

MODULE 4: CONTENT RESOURCES

SCENARIO

You want to develop a course that is rich in content. It may be a pure distance-learning course, or you may want to use WebCT to complement your classroom-based course. Your goals include allowing students to work at their own pace.

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>Calendar</i>	Allows you to post dates, and to provide information about course-related events. You can include links to course content and to relevant Websites.
<i>Content Module</i>	Allows you to create and organize course material such as lecture notes and assignments. To assist students with their studies you can provide students with additional tools such as learning goals, references, glossary entries, and multimedia presentations, all within a <i>Content Module</i> .
<i>Content Assistant</i>	Allows you to search or browse the e-Learning communities to find content for your course.
<i>Goals</i>	Allows you to provide students with learning objectives for a <i>Content Module</i> . Goals are linked to a specific page of course content and can apply to an entire module, section, or specific page.
<i>Glossary</i>	Allows you to create a fully searchable glossary of terms. Students can search the <i>Glossary</i> by keyword or partial word.

Overview of Tools and Activities

Tool	Activity
Syllabus	<ul style="list-style-type: none">• add the <i>Syllabus</i> tool• create a basic syllabus• edit syllabus entries
Calendar	<ul style="list-style-type: none">• add the <i>Calendar</i> tool• create calendar entries• edit calendar entries
Content Module	<ul style="list-style-type: none">• copy content files• add a <i>Content Module</i> tool• add headings to the Table of Contents• add pages of content
Content Assistant	<ul style="list-style-type: none">• use <i>Content Assistant</i> to add content• view the content as students see it
Goals	<ul style="list-style-type: none">• create learning goals for the students• view the goals as students see them
Glossary	<ul style="list-style-type: none">• create glossary entries• view the glossary as students see it

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.

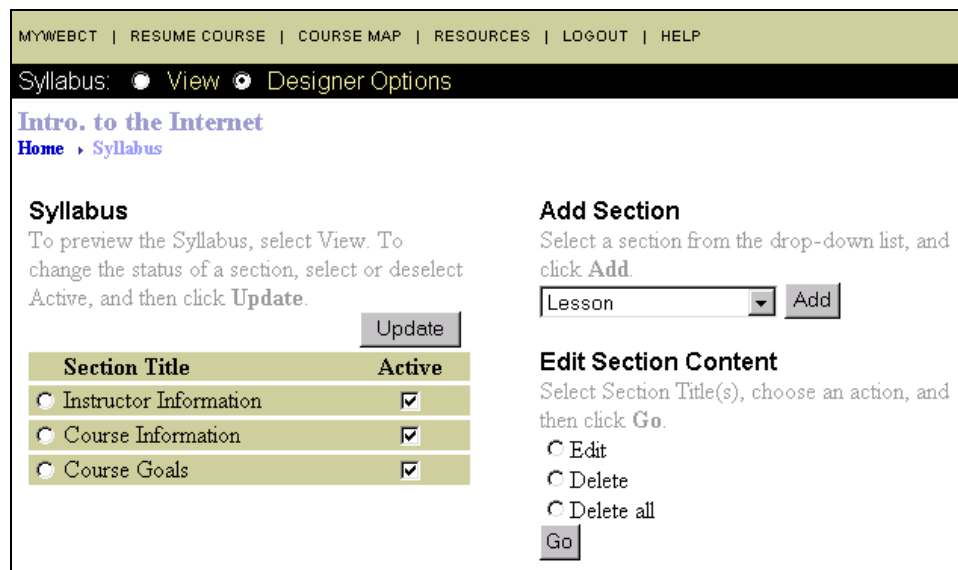
SYLLABUS ACTIVITIES

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.

- d) From the *Navigation Bar*, click **Syllabus**. The *Syllabus* screen appears.
 - e) From the *Menu Bar*, select *Designer Options*. The designer view of the *Syllabus* screen appears.
 - f) Proceed to step 9.
3. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
 4. 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.
 5. For the title, type: *Syllabus*.
 6. Place a link to the *Syllabus*, on both the *Navigation Bar* and on the course *Homepage*.
 7. Select *Link shows title*, and *Link shows icon*.
 8. Select *Use default icon*.
 9. Click **Add**. The *Syllabus Added* screen appears.

10. Click the **Modify the Syllabus tool** link. The designer view of the *Syllabus* screen appears.
11. 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*.



12. Let's edit the *Course Information* section first. Under *Syllabus*, select *Course Information*.
13. 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

14. 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.
15. In the appropriate text boxes, type the following information. You may have to replace the default text.

Text box	Type
Section title	Course Information
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.

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

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

19. Under *Syllabus*, select *Instructor Information*.
20. Under *Edit Section Content*, select *Edit* and click **Go**. The *Edit Instructor Information Section* screen appears.
21. Select *HTML* format.

22. In the appropriate text boxes, type the following information:

Text box	Type
Section title	Instructor Information
Name	J. Smith
Email	jsmith@webccttutorial.com
Office Location	Wellington Hall, Room 550
Office Hours	Thursdays 3:00 p.m. to 4:30 p.m.
Phone	(555) 555-5555

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

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

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

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

30. Under *Add Section*, from the drop-down list, select *Policies*, and then click **Add**. The *Add Policies Section* screen appears.
31. Select *HTML*.
32. In the *Introduction* text box, type: University-wide regulations apply to this course. Familiarize yourself with the Student Rules of Conduct.
33. 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.

34. Under *Add Section*, from the drop-down list, select *Textbooks*, and then click **Add**. The *Add Textbooks Section* screen appears.
35. Select *HTML*.
36. 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

37. Select *Required reading*.
38. 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.

39. 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 *Navigation Bar*, click **Calendar**. The *Calendar* screen 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 *Calendar* 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 icon*.
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.

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Calendar: View Designer Options

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

June 2001
 Date: Month Year
 To compile a list of entries, click [Compile](#).

 To view, add, or edit the daily schedule, click a hyperlinked date below.
Note: All private entries are italicized.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week						<u>1</u>	<u>2</u>
View Week	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>

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.

- 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.
- Click the **September 25th** link. The *View Day* screen appears.
- Click **Add entry**. The *Add a Calendar Entry* screen appears.
- 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.

- 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*.
- For *Access Level*, select *Public*. Public access means that both you and your students can see the entry.
- 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.

- Click **Add entry**. The *Add a Calendar Entry* screen appears.
- From the *Date* drop-down lists, select October 5, 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 **October 5th** 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.

CONTENT MODULE ACTIVITIES

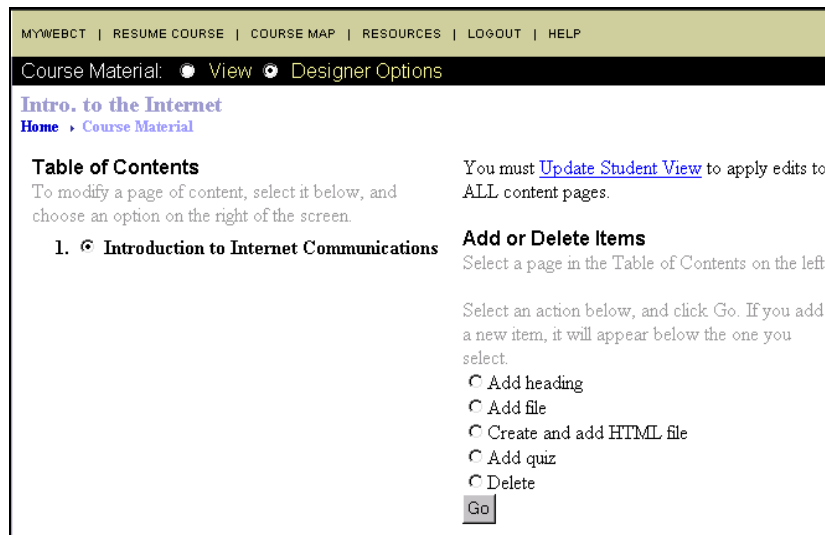
A *Content Module* is an area where you can place course material such as lecture notes and assignments. You organize the material within a Table of Contents. This allows students to see — at a glance — what the course covers. It also serves as a guide to the sequence in which the material should be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

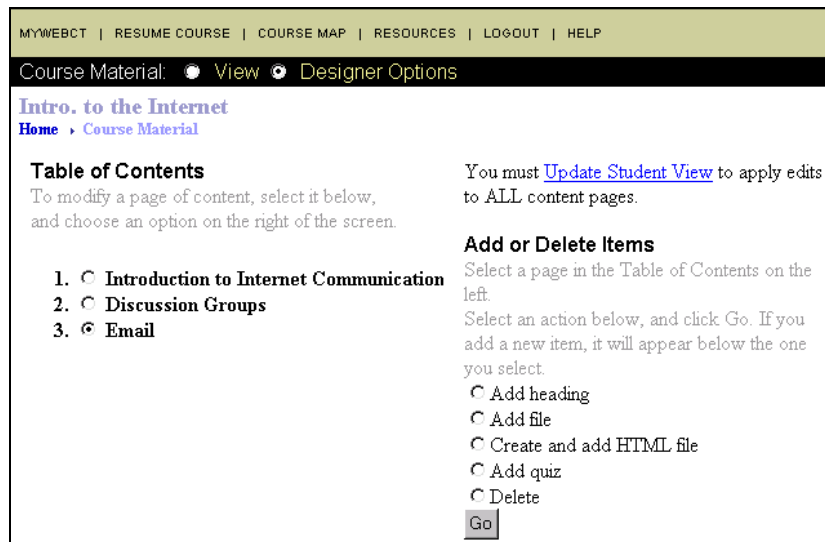
- creating and/or uploading content using WebCT utilities
 - adding the *Content Module* tool
 - creating a Table of Contents
 - adding the content files to the *Content Module*
1. Let's copy the three files of course material that we've provided for the Tutorial. Note that you would normally upload or create your own content files.
 - a) From the *Control Panel*, click **Manage Files**.
 - b) Under *Folders and Files* select the *My-Files* check box.
 - c) Under *Folder Options*, select *Create New*, and then click **Go**. The *Create Folder* screen appears.

- d) In the *Create a folder named* text box, type: `tutorial`.
 - e) Click **Create**. The *Manage Files* screen appears. The *tutorial* folder has been added to the *My-Files* folder.
 - f) Click the **WebCT-Files** link. The *WebCT Files* subfolders appear.
 - g) Under *WebCT-Files*, click the **tutorial** folder link. You'll see three files: `discuss.html`, `email.html`, and `intro.html`.
 - h) Select the check boxes for each of these files.
 - i) Next to *File Options*, from the drop-down list, select *Copy* and then click **Go**. The *Copy Files* screen appears.
 - j) Under *Copy the selected files to*, select *tutorial*, and then click **Copy**. The *Manage Files* screen appears. The three files have been copied to the *My-Files/tutorial* folder.
2. Now, let's add the *Content Module* tool.
- a) From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
 - b) Under *Add Page or Tool*, click **Content Module**. The *Add Content Module* screen appears. Here you enter a title for the *Content Module*, specify where it will be shown in your course, and select the appearance of the link.
 - c) For the title, type: `Course Material`.
 - d) Place a link to the content module, on both the *Navigation Bar* and on the course *Homepage*.
 - e) Select both *Link shows title* and *Link shows icon*.
 - f) Select *Use default icon*.
 - g) Click **Add**. The *Content Module Added* screen appears.
 - h) Click the **Add Content to this Content Module** link. A blank *Table of Contents* screen appears.
3. Now, let's create a Table of Contents and add headings.
- a) Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
 - b) In the *Title* text box type: `Introduction to Internet Communications` and then click **Add**. The *Table of Contents* appears with the heading added.



Let's add the other two headings.

- c) Under *Table of Contents*, select *Introduction to Internet Communications*.
- d) Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
- e) In the *Title* text box, type *Discussion Groups*, and then click **Add**. The *Table of Contents* now has two headings.
- f) Under *Table of Contents*, select *Discussion Groups*.
- g) Under *Add or Delete Items*, select *Add heading* and then click **Go**. The *Add Heading* screen appears.
- h) In the *Title* text box, type *Email*, and then click **Add**. You'll see that the *Table of Contents* now contains the three headings.

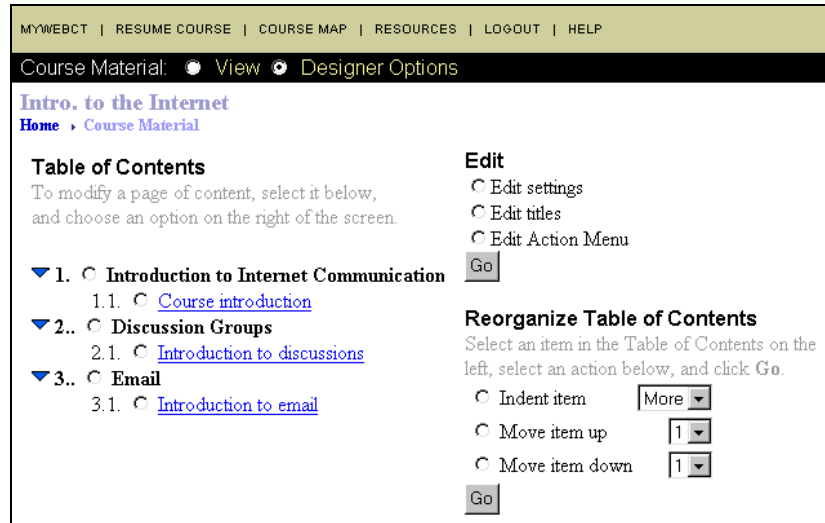


4. Now you can add the actual pages of content under the appropriate headings.
 - a) Under *Table of Contents*, select *Introduction to Internet Communications*. The content page will be inserted beneath this heading.
 - b) Under *Add or Delete Items*, select *Add File* and then click **Go**. The *Add File* screen appears.
 - c) From the *Filename* list, select *tutorial/intro.html* and click **Add**. The *Table of Contents* appears. Notice that *Course introduction* has been added as a link.
 - d) Repeat steps a) to c) to add the other two pages of content under the appropriate headings.

Under Heading	Add file
Discussion groups	tutorial/discuss.html
Email	tutorial/email.html

5. 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 linked headings.
 - a) Under *Table of Contents*, select *Course introduction*.
 - b) Under *Reorganize Table of Contents*, select *Indent item*.

- c) 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*. Notice that *Course introduction* becomes a chapter under the heading *Introduction to Internet Communications*. Chapters can be expanded or collapsed by clicking the arrow to the left of the heading.
- d) Repeat steps a) to c) to indent *Introduction to discussions* and *Introduction to email*.



6. Now that you have created your course material, make it available to your students.
 - a) Click the **Update Student View** link. The *Update Student View of Content Pages* screen appears.
 - b) Select *Update entire course*, and then click **Update**. The *Update Student View Report* screen appears.
 - c) Click the **Return to Content Module** link. The *Table of Contents* screen appears.
7. Let's look at *Course Material* as students see it.
 - a) In the breadcrumbs, click **Home**. The *Homepage* appears.
 - b) From the *Course Menu*, click the **Course Material** link. The *Table of Contents* screen appears.
 - c) Click the **Course introduction** link. The course material appears.

CONTENT ASSISTANT ACTIVITIES

Now that you've added course content from your own HTML files, let's try using *Content Assistant* as another way of adding content. *Content Assistant* allows you to browse the communities on the e-Learning Hub.


1. From the *Control Panel*, click **Content Assistant**. The *Add Content Assistant* screen appears.

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Content Assistant: Designer Options

Intro. to the Internet
 Home » Content Assistant

Add Content Assistant
 WebCT will open a window where you can search WebCT.com, the e-Learning Hub, for course content. When you find content you want to include in your course, copy the page's web address, and return to this window.



1. Search WebCT's e-Learning Hub for course content.
2. Enter the web address (URL) of the course content.
3. Enter a title for your material here.
4. Decide where to show this item in your course.
 You can place a link to the new page in the Navigation Bar and/or on an Organizer Page.
 Choose one or both.
 - On the *Navigation Bar*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*
 Link may show as text, icon, or both.

2. Click **Browse**. The *e-Learning Hub* screen appears in a new browser window.
3. Click the link for one of the *Academic Community Libraries*. A list of items appears.
4. Click the link of any item in the list. The content of the item appears.
5. Using your browser's *Edit* and *Copy* commands, copy the URL of the page, and then close the browser window. You are returned to the *Add Content Assistant* screen.
6. Using your browser's *Edit* and *Paste* commands, paste the URL of the content page into the *Web address* text box.
7. In the *title* text box, type: Internet article.
8. Place a link to the *Internet article* on both the *Navigation Bar* and on the course *Homepage*.
9. Select both *Link shows title* and *Link shows icon*.
10. Select *Use default icon*.
11. Click **Add**. The *Content Assistant Added* screen appears.
12. Click the **Return to Homepage** link. The *Internet article* appears on your course *Homepage* and *Navigation Bar*.
13. To view the article, click the **Internet article** link.

GOALS ACTIVITIES

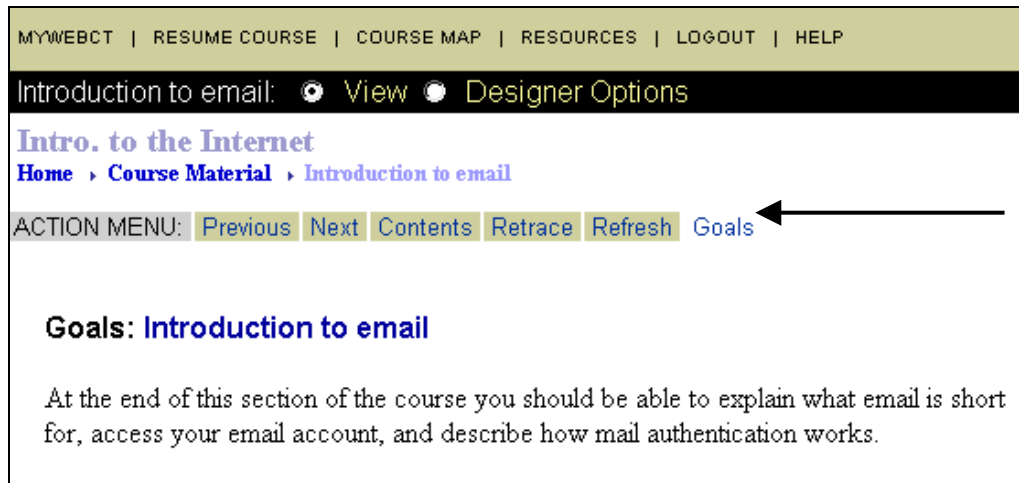
Now, let's set some learning goals for your students by adding the *Goals* tool to a page of content. We'll begin by setting some goals for the *Introduction to Email* page.

1. From the *Course Menu*, click the **Course Material** link. The *Table of Contents* screen appears.
2. From the *Menu Bar*, select *Designer Options*.
3. Click the **Introduction to email** link. The *Main Options* screen appears.
4. Under *Main Options*, select *Goals* and then click **Go**. The *Goals for Page of Content* screen appears.

5. In the text box, type: At the end of this section of the course you should be able to explain what email is short for, access your email account, and describe how mail authentication works.
6. Click **Update**. The *Main Options* screen appears.
7. Click the **Update Student View** link. The *Update Student View of Content Pages* screen appears.
8. Select *Update changes to text, colors, and Action Menu*, and then click **Update**. The *Update Student View Report* screen appears.
9. Click the **Return to Introduction to email** link. The *Main Options* screen appears.

Before we go any further, let's see how the goals will appear to students.

10. From the *Menu Bar*, select *View*. The course material appears.
11. From the *Action Menu*, click **Goals**. The *Goals: Introduction to email* screen appears.



Action
Menu

GLOSSARY ACTIVITIES

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

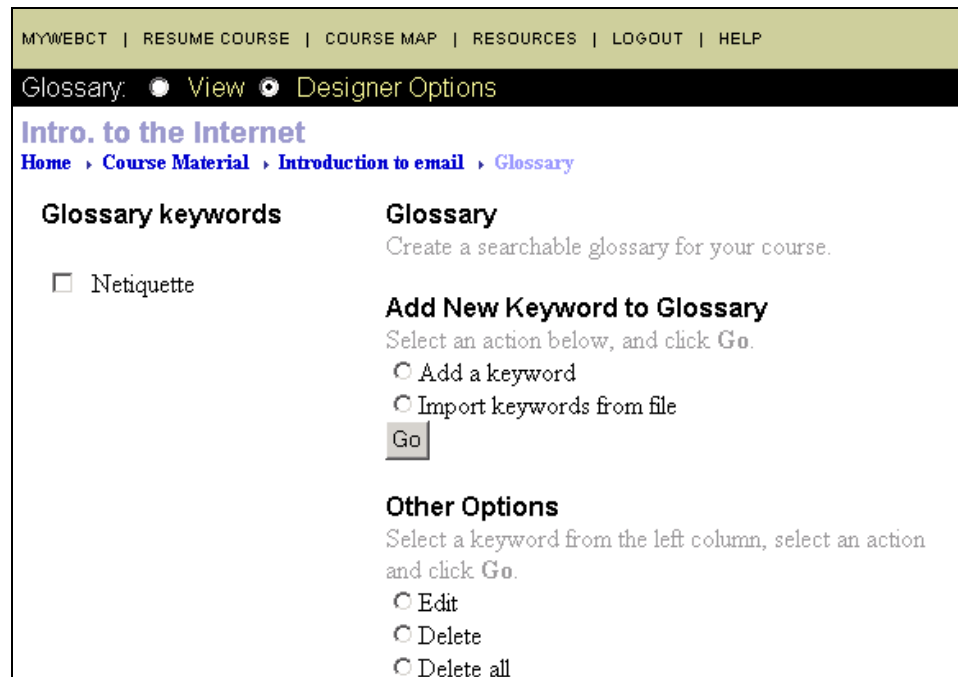
Note: If the *Glossary* tool is already added to your course, do the following, then proceed to step 11.

- a) From the *Navigation Bar*, click **Glossary**. The *Glossary* screen appears.
 - b) From the *Menu Bar*, select *Designer Options*. The designer view of the *Glossary* screen appears.
 - c) Proceed to step 11.
1. From the *Control Panel*, click **View Designer Map**. The *Designer Map* appears.
 2. Under *Add Page or Tool*, under *Contents & Related Tools*, click **Glossary**. The *Add Glossary* 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: *Glossary*.

4. Place a link to the *Glossary*, 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 *Glossary Added* screen appears.
8. Click the **Modify the Glossary tool** link. The designer view of the *Glossary* screen appears.
9. From the *Menu Bar*, ensure *Designer Options* is selected. The *Main Options* screen appears.
10. Under *Main Options*, select *Glossary*, and then click **Go**. The *Glossary* screen appears.

Now, let's add some glossary items.

11. Under *Add New Keyword to Glossary*, select *Add a keyword*, and then click **Go**. The *Add a Keyword* screen appears.
12. In the *Keyword* text box, type: *Netiquette*.
13. In the *Definition* text box, type: *The proper etiquette to be used while communicating online*, and then click **Add**. The *Glossary* screen appears with *Netiquette* in the list of *Glossary keywords*.



14. Repeat steps 11 to 13 to add the following entry:

Keyword	Definition
Authentication	The process by which an email server validates a username and password.

Let's take a look at the glossary entries.

15. From the *Menu Bar*, select *View*. The *Glossary* screen appears. You'll notice that the letters *A* and *N* are linked, indicating that there are glossary entries associated with these letters.

16. Click the **A** link. The *Authentication* entry appears.

The screenshot shows a web interface with a navigation bar at the top containing links: MYWEBCT | RESUME COURSE | COURSE MAP | RESOURCES | LOGOUT | HELP. Below this is a black bar with 'Glossary: View Designer Options' and radio buttons. The main content area is titled 'Intro. to the Internet' and includes a breadcrumb trail: Home > Course Material > Introduction to email > Glossary. Under the heading 'Glossary', there are links for 'View All' and 'Search', followed by alphabetical navigation links: A - B - C - D - E - F - G - H - I - J - K - L - M and N - O - P - Q - R - S - T - U - V - W - X - Y - Z. A section labeled 'Others' contains a table with a header 'A' and one entry: 'Authentication' with the definition 'The process by which an email server validates a username and password.'

17. Click the **N** link. The *Netiquette* entry appears.

You've finished the Content Resources 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
<i>Content Module</i>	<ul style="list-style-type: none"> • upload content files • create a content file in WebCT using HTML • edit a content file • add a quiz to the Action Menu • add a link to the Action Menu • reorganize the Table of Contents • add an index to a page of content • add an audio clip to a page of content • add a self test to a page of content • add a quiz to a page of content • import glossary entries • edit glossary entries • delete glossary entries • download glossary entries • link glossary entries to a page of content • link glossary definitions to other glossary entries • link to content and discussions in the e-Learning Communities
<i>Content Assistant</i>	<ul style="list-style-type: none"> • search or browse the other e-Learning Communities