

## ADD STRUCTURE AND CONTENT (FILES/DOCUMENTS) TO A WEBCT COURSE

### Insert or Remove Course Tools

Inserting and deleting tools is done from the Build or Teach tabs using the link to Manage Course. Select the Manage Course link then click the link to Tools.

**To Insert Tools:** Check the boxes next to the tools that you would like to use and scroll to page bottom and click Save.

**To Remove Tools:** Un-check the boxes next to the tools that you do not want to use and scroll to page bottom and click Save.

### Upload Files to the File Manager (Get Files)

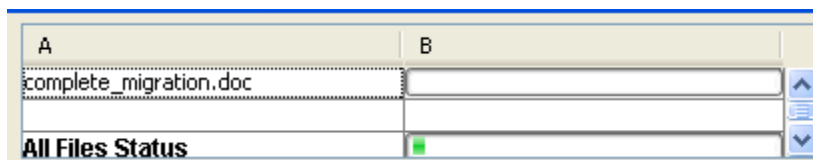
Files are used to present course content such as lessons, reading lists, syllabi, course schedules, presentations, videos, and much more. The first step in giving your students access to these files is uploading them to the WebCT File Manager. There are several ways to do this, all from the Build tab using the link to File Manager, including:

#### Upload a single file

- Select File Manager and navigate to the location to which you want to add files. The default will be your File Manager top level unless you create a folder. Do not store course files in the Public Files area (see note below).
- Select “Get Files” at the top of the File Manager window
- Select MyFiles or MyComputer depending on where your files are located.



- Select a file to “get” and click “ok” or “open”. A status bar will appear indicating the progress of your upload. If multiple files are selected, they will load sequentially.

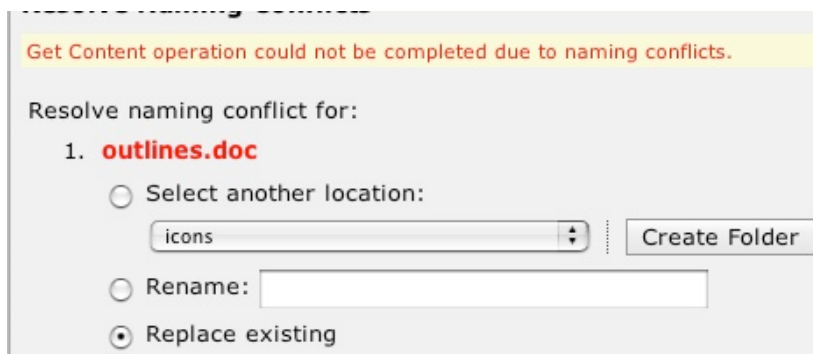


Note: The files within MyFiles are accessible, just to you, from all courses you create in WebCT. It is a good location to store copies of items you use frequently in your courses.

Note: The Public Files folder is a system-created folder used to store files for creating a Course Preview Page. It is not recommended to store course files in this area as all users can potentially access it.

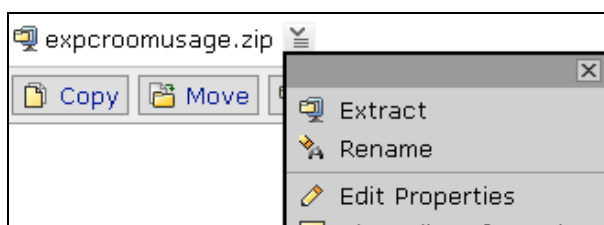
### Update Files

If you need to update content within a file for a new semester, it is recommended that you upload the new version of the file via the File Manager. Make sure to keep the filename exactly the same and choose to upload the file. WebCT will present a screen to you notifying you that the file already exists. Choose the option to 'Replace existing'.



### Upload a .zip file

If you are uploading web pages or folders that contain multiple files, you may want to zip them. This can be done using Windows XP (highlight the files and right click “Send to...compressed (zipped) folder) or a program such as WinZip. Upload your .zip file using the same process as above. Once your file is uploaded, select “Extract” from the Action Links menu next to your file.



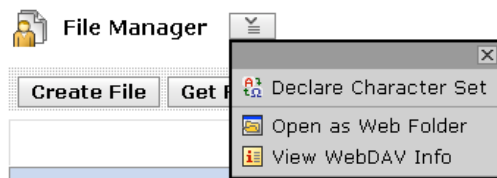
The contents of the file will be extracted to a folder with the same name as the zip file.

### Upload files using WebDav (PC computer only running Windows 2000 or XP):

WebDav (World Wide Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDav folders on your computer that mirror your File Manager folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDav folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDav folders.

#### Microsoft Internet Explorer

- Navigate to your File Manager and click the Action Links icon. From the menu that appears, click “Open as Web Folder”.



- A WebDav folder is created in My Network Places on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDav folder are reflected in the WebCT folder when you are connected to the Internet.

### WebCT Course Content Organization Methods

There are two ways to organize content within WebCT: Folders on the Course Content page and Learning Modules. The main difference between these methods is visual. Folders are more free flowing with links in the middle of the page and content on the top and bottom (see figure

A). A Learning Module is similar to a book with a table of contents and a fairly linear structure (see figure B). The choice is really up to you. The methods can even be mixed and utilized together in your course.

**Figure A. Course Content and Folders Example**

Your location: [Course Content Home](#) > [Modules](#) > **Module 2 - Exploration**

## MODULE 2

EXPLORE

Introduction

Welcome to the second module of Web Based Teaching and Learning I. The activities in this module are designed to accomplish the two module objectives:

- Familiarize yourself with the resources on your campus for online course creation and support.
- Familiarize yourself with existing online courses and/or materials in your field.

To begin, click the link to [Comments](#) then follow that with [Activities](#).

[Comments](#)      [Activities](#)      [Resources](#)

**Figure B: Learning Module Example**


Your location: [Learning Modules](#) > [Module 1](#) > **BEGIN BY LOOKING AT MODULE 1 MENU** > [Menu for Ecosystems Relate?](#) > **Module 1 - Section One**

## Biology Concepts ONLINE

1 2 3 4 5  
6 7 8 9 10  
11 12 13 14 15

### Module 1 section one : What Makes a Good Experiment?

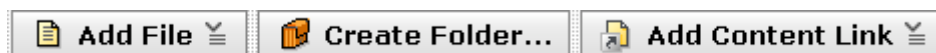
Biology is the study of life. In order to learn about life, biologists conduct experiments. Many of these experiments are designed to test a hypothesis. In fact the history of science is replete with scientists who became famous for experiments you and I can repeat.



For example, Louis Pasteur, who developed the pasteurization process we use to make milk safe to drink, conducted many of his most important experiments involving designing a swan-necked flask and boiling fluids in it. He then observed the flask and found that nothing grew in the flask after he killed whatever was alive in the flask by boiling it - as long as he did not add any liquid in the flask. By this simple experiment, he ended over two-hundred years of controversy as to whether living organisms could be created from non-living substances. (If you are interested in reading more about Pasteur's work, click on this link: [Pasteur and Spontaneous Generation](#) about classic experiments such as this that led us to important insights about the world around us.

### Content Organization Method 1: Add Files, Create Folders, and Add Content Links to the Course Content Page

The Course Content area is created as a default when your WebCT course is generated. To add content to this area, from the Build tab, select Add File, Create Folder, or Add Content Link.



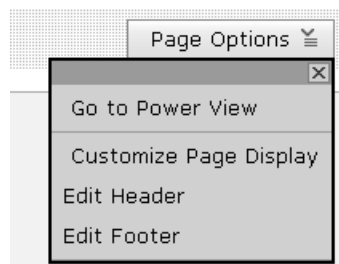
**Files** - can be selected from the File Manager or uploaded if they do not already exist there. Files can also be created using text or the HTML editor.

**Folders** – are used to create an organizational structure for the content and links within the course

**Content Links** – can be created to specific Assessments, Assignments, Discussion Topics, Media Library, Web Links, or Chats.

### Edit the Header and Footer of the Course Content Page

Headers and Footers can be customized on the Course Content page and on folder pages. Customization can include banners, pictures, text, audio files, etc... From the Page Options Action Link, select Edit Header or Edit Footer as needed.

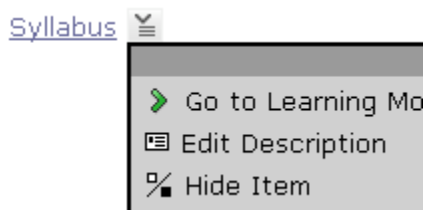


To use the HTML editor (i.e. for adding pictures, creating formatting), click the radio button next to “On”. Enter your text and other information, determine if you want what you entered to be the default header for the entire course, and then click Save.

### Manually Hide and Show Items

Items that are hidden are not visible to students. You can check these in the Student View tab. Items that are not hidden are visible to students.

To hide an item, click the ActionLink next to that item and choose “Hide Item”.



To show an item, follow the same steps as above but select “Show Item”. The hidden or showing status of items can also be changed under the Selective Release link from either the Teach or Build tabs.

### Schedule Items for Selective Release

From the Teach or Build tabs, you can use Selective Release to control the release of items and folders, all from a single page. The Selective Release screen displays all of the items and folders that have been added to the Course Content tool. From that screen, you can do the following:

- Show or hide items and folders to students
- Selectively release items and folders to students who meet the criteria you set
- View which items and folders are visible to students

Note: Selective Release criteria will override criteria for individual items such as assessments and assignments. Be sure that criteria match if you release these items by date individually (within the item itself) and also in the broader Selective Release tool.

### Modify, Edit, Delete Content

Throughout WebCT, an 'ActionLink' will appear next to items. When working with content, if you wish to customize, delete, edit, modify content that has been added, look for this symbol to see your options.

To Edit / Delete / Modify a 'File' or 'Folder' or 'Content' link

- Move to the Build tab to see designer options
- Select the >> next to the item you wish to modify
- Select the option to edit / delete / customize as desired

