

# MODULE 2: COMMUNICATION RICH

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## SCENARIO

You want to create an arena for students to pose questions, discuss ideas, analyze information, and synthesize concepts.

## Description of Tools

<i>Syllabus</i>	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.
<i>Discussions</i>	Allows you to create topic areas for discussion. Topics can be public or private. Messages posted to public discussions can be read and replied to by anyone in the course. Private topics are only available to a set of students and teaching assistants that you select.
<i>Mail</i>	Allows you, students, and teaching assistants to send private mail messages to each other.

## Overview of Tools and Activities

Tool	Activity
Syllabus	<ul style="list-style-type: none"><li>• add the <i>Syllabus</i> tool</li><li>• create a basic syllabus</li><li>• edit syllabus entries</li></ul>
Discussions	<ul style="list-style-type: none"><li>• add the <i>Discussions</i> tool</li><li>• add a discussion topic</li><li>• send a discussion message</li><li>• read a discussion message</li></ul>
Mail	<ul style="list-style-type: none"><li>• add the <i>Mail</i> tool</li><li>• create a mail folder</li><li>• send a mail message</li><li>• read a mail message</li><li>• move a mail message to a different folder</li></ul>

## 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, 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*.

MYWEBCT | RESUME COURSE | COURSE MAP | RESOURCES | LOGOUT | HELP

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

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

MYWEBCT | RESUME COURSE | COURSE MAP | RESOURCES | LOGOUT | HELP

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

12. 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.

13. In the appropriate text boxes, type the following information.

<b>Text box</b>	<b>Type</b>
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	Thursdays
Meeting time	1:00 p.m. to 3:00 p.m.

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

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

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

<b>Text box</b>	<b>Type</b>
Name	J. Smith
Email	jsmith@webcttutorial.com
Office Location	Wellington Hall, Room 550
Office Hours	Thursdays 3:00 p.m. to 4:30 p.m.
Phone	(555) 555-5555

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

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

23. Under *Syllabus*, select *Course Goals*.  
 24. Under *Edit Section Content*, select *Edit* and click **Go**. The *Edit Course Goals Section* screen appears.  
 25. Select *HTML*.  
 26. In the *Course Goals* text box, type: The goal of this course is to introduce students to Internet concepts and terminology.  
 27. 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:

<b>Text box</b>	<b>Type</b>
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.

## **DISCUSSIONS ACTIVITIES**

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

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

- a) From the *Course Menu*, click **Discussions**.
- b) From the *Menu Bar*, select *Designer Options*.
- 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 **Discussions**. The *Add Discussions* 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: *Discussions*.
4. Place a link to the *Discussions* tool, 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 *Discussions Added* screen appears.
8. Click the **Modify the Discussions tool** link.
9. 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
  - *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. In the *Status* column, *public, unlocked* indicates that all class members may post to the topic.

Topic	Unread	Total	Status
<a href="#">All</a>	0	0	
<a href="#">Main</a>	0	0	public, unlocked
<a href="#">Notes</a>	0	0	public, unlocked

Now, you'll create a discussion topic on "netiquette," which is a term often used to describe Internet etiquette.

10. Click **Manage Topics**. The *Manage Topics* screen appears.
11. Select *Add new topic*, and in the text box, type: *Netiquette*.
12. Click **Go**. You'll see the *Netiquette* topic added to the *Topic Settings* table.

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

13. In the breadcrumbs, click **Discussions**. The *Discussions* table appears.

14. Click the *Netiquette* topic. The *Discussion Messages: Netiquette* screen appears.
15. Click **Compose Discussion Message**. The *Compose Discussion Message* window appears.
16. In the appropriate text boxes, type the following information:

Text box	Type
Subject	Flame
Message	Can someone please explain what this word means?

17. Click **Post**. The *Discussion Messages: Netiquette* screen appears but you won't see your message yet.
18. To see the message, click **Update Listing**.

Now, let's try replying to the message that you sent. Normally, someone else would reply to your message, but since there are no students in this Tutorial course, this is the best way to show you how messages are presented.

19. Click the link 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.
20. Click **Reply**. The *Reply to Message* window appears.
21. 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.
22. Click **Post**. The *Discussion Messages: Netiquette* screen appears.
23. Click **Update Listing**. If you don't see your original message, click **Show all**.

**Notes:**

- To display your messages in chronological order, click **Unthreaded**.
- To display your messages by subject, click **Threaded**. When messages are displayed by thread, you'll see the subject of the thread, and then the original message on that subject. Threaded subjects can be expanded or collapsed by clicking the arrow. Replies are indented under the original message.

You've finished the *Discussions* activities.

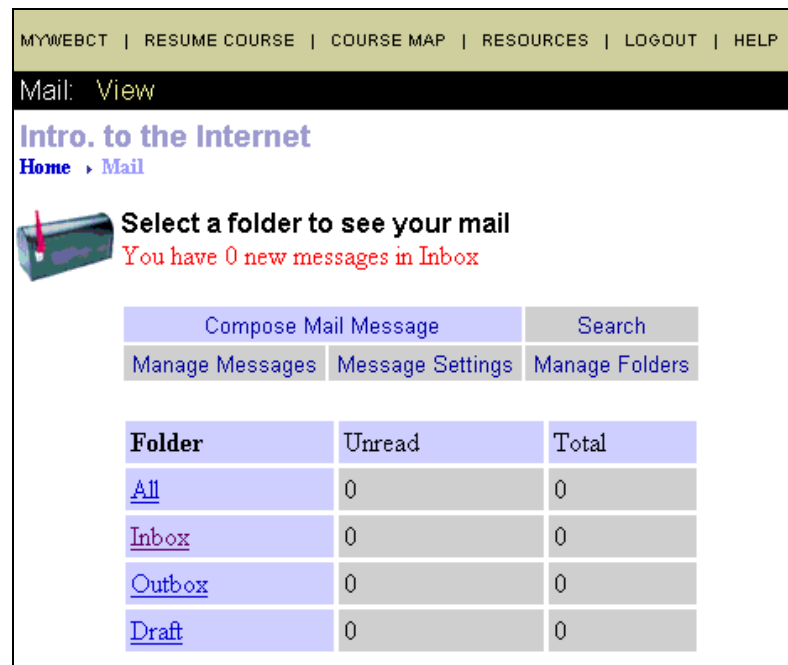
## MAIL ACTIVITIES

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

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

- a) From the *Course Menu*, click **Mail**.
- b) Proceed to step 9.

1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
2. Under *Add Page or Tool*, click **Mail**. The *Add Mail* 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: Mail.
4. Place a link to the *Mail* tool, 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 *Mail Added* screen appears.
8. Click the **Modify the Mail tool** link.
9. The *Mail* screen appears. You'll notice that it contains four default folders: *All*, *Inbox*, *Outbox*, and *Draft*.



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

10. Click **Manage Folders**. The *Manage Folders* screen appears.
11. Select *Add folder*, and in the textbox, type: *Assignments*.
12. 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 are no students in this Tutorial course, you'll send it to yourself.

13. In the breadcrumbs, click **Mail**.
14. Click **Compose Mail Message**. The *Compose Mail Message* window appears.
15. Click the **Browse** button that is next to the *Send to* text box. A window appears, showing the name of the 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.

16. Click the *Instructor's name*, and then click **Done**. The *Compose Mail Message* window appears with the *Send to* text box completed.
17. In the *Subject* text box, type: First Assignment.
18. In the *Message* text box, type: If you need a bit more time, you can send me the first assignment late.
19. Click **Send**.

Now, let's read the message.

20. From the *Mail Folders* table, click the **Inbox** link. The *Mail Messages: Inbox* screen appears with your message listed.
21. Click the link to the message.
22. 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.

23. Click **Manage Messages**. The *Manage Messages: Inbox* screen appears.
24. Select *Move to the following folder*, and then from the drop-down list, select *Assignments*.
25. At the bottom of the screen, select the *First Assignment* message. Click *Show all* if you can't see your message.
26. Click **Go**. A confirmation message appears.
27. Click **OK**.
28. In the breadcrumbs, click **Mail**. The message has moved to the *Assignments* folder.

You've finished the Communication Rich 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"> <li>• add Syllabus sections called Lesson, that describe each lesson in your course</li> <li>• reorganize the layout of Syllabus sections</li> <li>• hide some Syllabus sections from student view</li> <li>• add HTML tags to change the appearance of Syllabus entries</li> </ul>
<i>Discussions</i>	<ul style="list-style-type: none"> <li>• mark messages as read or unread</li> <li>• search messages</li> <li>• compile messages</li> <li>• download messages</li> <li>• rename a topic</li> <li>• delete a topic</li> <li>• create a private topic</li> <li>• lock a topic</li> <li>• allow anonymous postings to a topic</li> <li>• move messages to a different topic</li> <li>• delete messages</li> </ul>
<i>Mail</i>	<ul style="list-style-type: none"> <li>• mark mail messages as read or unread</li> <li>• search mail messages</li> </ul>

Tool	Activity
	<ul style="list-style-type: none"> <li>• compile mail messages</li> <li>• download mail messages</li> <li>• rename a folder</li> <li>• delete a folder</li> <li>• forward mail to an external email account <b>Note:</b> Depending on how your WebCT administrator has set up the course, you may not be able to forward mail.</li> <li>• delete messages</li> </ul>
<i>Chat</i>	<ul style="list-style-type: none"> <li>• add the Chat tool</li> <li>• send a message to everyone in the Chat room</li> </ul>