

MODULE 1: BASIC TOOLS

SCENARIO

You are new to using the Internet to teach. You'd like to ease yourself and your students into online learning, and you'd like to use WebCT to complement your regular classroom sessions.

Description of Tools

Syllabus	Allows you to create a customized course outline. Contains pre-defined sections such as course information and instructor information, and allows you to add custom sections.
Calendar	Allows you to post dates, and provide information about course-related events. You can include links to course content and to relevant Websites.

Overview of Tools and Activities

Tool	Activity
Syllabus	<ul style="list-style-type: none">• add the Syllabus tool• create a basic syllabus• edit syllabus entries
Calendar	<ul style="list-style-type: none">• add the Calendar tool• create calendar entries• edit calendar entries

FIRST STEPS

To begin this module, you must be in your course *Homepage*:

1. Login to WebCT. The *myWebCT* screen appears.
2. Click the name of the course you have created. The *Homepage* screen appears.

SYLLABUS ACTIVITIES

First, you'll add the *Syllabus* tool to your course.

Note: If the *Syllabus* tool is already added to your course, complete the following steps and then proceed to step 9.

- a) From the *Course Menu*, click **Syllabus**. The *Syllabus* screen appears.
- b) From the *Menu Bar*, select *Designer Options*. The designer view of the *Syllabus* screen appears
- c) Proceed to step 9.

1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **Syllabus**. The *Add Syllabus* screen appears. Here you enter a title for the tool, specify where it will be shown in your course, and select the appearance of the link.
3. For the title of the page, type: *Syllabus*.
4. Place a link to the *Syllabus*, on both the *Navigation Bar* and on the course *Homepage*.
5. Select *Link shows title* and *Link shows icon*.
6. Select *Use default icon*.
7. Click **Add**. The *Syllabus Added* screen appears.
8. Click the **Modify the Syllabus tool** link. The designer view of the *Syllabus* screen appears.
9. Let's add three sections: *Instructor Information*, *Course Information* and *Course Goals*.
Note: If the *Syllabus* already contains these sections, proceed to step 10.
To add the *Instructor Information* section:
 - a) From the *Add Section* drop-down list, select *Instructor Information*.
 - b) Click **Add**. The *Add Instructor Information Section* screen appears.
 - c) Leave the text boxes blank, and click **Add**. The *Syllabus* screen appears with the section added and marked *Active*.To add the *Course Information* section:
 - d) From the *Add Section* drop-down list, select *Course Information*.
 - e) Click **Add**. The *Add Course Information Section* screen appears.
 - f) Leave the text boxes blank, and click **Add**. The *Syllabus* screen appears with the section added and marked *Active*.To add the *Course Goals* section:
 - g) From the *Add Section* drop-down list, select *Course Goals*.
 - h) Click **Add**. The *Add Course Goals Section* screen appears.
 - i) Leave the text boxes blank, and click **Add**. The *Syllabus* screen appears with the section added and marked *Active*.

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Syllabus: View Designer Options

Intro. to the Internet
[Home](#) > [Syllabus](#)

Syllabus
 To preview the Syllabus, select View. To change the status of a section, select or deselect Active, and then click Update.

Section Title	Active
<input type="radio"/> Instructor Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Information	<input checked="" type="checkbox"/>
<input type="radio"/> Course Goals	<input checked="" type="checkbox"/>

Add Section
 Select a section from the drop-down list, and click Add.

Lesson

Edit Section Content
 Select Section Title(s), choose an action, and then click Go.

Edit
 Delete
 Delete all

- Let's edit the *Course Information* section first. Under *Syllabus*, select *Course Information*.
- Under *Edit Section Content*, select *Edit* and click **Go**. The *Edit Course Information Section* screen appears.

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Syllabus: View Designer Options

Intro. to the Internet
[Home](#) > [Syllabus](#) > [Edit Section Content](#)

Edit Course Information Section
 Empty fields will not be displayed to students.

Plain text HTML

Section title

Course title

Course number

Course discipline

Course description

- 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 style sheet applied, which sets the font type and size.

- In the appropriate text boxes, type the following information. You may have to replace the default text.

Text box	Type
Course title	Introduction to the Internet
Course number	INT 2001
Course description	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.
Course date	September 15, 2001 to December 15, 2001
Location	Wellington Hall, Room 120
Meeting day(s)	Thursdays
Meeting time(s)	1:00 p.m. to 3:00 p.m.

- From the *Course discipline* drop-down list, select *Internet*.
- Leave the remaining text boxes empty. Empty fields aren't displayed to students.
- Click **Update**. The *Syllabus* screen appears.

Next, let's edit the *Instructor Information* section.

- Under *Syllabus*, select *Instructor Information*.
- Under *Edit Section Content*, select *Edit* and click **Go**. The *Edit Instructor Information Section* screen appears.
- Select *HTML* format.
- In the appropriate text boxes, type the following information:

Text box	Type
Name	J. Smith
Email	jsmith@webcctutorial.com
Office location	Wellington Hall, Room 550
Office hours	Thursdays 3:00 p.m. to 4:30 p.m.
Phone	(555) 555-5555

- Leave the remaining fields empty. Empty fields aren't displayed to students.
- Click **Update**. The *Syllabus* screen appears, and the *Instructor Information* section has been updated.

Now, let's edit the *Course Goals* section.

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

Next, let's add a section for *Policies*.

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

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

32. Under *Add Section*, from the drop-down list, select *Textbooks*, and then click **Add**. The *Add Textbooks Section* screen appears.
33. Select *HTML*.
34. In the appropriate text boxes, type the following information:

Text box	Type
Book title	Internet Fundamentals
Author	S. Webber
Publisher	Book Publishing Ltd.
Edition/Year	2000
ISBN	179-179-9999

35. Select *Required reading*.
36. Click **Add**. The *Syllabus* screen appears. The *Textbook* section has been added, and is marked *Active*.

Now, let's see how the *Syllabus* will appear to students.

37. From the *Menu Bar*, select *View*. A preview of the *Syllabus* appears.

You've finished the *Syllabus* activities.

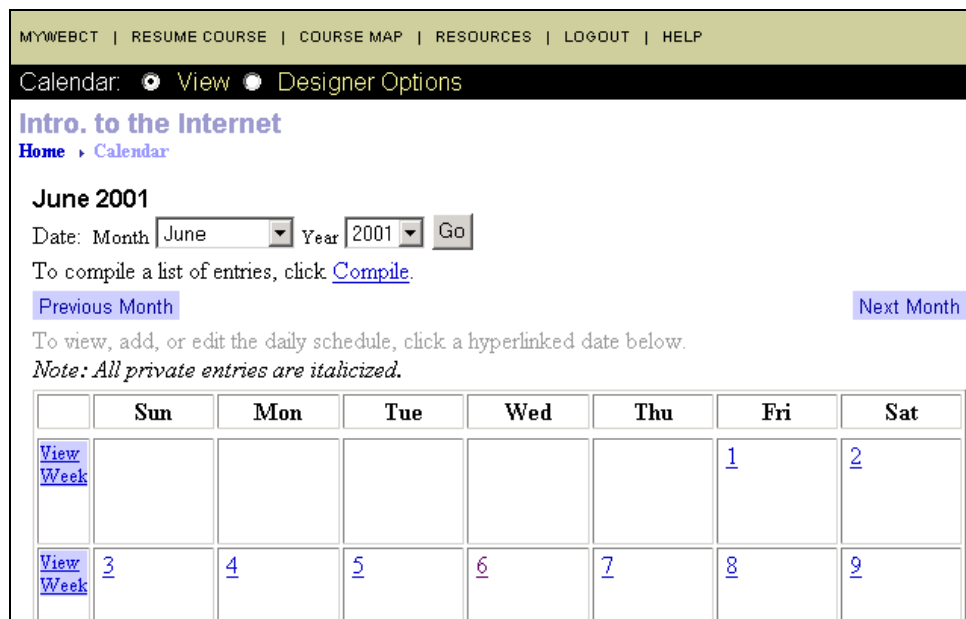
CALENDAR ACTIVITIES

Let's add the *Calendar* tool to your course.

Note: If the *Calendar* tool is already added to your course, complete the following steps and then proceed to step 9.

- a) From the *Course Menu*, click **Calendar**. The *Calendar* appears.
- b) From the *Menu Bar*, select *View*.
- c) Proceed to step 9.

1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **Calendar**. The *Add Calendar* screen appears. Here you enter a title for the tool, specify where it will be shown in your course, and select the appearance of the link.
3. For the title, type: *Calendar*.
4. Place a link to the *Calendar*, on both the *Navigation Bar* and on the course *Homepage*.
5. Select *Link shows title* and *Link shows icon*.
6. Select *Use default icons*.
7. Click **Add**. The *Calendar Added* screen appears.
8. Click the **Modify the Calendar tool** link.
9. 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.

10. You are going to add an entry to the *Calendar* for September 25th, 2001. From the *Date* drop-down lists, select *September* and *2001*, and then click **Go**. The *September 2001 Calendar* screen appears.
11. Click the **September 25th** link. The *View Day* screen appears.
12. Click **Add entry**. The *Add a Calendar Entry* screen appears.
13. In the appropriate text boxes, 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.

14. Let's set 4:00 p.m. as the time that the assignment is due. From the *Start time* drop-down lists, select *16* and *00*.

15. For *Access level*, select *Public*. Public access means that both you and your students can see the entry.
16. 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.

17. Click **Add entry**. The *Add a Calendar Entry* screen appears.
18. From the *Date* drop-down lists, select September 17, 2001.
19. In the appropriate text boxes, type the following information:

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

20. For *Access level*, select *Public*.
21. Click **Add**. The *View Day* screen appears, and your entry is displayed.
22. Click the **View Month** link.

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

23. Click the **September 17th** link.
24. Select the *Quiz Preparation* entry, and then click **Edit**. The *Edit a Calendar Entry* screen appears.
25. In the *Detail* text box, type: You should re-read Chapters 1 and 2 of your textbook.
26. Click **Update**.

Finally, let's see how the *Calendar* entries appear.

27. Click the **View Month** link. The *Calendar* appears.

You've finished the Basic Tools Scenario. You may want to try another Scenario, or expand on what you've done in this one by trying some of the activities described in the Related Activities section below. If you need some assistance, use the online help in WebCT. To access Help, click **Help** on the *Menu Bar*.

RELATED ACTIVITIES

Tool	Activity
<i>Syllabus</i>	<ul style="list-style-type: none"> • add Syllabus sections called Lesson, which describe each lesson in your course • reorganize the layout of Syllabus sections • hide some Syllabus sections from student view • add HTML tags to change the appearance of Syllabus entries
<i>Calendar</i>	<ul style="list-style-type: none"> • add private entries (visible only to you) • add HTML tags to change the appearance of entries • add links to external Websites • add internal links to pages in the <i>Content Module</i> • compile and download entries • import entries • go to the Global Calendar