
UMES OFFICE OF INSTRUCTIONAL TECHNOLOGY

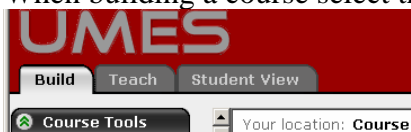
Understanding WebCT 6 Workshop Exercises

Logging in to WebCT

1. WebCT is accessed from the UMES homepage at <http://www.umes.edu> click on the WebCT icon located in the lower right side of the screen under the three boxes.
2. Clicking on the icon takes you to the WebCT help page. In the centered box on the top in the gray area click on Log On to My WebCT.
3. Enter your log information (the same as your HawkWeb login).
4. Once you have successfully logged in you will see all your courses that have websites listed. Click on the course that you wish to enter.

Building a Course in WebCT 6

When building a course select the Build tab on the top



The Build tab must be activated when creating or editing a course

When teaching, grading, and interacting in the course activate the Teach tab

To view the course as a student, select Student View

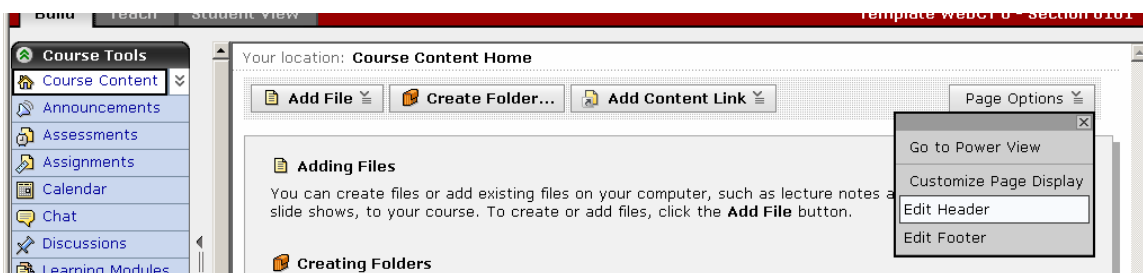
On the left hand side is the Tool Menu

To expand the Tool Menu select the arrows

Exercise 1

Adding Headers and Footers

- 1) In the Build Mode
- 2) Under Course Tools click Course Content
- 3) In the main window on the right hand side click on page options scroll down and select Edit Header



- 3) You can type directly in the box without much formatting

Create or Edit Header
HTML Creator On Off

Use HTML

Use this as the default header for the entire course. This will not overwrite existing headers.

- Or you can select to have the HTML Creator On
- This will bring up an HTML editor box (please not you must be able to run JAVA Applet Editor which may not be installed on your computer)
- If you choose to use the HTML editor you will able to customize your header to have tables, images, etcetera.
- You can also choose to use the header you have created as the default header for the entire course.

- 4) Type your course number and section click enter
- 5) Type the name of your course click enter
- 6) Type the semester
- 7) Type your name
- 8) Click Save

Exercise 2

Announcements

This feature allows the instructor to create and post announcements that can be read by students.

1. Select Announcements under Course Tools
2. Select Create Announcement

Your location: **Announcements**

Order	Title	Post Date	Status
1	Confidentiality Reminder	April 12, 2006 11:30 AM	Sent

3. Give the announcement a title (type Welcome!) and type the message in the spaces provided (Welcome to Course name for the Fall 2006 semester.)
4. Select the recipients from the list offered (select student)
5. Set the delivery dates (leave the default for now)
6. Click Send

Create Announcement

To: UMES

*Title:

*Message:

Use HTML

Recipients

*Select the user types that should receive this announcement.

Select All Roles

Section level

Section Instructor

Section Designer

Teaching Assistant

Student

Auditor

Delivery Dates

*Start displaying on:

Stop displaying on: Unlimited

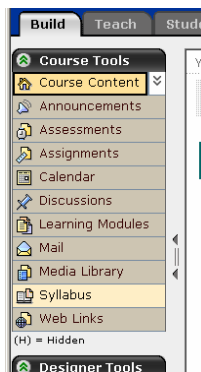
Also deliver as a pop-up message

Exercise 3

Syllabus

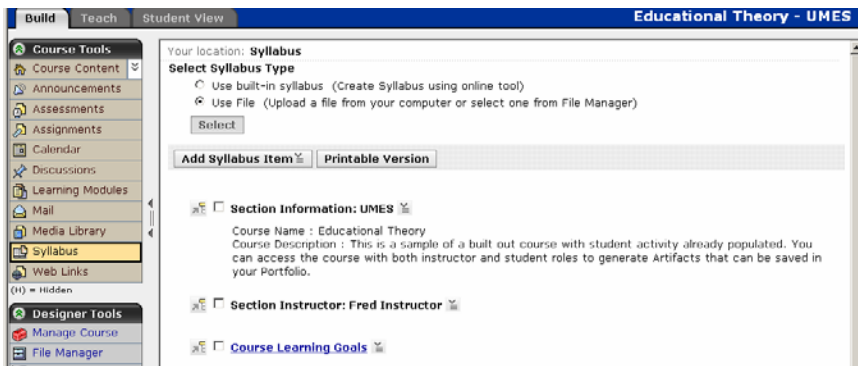
The Syllabus for your course can be created in WebCT using the WebCT template or it can be uploaded from an existing file. Uploading is much simpler and is the preferred method.

1) Under Course Tools select Syllabus or if you can select Syllabus from the Add Content Link drop down

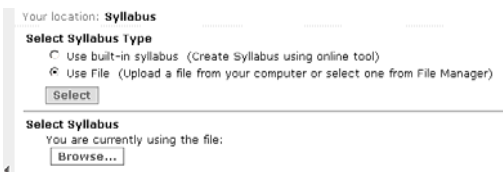


2) Select Use File (this allows you to import your previously created syllabus file)

3) Click Select

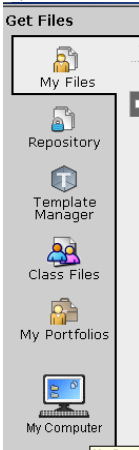


4) Under Select Syllabus Choose Browse

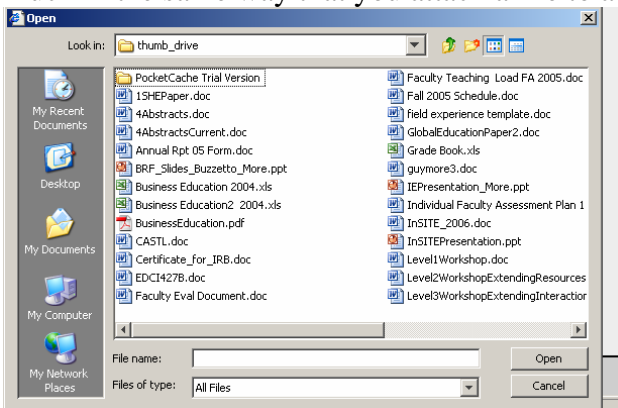


5) The Get Files Screen Will Pop Up

6) Choose My Computer



7) Another screen will pop up where you will be able to select items from your desktop much in the same way that you attach a file to an email



8) A status box will appear

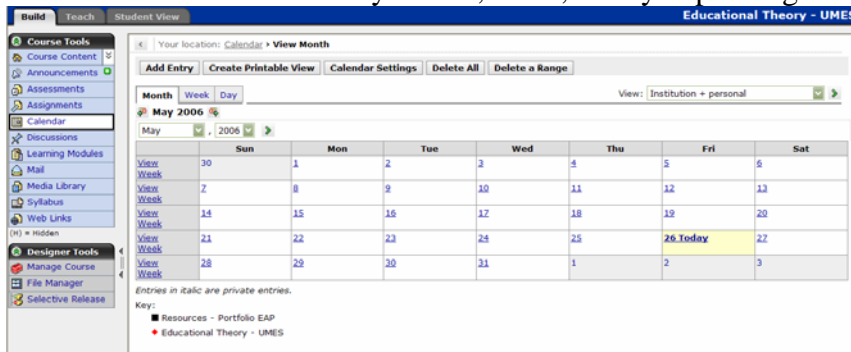
9) Wait for the upload to be complete

Exercise 4 Calendar

The calendar is one of the most useful tools available in WebCT 6.

To use the calendar select Calendar under Course Tools

You can view the calendar by month, week, or day depending on which tab you select



You can create a printable view and select a range for your viewing

1. To add an entry select Add Entry
2. Fill in the title and description in the boxes provided
3. Select dates for viewing and designate access

The screenshot shows the 'Add Entry' form in WebCT 6. The form is titled 'Add Entry' and includes the following fields and options:

- Title:** A text input field.
- Description:** A text area with an 'Enable HTML Creator' button.
- Use HTML:** A checkbox.
- Dates:**
 - Start Date:** A date picker set to 05/26/2006.
 - Start Time:** A time picker set to HH:mm AM/PM.
 - End Date:** A date picker set to MM/dd/yyyy.
 - End Time:** A time picker set to HH:mm AM/PM.
- Entry type:** Radio buttons for Personal (Only you can see this entry.), Course (Allows you to link to content in this course.), and Public (All course members can see this entry.).
- Access:** Radio buttons for Public (All course members can see this entry.) and Private (Only you can see this entry.).
- More Options:** A link to expand the area to see more options.
- Buttons:** Save and Cancel buttons.

A red asterisk indicates a required field.

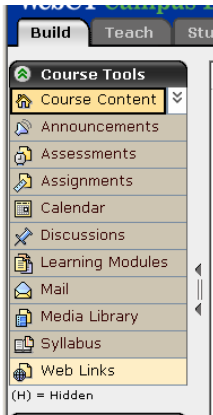
Exercise 5 WebLinks

URLs can be posted in a designated location for students to access important online material and visit websites external to the course that provide relevant and meaningful information.

You will want to create a folder(s) for organizational purposes. If you want to include a series of weblinks you would want them organized into a web link page rather than all being listed on your homepage. (See directions for creating folders)

To Add URLs

1) Under Course Tools select WebLinks



2) Select Create WebLink



3) Enter the title (UMES)

4) Enter a description (UMES Homepage)

5) Type in the correct URL (<http://www.umes.edu>)

6) You may also assign the URL to a category if you have already established categories; however, categorizing URLs is optional,

7) Scroll down to select enter

Create Web Link

*Title:

Description:

Item Visibility: Show Item
 Hide Item

Web Address (URL)

* Open in a new browser window

Created by
Fred Instructor

Category (Web Links can be organized into categories.)
Select Category:

- URLs can be organized into categories
- Select Create Category a button located to the immediate right of Create WebLink
- Under Create Category enter a title and description

- You can then click on your WebLink in the Build mode and assign a category

Exercise 6

Learning Module

Instructors can use the Learning Module feature to post lecture notes (i.e. PowerPoint presentations) for students to access and review at their own leisure.

Creating Your Learning Module

Importing Content

- 1) Under Course Tools select Learning Modules

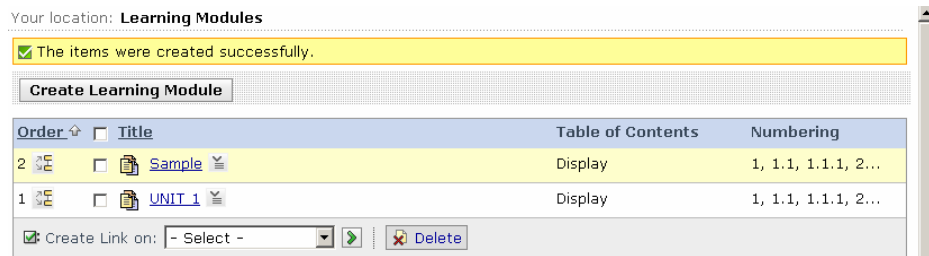
- 2) To create or add a learning module select Create Learning Module

- 3) Enter a title and a description

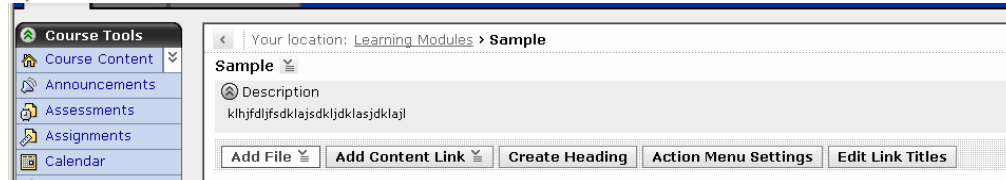
- 4) Click Save

Adding Content

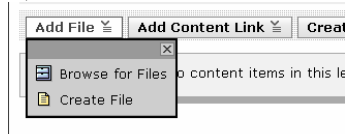
1) Select the underlined name of the module



2) To add a file select Add File



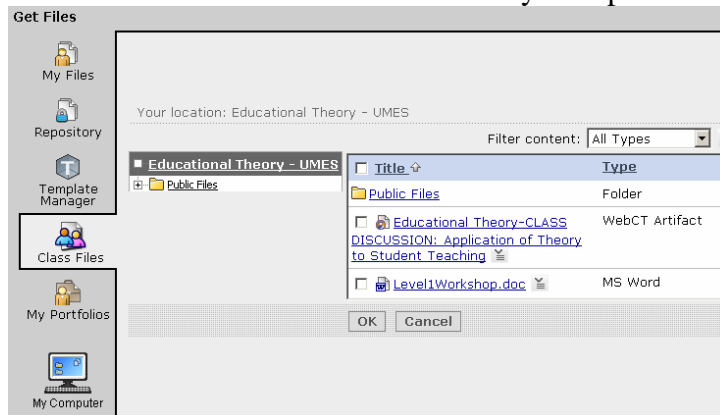
3) Select Browse for Files under the drop down box



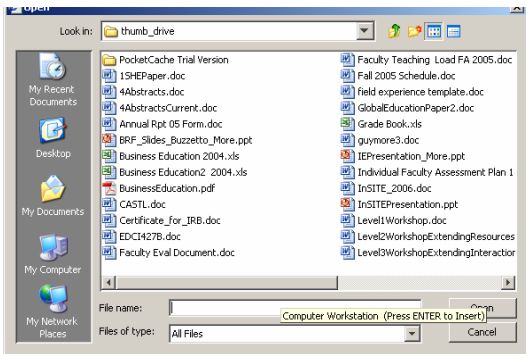
4) The get files screen will pop up

If you have previously uploaded the file you would like to add you can choose the file from Class files

If you need to upload a new file from your desktop, F drive, thumb drive, or another external source select My Computer



5) When you select my computer a screen will pop up that will allow you to browse your workstation and choose a file



6) Click on the file you would like to upload and select open

Exercise 7 Discussion

To Create a New Discussion

1. Have the Build Tab Activated
2. Select Discussions under Course Tools
3. Too Create a Tops Select Create Topic
4. Enter a title and add a description
5. Select grading option
6. Select save

To Create a Message

Select Create Message

Type the message and click Submit

Reply

*Subject:

Message:

Use HTML

Attachments:

To participate in the discussion section

Activate the Teach Tab

Choose Discussion from the homepage or under Course Tools

Read and Reply

1. To read a discussion or enter a thread select the underlined subject

The screenshot shows a discussion board interface. At the top, there are buttons for "Create Message" and "View Drafts". Below that, there are options to "Expand All" or "Collapse All" and a "Display:" menu with "Threaded" selected. The main content is a table of messages:

<input type="checkbox"/> Subject	Messages	Author	Date
<input type="checkbox"/> <u>Re: If you are a good teacher this should be intuitive</u>	3 (1 Unread)	Student1, Peter	April 7, 2006 11:27 AM
<input type="checkbox"/> <u>Value of Multicultural Learning</u>	6 (4 Unread)	Kovinski, Michael	March 30, 2006 2:11 PM
<input type="checkbox"/> <u>Using Theory in Quizzing/ Testing</u>	6 (3 Unread)	Student4, Jane	March 30, 2006 10:28 AM
<input type="checkbox"/> <u>Collaborative Learning is Key</u>	5 (4 Unread)	Shea, Devon	March 30, 2006 8:50 AM

At the bottom of the table, there are buttons for "Mark as Read", "Mark as Unread", "Save to Portfolio", "Create Printable View", and "Delete".

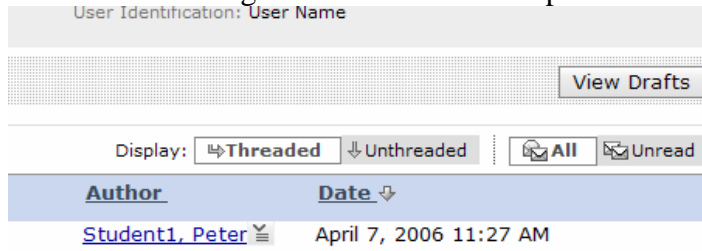
2. To reply to a message select reply
3. Type your message and click post

Threading

Threading shows discussions by message heading. 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. Threading is a useful way to view discussion posting because it helps organize postings in an outline format.

The screenshot shows a threaded discussion board interface. At the top, there are buttons for "Create Message" and "View Drafts". Below that, there are options to "Expand All" or "Collapse All" and a "Display:" menu with "Threaded" selected. The main content is a list of messages, each with a subject line and a list of replies. The subject lines are underlined. The replies are indented. The interface also includes a "Description" section with a "click to collapse" link and a "Topic Type" section with "Threaded" selected.

To view all messages in a thread select expand all



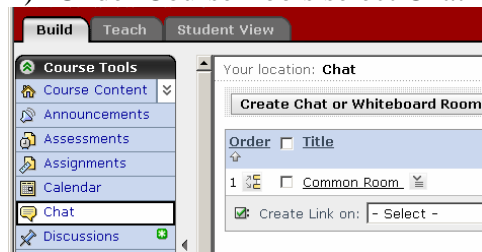
You may also choose to create a printable view and save a discussion to a portfolio.

Exercise 8

Chat

To Create a Chat

1) Under Course Tools select Chat



2) Select Create Chat or Whiteboard Room

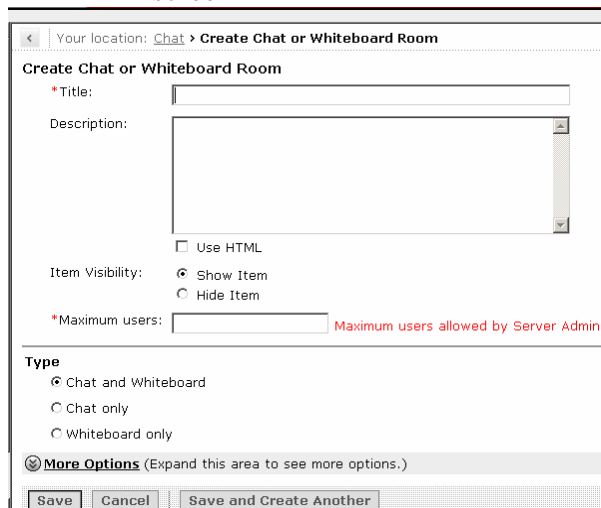
3) Give your chat a title and a description

4) Select the maximum number of participants

5) Choose format (chat only, chat and whiteboard, whiteboard only)

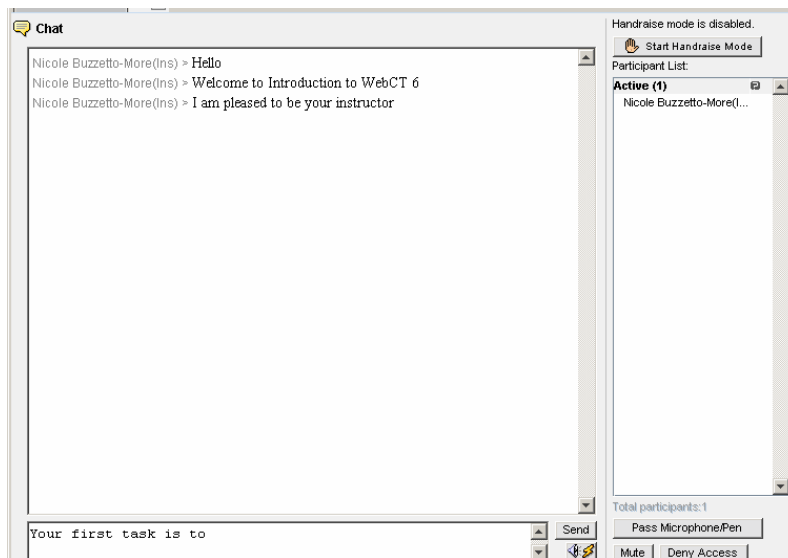
a. Chat Only allows you to type and past messages similar to an Instant Message

b. Whiteboard allows you to paste images/ slide shows and/or write on the screen

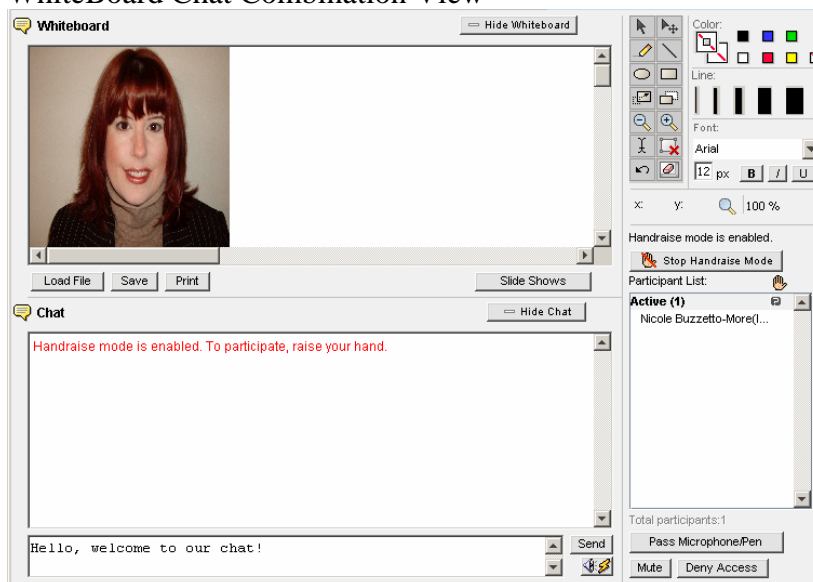


6) Click Save

To post type in the bottom left box and click send when you are finished



WhiteBoard Chat Combination View

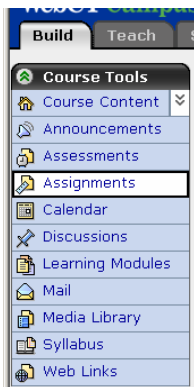


Exercise 9

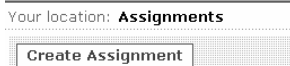
Assignment Section

Assignment Section lists assignments for a course. Students click on an available assignment and view either typed instructions or those that open from an instructor uploaded file. Students do there assignment in word or another format, or on a worksheet/ template that the instructor has uploaded and that they download. Following completion the students upload their assignments where they are available for review, grading, and commentary by instructors

- 1) In Build under Course Tools select Assignments



2) To create a new assignment select Create Assignment



3) Enter a title (Assignment 1)

4) Enter a description (Understanding Management Theories)

5) Next to Item Visibility choose to either make the item visible to students or hide the item from student view (if you choose to hide the item you will have to unhide it later, this feature is different from selective release)

6) Enter instructions (Please submit a one page comparing Scientific Management to the Human Relations Approach?)

**You may choose to upload a file such as a worksheet by selecting add attachments.*

7) Select submission format the students can submit files or URLs to websites (select files)

Create Assignment

* Title:

Description:

Item Visibility: Show Item
 Hide Item
(This item cannot be made visible until it is assigned to individual or group of students)

Instructions:

Use HTML

Attachments:

8) Set due dates

9) Set grading (if you are using the grade book and want your grades calculated for you we recommend numeric grading)

10) Click Create Corresponding Calendar Entry. This will place this assignment on the course calendar.

Dates

- Due Date (Submissions are accepted after this date but are marked 'late')
 -
 -
 - Create a corresponding event in the Calendar tool
- Cutoff Date (Submissions are not accepted after this date and are marked 'missed')
 -
 -

Grading

- Allow the assignment to be graded (A column is automatically created for this assignment)
 - Grade Book column title:
 - Release grade to Students in My Grades
 - Numeric grade: Out of
 - Alphanumeric grade

10) Select Save

Exercise 10 Who's Online?

Under Course Tools select Who's Online

Name	Role	Available	Online Since	Busy	Idle Time
<input type="checkbox"/> Kaye Pinhey	Section Designer , Section Instructor	Yes	May 31, 2006 3:20 PM	--	14 min
<input type="checkbox"/> Nicole Buzzetto-More	Section Designer , Section Instructor	Yes	May 31, 2006 3:03 PM	--	2 min

Send Chat Invitation

Exercise 11 Backing Up a Course

Backing up a course allows you to save the course for archiving and safekeeping purposes. It is wise to periodically back up your courses.

- 1) Under Designer Tools Select Manage Course
- 2) Select Backup
- 3) Click Back Up course
- 4) Click ok

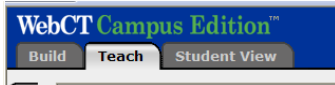
Your backup will be stored on the server

Exercise 12 Grade Book

The grade book is an advanced feature that is tremendously valuable in expediting the professional practice of instructors. The WebCT Grade book is easier to use and superior to the Excel spreadsheets commonly used by faculty.

To Work on Your Grade Book

Activate the Teach Mode



Under Course Tools select Grade book

	Last Name	First Name	User ID	Role	DISCUSSION	ASSESSMEN	ASSIGNMEN	Class Partici	Midte
	Alphanumeric	Alphanumeric	Alphanumeric	Alphanumeric	Numeric (out of 100)	Quiz (out of 100)	Alphanumeric	Numeric (out of 50)	Calculated (out of 600)
<input type="checkbox"/>	Chan	Kaitlyn	kchan	Student	75	100.00	--	--	87.50
<input type="checkbox"/>	Instructor	Fred	umes_ins	Section Designa					
<input type="checkbox"/>	Kovinski	Michael	mkovinski	Student	87	78.00	--	48.00	71.00
<input type="checkbox"/>	Student	Demo	webct_demo_42	Student	55	--	--	--	55.00
<input type="checkbox"/>	Student1	Peter	umes_stu1	Student	75	62.86	C	--	68.93
<input type="checkbox"/>	Student2	Mary	umes_stu2	Student	76	48.00	B+	--	62.00
<input type="checkbox"/>	Student3	Eugene	umes_stu3	Student	62	10.70	A	--	76.25
<input type="checkbox"/>	Student4	Jane	umes_stu4	Student	90	85.70	B	--	87.85

**Tip: To have grades numerically calculated give all grades a numeric value*

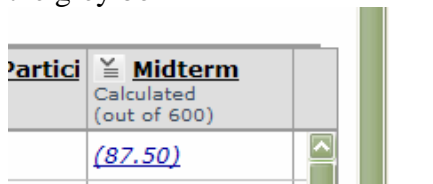
**Tip: If you are weighting your grades we recommend that you use a 1,000 as the equivalency*

The Column Label is the name of the assessment measure

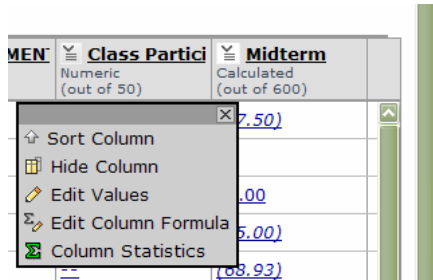
You can include regimes for assessing intangibles such as class participation

If you are calculating midterm or final grades

1. Create a column a new column and select Calculated from the Create Column drop down menu
2. Name the column midterm
3. One the column is in place select the downward pointed arrow next to the name in the grey box



4. Select Edit Column Formula



View Educational Theory - UMES

Your location: [Grade Book](#) • **Edit Formula**

Edit Formula for: Midterm
 To create a formula for a calculated column, use the functions, numerals, operators and column references below. To group expressions within your formula, use parentheses. As you create your formula, it appears in the preview box. When you have finished creating your formula, click Save.

AVG({ASSESSMENT: Theory of Multiple Intelligences}, [Class Participation],[DISCUSSION: Application of Theory to Student Teaching])

Select a column to add to your formula:
 ASSESSMENT: Theory of Multiple Intelligences
 Class Participation
 DISCUSSION: Application of Theory to Student Teaching

SUM
 MIN
 MAX
 AVG
 Enter Another Value
 End Function

() +
 7 8 9 -
 4 5 6 *
 1 2 3 /
 0 -

Formula Example:
 The final grade for your class is based on two quizzes named Quiz 1 and Quiz 2. All students performed poorly on these quizzes so you want to add 15% to their final grades. Your formula for the final grade column could be created as follows:

1. Click the SUM function.
2. Under Select a column to add to your formula, click Quiz 1.
3. Click Enter Another Value.
4. Under Select a column to add to your formula, click Quiz 2.
5. Click End Function.
6. Using the numerals and operators, enter *1.15. The completed formula appears in the preview box: SUM ({Quiz 1},{Quiz 2})*1.15.
7. Click Save.

Undo Clear All

5. To calculate an average select AVG

Edit Formula for: Midterm

To create a formula for a calculated column, use the functions, numerals, operators and column references below. To group expressions within your formula, use parentheses. As you create your formula, it appears in the preview box. When you have finished creating your formula, click Save.

AVG{

SUM
 MIN
 MAX
 AVG
 Enter Another Value
 End Function

Enter Average of values

End Function

Undo Clear All

4. Select Enter Another Value
5. Select a column to add to your formula
6. Keep selecting columns to add to your formula until you have included all relative measures in your assessment regime
7. When you are finished select End Function
8. Scroll down to the bottom of the screen and select Save

To add an assessment select Create Column

Your location: **Grade Book**

Create Column ▾ Enroll Members Import from Spreadsheet Reorder Columns

Grades Members View All Custom View

Select the grade format (we suggest numeric for calculation purposes)

