



WebCT:  
Just the Basics

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Syllabus & Grades

*Campus Edition 4.x*

*August 19, 2005*

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## **Introduction to WebCT**

### ***What is WebCT?***

**WebCT (Web Course Tools)** are a set of:

- educational tools for facilitating learning, communicating and collaborating through the use of the Internet and computers;
- content building utilities for organizing course materials;
- administrative utilities for managing and continuously improving a course; and
- design utilities for constructing the course (colour schemes, page layout, etc).

### ***How Did WebCT Begin?***

**WebCT** began in 1994 as a university project, conducted by Murray Goldberg, a faculty member at the University of British Columbia. Murray's objective was to create an interactive web-based environment for a 3<sup>rd</sup> year computer science course. In 1995, the University of British Columbia awarded Murray Goldberg a grant to develop Web Course Tools as a way to apply innovative technologies to facilitate course preparation and enrich students' learning experiences. Working with Sasan Salari, Murray developed a product so well received by his peers that they launched the product commercially in 1997.

In May 1999, **WebCT** joined forces with Universal Learning Technology. The combined company, under the leadership of President and CEO Carol Vallone, expanded rapidly.

In January 2000, it launched **webct.com**, the e-learning hub, which, when used in combination with WebCT, maximizes the online teaching and learning experience.

### ***Advantages of WebCT***

**WebCT** allows you to:

- Teach courses your way at your own technological comfort level.
- Create, maintain, and add course materials interactively through the Web.
- Assess student performance at any time during the course.
- Quickly update and change course content.
- Restrict access to specified materials until a certain level of learning is achieved or a date is reached
- Have students participate at any time.

## ***Logging in to WebCT***

To access the **WebCT** site, you must type in the following address or **URL** in your web browser:

**webct.stu.ca**

**NOTE:** You do not need to include an *http://* or *www.* at the beginning of this address.

## ***Logging Out***

Browsers remember ID's and passwords. When you are finished using WebCT you should log out to insure that no one else can use your account. If you do not log out, the next person who uses the computer can log in to WebCT using your ID and password. That person may not even realize it. While this may not be a problem if you do not share a computer, logging out is still a good habit to get into.

To Log out of WebCT:

1. Click ***Logout*** at the top of any WebCT screen.

Alternately, you may close all browser windows. This will achieve the same result.

## WebCT Login Page

This page is the WebCT server login page. A server is the main computer where all course information is stored. This login page is also a gateway to many resources for both students and the faculty.



**Login to WebCT** – This button will take you to a page where you can enter your username and password to log in.

**Frequently Asked Questions (FAQs)** – The FAQ is a list of questions that WebCT users commonly have. This is a good place to look for an answer to your WebCT problems before you contact support.

**Contact Us** – Click this link to open your mail program and send an email to the WebCT administrators.

## Creating a Syllabus in WebCT



Course  
Syllabus

Courses based on the standard template already have the Syllabus tool. Once you have access to a course, you can modify the syllabus tool as you wish.

1. At your *Homepage*, click the *Course Syllabus* icon.
2. Select *Designer Options* to make edits.

All of the functions that allow you to customize the syllabus will appear on the right of your screen. There are two ways to create a syllabus in WebCT: Using the built-in templates, or using an existing file from a word processor. We will look at using the templates first.

### Creating a Syllabus using the Templates

The built in templates are an easy way to create simple syllabi in WebCT. To add information to the syllabus using the templates, follow these steps:

1. From the course *Homepage*, click on the *Course Syllabus* icon.
2. Make sure that *Syllabus Tool* is selected under *Syllabus Source* on the right. Initially, the syllabus should have no sections in it.
3. Under *Options: Syllabus Tool*, pick a syllabus section from the drop down list and then click *Add*. For this example, let's pick *Course Information*.
4. The screen will refresh and provide you with the template for that section. Fill out the information and then click the *Add* button. The *Course Information* screen looks like this:

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

\*Section title:

---

Course title:

Course number:

Course discipline:

Course description:

Course start date:

Course end date:     Show Date

Location:

Meeting day(s):

Meeting time(s):

Every section must have a title. The section title is usually used to describe what this section is about. You can leave the default title for now, but you may wish to change it later. If a particular field doesn't apply, leave it blank. WebCT will not display a blank field.

**NOTE:** Any fields marked with a red \* are required and must be filled out.

## Editing a Syllabus

If you need to make changes to a syllabus after you have already added a section, follow these steps:

1. In the *Syllabus Tool*, click on the blue text for the title of the section you wish to edit. For this example, click on the words "**Course Information**". When you enter the syllabus tool, you should see a list like the following that displays all the sections currently in the 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"/> Course Information	<input checked="" type="checkbox"/>

Update

2. A screen will appear that looks exactly like the screen that appeared when you added the section. Only this time, it has the information that you entered before.
3. Make your changes on this screen, and when you are satisfied, click **Update**.

## Uploading a Syllabus File

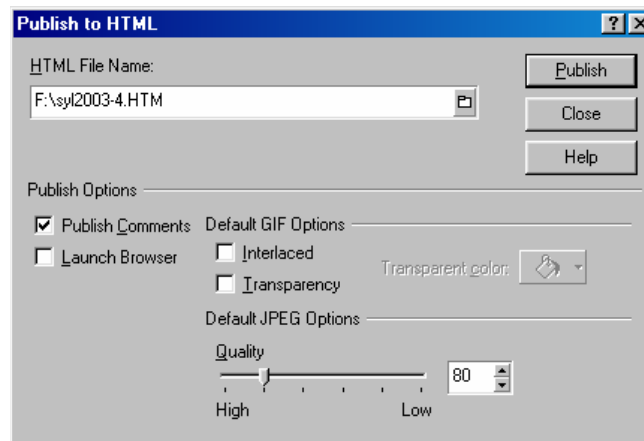
Many professors already have their syllabus typed in Word or WordPerfect. While you can copy and paste the information out of these files into the WebCT Syllabus template, you may also use these files directly in WebCT.


### Prepare the Content

Before you upload the syllabus into WebCT, it should be converted to HTML. Converting the syllabus to HTML insures that students will be able to view the syllabus. If a word processing document is uploaded and students do not have that word processor, they will not be able to view the syllabus.

The following example uses the file “syl2003-4.wpd” but you may use your own syllabus file.

1. Open the file “*syl2003-4.wpd*” in WordPerfect.
2. From the **File** menu, select **Publish To** and then **HTML**. The *Publish to HTML* dialog will appear.



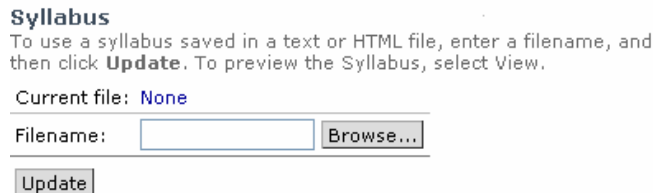
3. Click the browse button (  ) next to the **HTML File Name** box. The *Open In* dialog will appear.
4. Select **Desktop** from the *Look In* drop-down list.
5. Click the **Open** button.
6. Click **Publish**.
7. Close WordPerfect.

**NOTE:** If your file is a Microsoft Word file, you can also convert it to HTML. Instead of *Publish to HTML*, you would select **Save as Web Page** from the **File** menu in Microsoft Word.

## Upload the File

Once you have the HTML file created from WordPerfect, you're ready to upload it into WebCT.

1. From the course *Homepage*, click on the *Course Syllabus* icon. The *Syllabus* screen should appear.

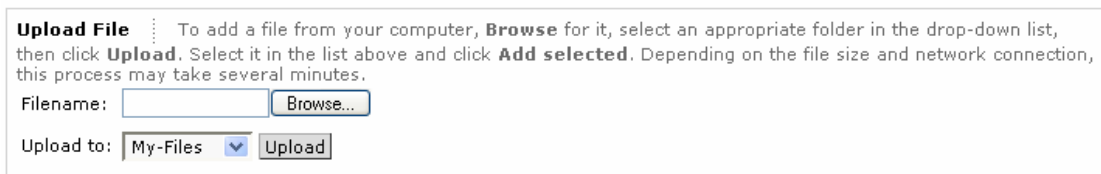


**Syllabus**  
To use a syllabus saved in a text or HTML file, enter a filename, and then click **Update**. To preview the Syllabus, select View.

Current file: [None](#)

Filename:

2. Make sure that *Syllabus File* is selected under *Syllabus Source* (on the right of the screen).
3. Click the *Browse* button. The *File Browser* will appear.
4. Near the bottom of the file browser window is a sectioned titled *Upload File*. In this section, click the *Browse* button.



**Upload File** : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename:

Upload to:

5. Locate the syllabus file that you converted earlier. It should be the file with the *.htm* or *.html* extension. For our example, the file should be "*syl2003-4.htm*" and it should be located on the desktop.
6. Click the *Open* button.
7. Make sure *My-Files* is selected in the *Upload to:* box and then click *Upload*.
8. You file should then appear in the top section of the *File Browser* under the *My-Files* folder. Notice that the file is already selected.
9. Click the *Add Selected* button. The *File Browser* will close.
10. Click *Update*.

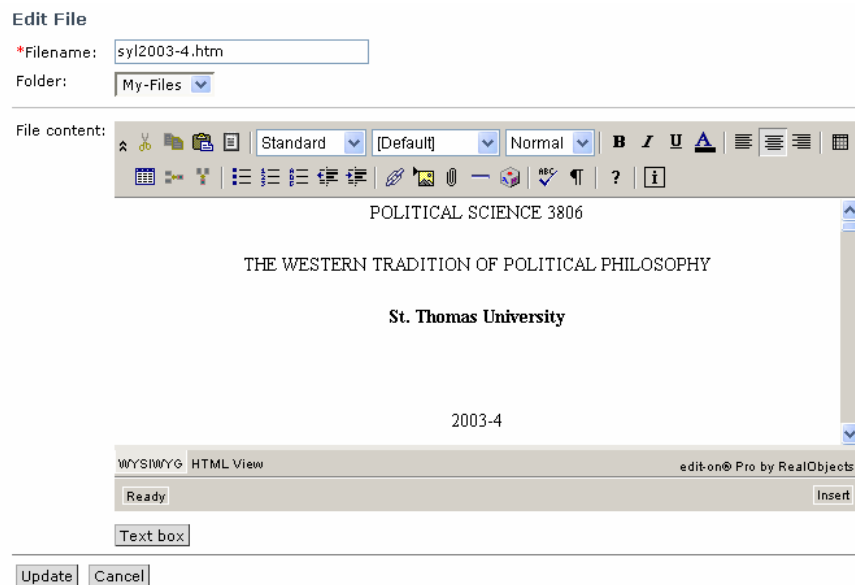
To see what the syllabus will look like to the students, click on the View tab at the top of the screen.

## Using the WebCT HTML Editor

Once a syllabus is posted to a course, it may be necessary to make changes to it. There are two ways that this can be done: The original document can be edited, converted to HTML and then uploaded again to WebCT; or you can use the built-in HTML editor to change the document from within WebCT itself.

To use the built-in HTML editor:

1. From within the course, click **Control Panel**.
2. In **Control Panel** click **Manage Files**.
3. Locate your syllabus file within **Manage Files** and then click on its name. The **Edit File** screen will appear.
4. Click the **HTML editor** button located near the bottom of the screen. It may take from several seconds to a minute for the **HTML editor** to load, so be patient. Once the **HTML editor** loads, your screen should look similar to the following:



This screen is very much like a word processor. Experiment with the formatting options available to see what each ones does. When you are satisfied with your changes, click the **Update** button to save the changes. You may also abandon the changes you made by clicking the **Cancel** button.

**WARNING:** If you do not click **Update** your changes will not be saved!!

## **Deleting Files**

There may come a time when you want to remove a file from WebCT that you uploaded. Removing unneeded files from WebCT helps keep your *My-Files* area organized, and frees up space for others to use.

To delete files, follow these steps.

1. From inside the course, click **Control Panel**.
2. In *Control Panel* click **Manage Files**.
3. In *Manage Files*, click the checkboxes next to the files you wish to delete and then click on the **Delete** button on the right under *Options: Files*.
4. You will be presented with the *Delete Files* screen. Along the left are the files that you selected to be deleted and on the right are a *Delete* and *Cancel* button.
5. When you click **Delete** all the files that are selected on the left will be deleted.

**WARNING:** Be careful when deleting files! Once you delete a file from WebCT it is gone and cannot be retrieved. There is no *Recycle Bin* or *Undelete*.

## Entering Grades

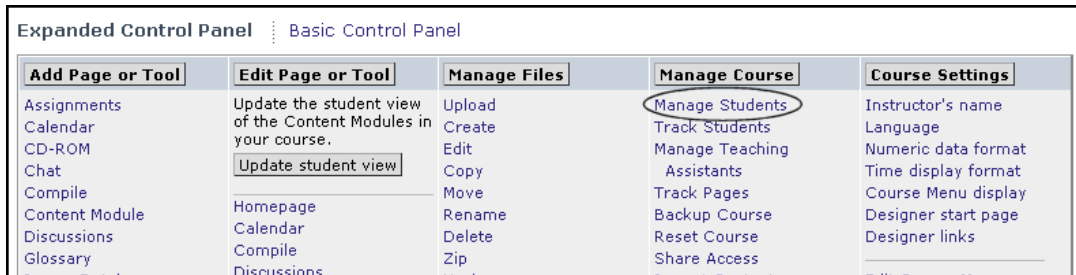
WebCT and Datatel at **Saint Thomas University** are closely integrated. When it comes time to enter midterm or final grades, they may be entered directly into and through WebCT.

There are at least two things that you should think about before you begin:

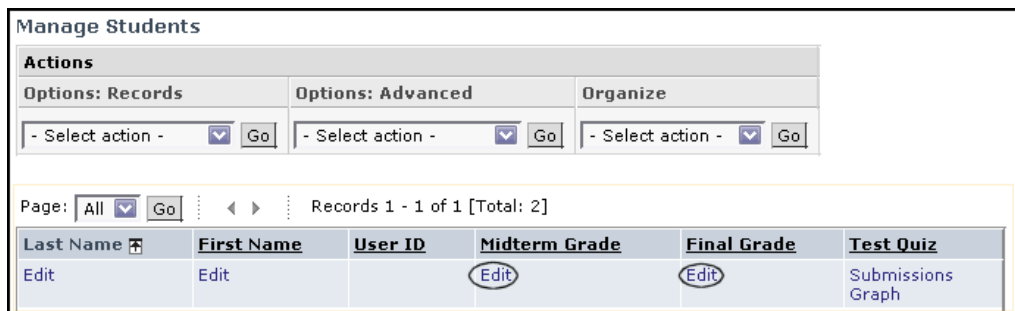
1. In the Datatel environment, we use "**Midterm Grade**" only for the **Christmas grade** for the first section of a full-year course. In WebCT, you may record as many midterm grades as you choose, but you should only export into Datatel that one category of midterm grades. (At Saint Thomas University we break full-year courses into two sections.)
2. Also, TA's can record grades for you but they do not have access to the "**export**" functions.

Follow these steps to enter a midterm or final grade:

1. From inside your course in WebCT, click on **Control Panel**.
2. In **Control Panel** under **Manage Course** click on the link for **Manage Students**. The **Manage Students** (Grade Book) will appear.



3. Under either the **Midterm Grade** or **Final Grade** column, click on the **Edit** link. The **Edit Column Values** screen will appear.



4. Enter the grades in the spaces provided.

**Edit Column Values**

Last Name	First Name	User ID	Midterm Grade	Final Grade	Test Quiz
Caspian	Prince	student07	<input type="text"/>	---	---
Clintstone	Billy	student02	<input type="text"/>	---	---
Creatin	Johnny	student04	<input type="text"/>	---	---
Johnstone	John	student01	<input type="text"/>	---	---
Jones	Pat	student05	<input type="text"/>	---	---
Smith	Kelly	student06	<input type="text"/>	---	---
Stuart	Jackie	student03	<input type="text"/>	---	---
Baker	Tammy	student08	<input type="text"/>	---	---

5. When you are finished, click **Update**.

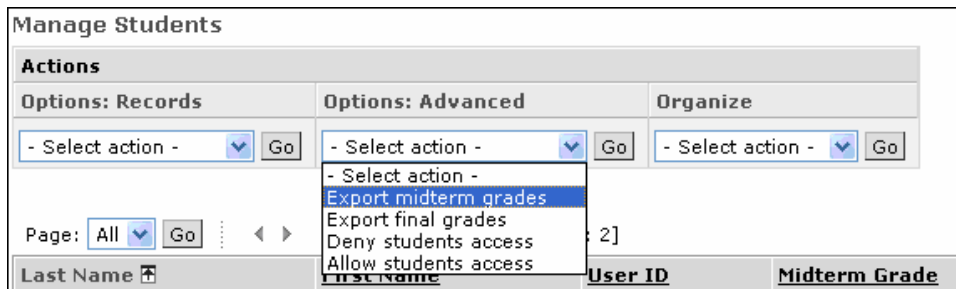
If you made a mistake entering the grades, simply repeat the above process and on the *Edit Column Values* screen, make your changes and then click **Update**.

## Submitting Grades

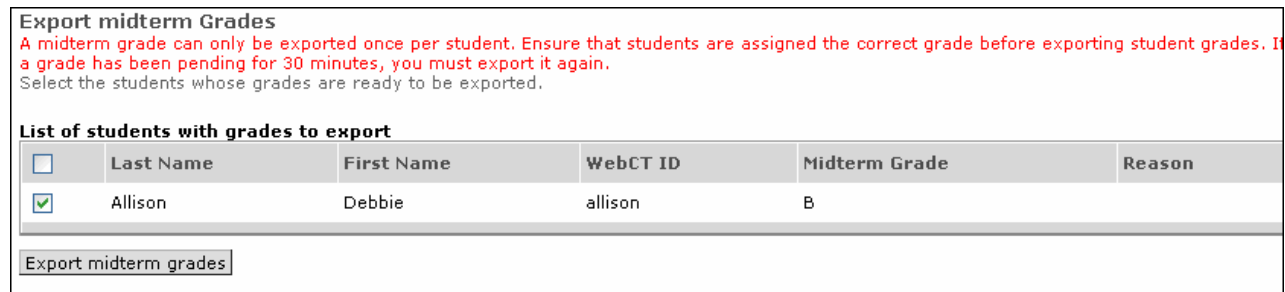
**Very Important:** You can only submit grades once through WebCT. Make sure you have entered all the grades correctly before doing the following steps!

1. From the *Manage Students* (Grade Book), Under the **Options: Advanced** drop-down list, select **Export midterm grades** or **Export final grades** and click **Go**.

The *Export Grades* screen appears.



2. Select the checkbox in the table heading row to select all students or check beside individual students to send just those selected.



3. Click **Export midterm grades** or **Export final grades**. A confirmation screen appears.

**NOTE:** You can only export student grades once, so be certain you are ready to do this!



4. Click **OK**. The screen will update to tell you that the grades have been submitted.

**Export midterm Grades**  
Midterm grades have been exported.

**NOTE:** Although you can only submit grades once from WebCT, you may still update your grades from WebAdvisor if required. If you change grades in WebAdvisor after submitting them through WebCT those changes will also be reflected in the grades shown in WebCT.

## Sharing Designer Access

In order for you to work on a course that does not belong to you, the owner of the course must share her designer access with you. As a shared designer, you have all the same privileges as the owner, with one exception: you are not able to share access with someone else.

To make someone a shared designer, follow these steps:

1. In the course, click on **Control Panel**.
2. In *Control Panel* under the *Manage Course* column, click on the link for **Share Access**. The *Designers with Shared Access* screen appears.
3. On the right under *Options*, enter the WebCT ID of the person with whom you wish to share access. (A WebCT ID is the same as a STU email ID.)
4. Click the **Add** button. The new shared designer will be listed on the left of the screen.

## Remove a Shared Designer

When you no longer need to have access to your course shared, you may remove shared designers by using the *Share Access* course management function.

1. In the course, click on **Control Panel**.
2. In *Control Panel* under the *Manage Course* column, click on the link for **Share Access**. The *Designers with Shared Access* screen appears.
3. Click the checkbox next to the WebCT ID of the person from whom you wish to remove shared access.
4. Click the **Delete** button on the right.