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
13. In the *Title* text box, type: *Discussion Groups*, and then click **Add**. The *Table of Contents* now has two headings.
14. Under *Table of Contents*, select *Discussion Groups*.
15. Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
16. In the *Title* text box, type: *Email*, and then click **Add**. You’ll see that the *Table of Contents* now contains the three headings.
Now you can add the actual pages of content under the appropriate headings.

17. Under *Table of Contents*, select *Introduction to Internet Communications*. The content will be inserted beneath this heading.
18. Under *Add or Delete Items*, select *Add File* and then click *Go*. The *Add File* screen appears.
19. From the *Filename* list, select *intro.html* and click *Add*. The *Table of Contents* appears. Notice that the *Course Introduction* page has been added as a hyperlink.
20. Repeat steps 17 to 19 to add the other two pages of content under the appropriate headings.

<table>
<thead>
<tr>
<th>Under Heading</th>
<th>Add file</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion groups</td>
<td>discuss.html</td>
</tr>
<tr>
<td>Email</td>
<td>email.html</td>
</tr>
</tbody>
</table>

The *Table of Contents* now contains all of the headings and links to the pages of content. Let’s change the look of the *Table of Contents* by indenting the hyperlinked headings.

21. Under *Table of Contents*, select *Course Introduction*.
22. Under *Reorganize Table of Contents*, select *Indent item*.
23. From the drop-down list, select *More*, and then click *Go*. The *Table of Contents* appears with *Course introduction* indented beneath *Introduction to Internet Communications*.
24. Repeat steps 21 to 23 to indent *Introduction to Discussions*, and *Introduction to Email*.

Let’s look at *Course Material* as students see it.

25. In the breadcrumbs, click *Home*.
26. Click the *Course Material* hyperlink. The *Table of Contents* appears.
27. Click the *Course Introduction* hyperlink. The *Internet Communications* screen appears.
WebCT Communication Tools

OVERVIEW

Using the Discussion and Mail tools in WebCT, students may pose questions, discuss ideas, analyze information, and synthesize concepts.

ADDITIONAL DISCUSSIONS TOOL

Now, you are going to add the Discussions tool to your course.

1. From the Designer Map, under Add Page or Tool, click Discussions. The Add Discussions screen appears. Here you choose a title for the tool, the place where it will be shown in your course, and the appearance of the link.
2. For the title of the page, type: Discussions
3. Place a link to the Discussions tool, on both the Navigation Bar and on the course Homepage.
4. Select Link shows title, and Link shows icon.
5. Select Default icon.
6. Click Add. The Discussions Added screen appears.
7. Click the Modify the Discussions tool hyperlink. The Discussions screen appears. You’ll notice that it contains three default topics: All, Main, and Notes. All contains all messages from all public topics; Main is the principal discussion area; and Notes contains all messages related to specific pages of content in a Content Module. Since the course is new, there will be no messages in any of the topics.

8. Click Manage Topics. The Manage Topics screen appears.
9. Select Add, and in the text box, type: Netiquette.
10. Click Go. You’ll see the Netiquette topic added to the Topic Settings table.

Now, let’s send a message to the Netiquette topic.

11. In the breadcrumbs, click Discussions. The Discussions table appears.
12. Click the Netiquette topic. The Discussions: Netiquette screen appears.
13. Click Compose Message. The Compose Message window appears.
14. Type the following information:

<table>
<thead>
<tr>
<th>Text box</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject</td>
<td>Flame</td>
</tr>
<tr>
<td>Message</td>
<td>Can someone please explain what this word means?</td>
</tr>
</tbody>
</table>

15. Click Post. The Discussion Messages: Netiquette screen appears but you won’t see your message yet. To see the message, click Update the listing.

Now, let’s try replying to the message that you sent. Normally, of course, someone else would be replying to your message, but since there aren’t any actual students in this Tutorial course this is the only way we can show you how messages are presented.

16. Click the hyperlink to the Flame message. The message appears. Notice how it includes the name of the person who sent the message, along with the date and time that it was sent.
17. Click Reply. The Compose Message window appears.
18. In the Message text box, type: To flame means to express a strong or critical opinion. It can also mean to be insulting or inflammatory.
19. Click Post. The Discussion Messages: Netiquette screen appears.
20. Click Update the listing. Your reply appears. If you don’t see your original message, click All messages.
21. Click Threaded. When messages are displayed by threads, you’ll see the subject of the thread, and then the original message on that subject. Beneath that you’ll see any replies. Replies are indented.

Click Unthreaded. Your messages are arranged in chronological order.

You’re finished the Discussions activities.
**COMMUNICATING VIA THE MAIL TOOL**

The *Mail* tool allows you, your students, and teaching assistants to send private mail messages to each other. Let’s add the *Mail* tool.

1. From the *Designer Map*, under *Add Page or Tool*, click *Mail*. The *Add Mail* screen appears. Here you choose a title for the tool, where it will be shown in your course, and the appearance of the link.
2. For the title of the page, type: *Mail*
3. Place a link to the *Mail* tool, on both the *Navigation Bar* and on the course *Homepage*.
4. Select *Link shows title*, and *Link shows icon*.
5. Select *Default icon*.
6. Click *Add*. The *Mail Added* screen appears.
7. Click the *Modify the Mail tool* hyperlink. The *Mail* screen appears. You’ll notice that it contains four default folders: *All*, *Draft*, *Inbox*, *Outbox*.

Now, you’ll create a folder to store mail messages related to assignments.

8. Click *Manage Folders*. The *Mail: Manage Folders* screen appears.
9. Select *Add Folder*, and in the textbox, type: *Assignments* and then click *Go*. The new folder appears on the left-hand side of the screen.

Now, let’s send a message about the first assignment. Normally, you would send a message to someone else in the course, but because there aren’t any students in this Tutorial course, you’ll send it to yourself.

10. In the breadcrumbs, click *Mail*.
11. Click *Compose Mail Message*. The *Compose Mail* window appears.
12. Click the **Browse** button that is next to the *Send to* text box. A window appears, showing the name of the course, and an entry for Instructor. **Note:** normally this window will contain a list of all the students and teaching assistants in your course. This feature allows you to select mail recipients easily.

13. Click **Instructor**, and then click **Done**. The *Send to* text box is completed.

14. In the **Subject** text box, type: *First Assignment.*

15. In the **Messages** text box, type: *If you need a bit more time, you can send me the first assignment late.*

16. Click **Send**.

Now, let’s read the message.

17. From the *Mail Folders* table, click the **Inbox** hyperlink. The *Mail Messages: Inbox* screen appears. Your message appears.

18. Click the hyperlink to the message.

19. When you’ve finished reading the message, click **Close**. The *Mail Messages: Inbox* screen appears.

Finally, let’s move the message to the Assignments folder that you added earlier.

20. Click **Manage Messages**. The *Manage Messages: Inbox* screen appears. Click **Show All**.

21. Select the First Assignment message.

22. Select **Move to the following folder**, and then from the drop-down list, select **Assignments**.

23. Click **Go**. You are asked whether you want to proceed.

24. Click **OK**.