

## Setting up WebCT for the First Time

By Dick Evans

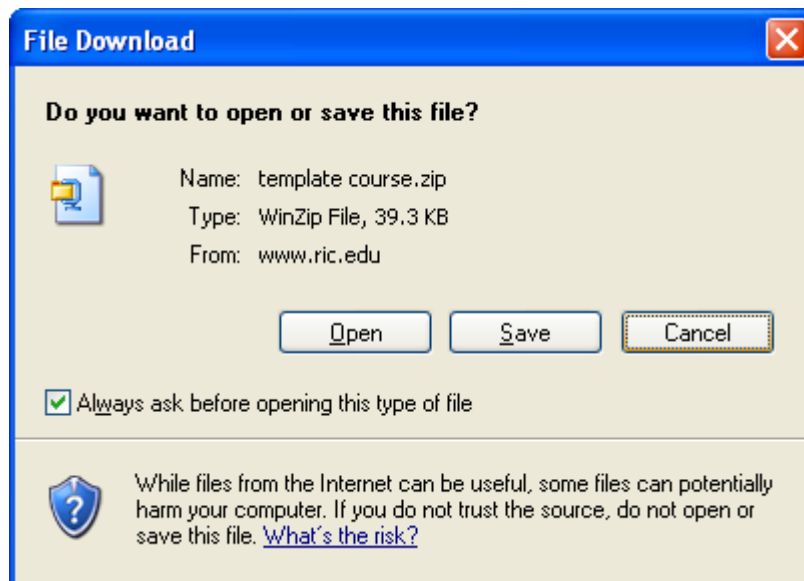
In order to create your first WebCT course, a course has to be requested through RIconnect first. Recall it takes 24 hours to establish the course in WebCT. Once the course has been created, continue with the following steps.

1. You will need to have a copy of the template course backup. Click the following link and **save** the Template Course backup file to your desktop.

[Click here to download #13.2, the Template Course.](#)

Note: the template course shows you how to build a WebCT course with a syllabus. If instead you download the Start Course, it will build a course with 8 tools on the homepage. The instructions are the same; the screens will show the 8 icons on the home page instead of the one in the Template Course. If you plan to do more than post a syllabus, I suggest using the Started Course instead. It is #13.3 on the White Papers page.

[Click here to download #13.3, the Starter Course.](#)



DO NOT Open the file. It is not a normal compressed file and neither XP compression nor WinZIP will know what to do with it. WebCT will be able to read it.

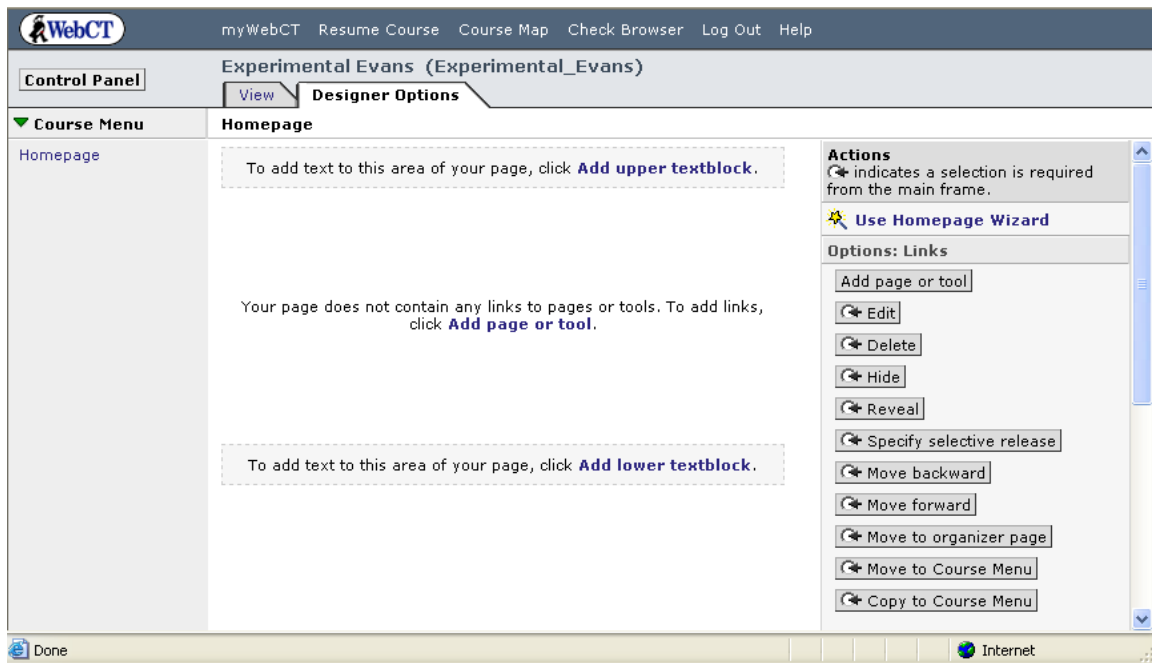
2. **Sign in to WebCT.** Recall your username is the same as your RIconnect username. Your password is the same as your network account. With me, my username is all UPPER CASE and my password is all lowercase. Then click the course name to **open your empty course.**

**PROBLEM:** The course is not showing. Sign into RIconnect and verify you have selected the course for inclusion into WebCT. There should be a grayed out checkmark under WebCT Check on the line containing your course. See course 30006 below as an example. If you do not see the checkmark, follow the instructions at the link given above to request the course. If you do see the checkmark, wait another day for the course to be available in WebCT.

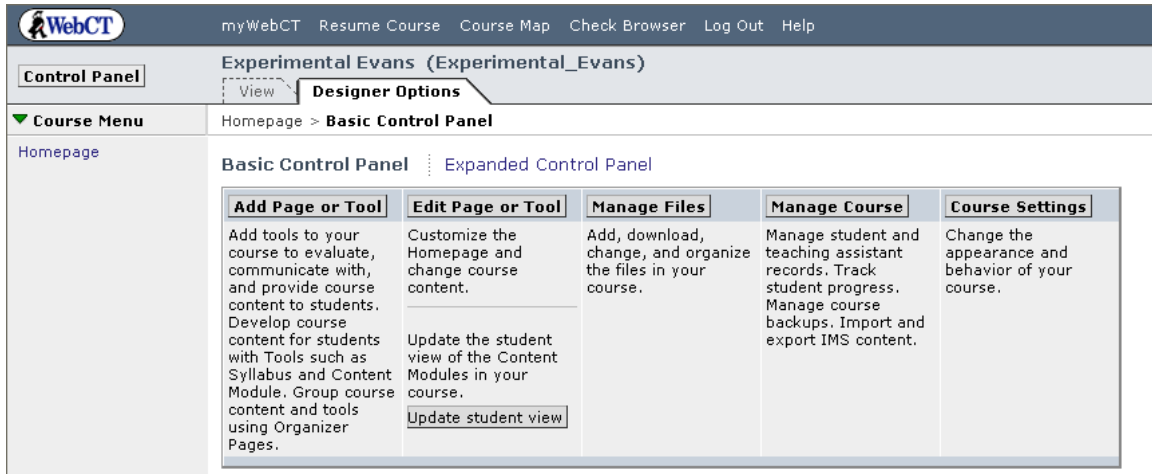
**7. The requested course now shows a grayed out checkbox under WebCT Check**

Instructor Schedule		Instructor Schedule 2		WebCT			
Class Number		Subject	Catalog	Sect	Component	WebCT Check	Class Update
30005		CIS	251	01	LLB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30462		CIS	258	20	LEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30353		CIS	324	20	LLB	<input type="checkbox"/>	<input checked="" type="checkbox"/>
30006		CIS	351	01	LEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>

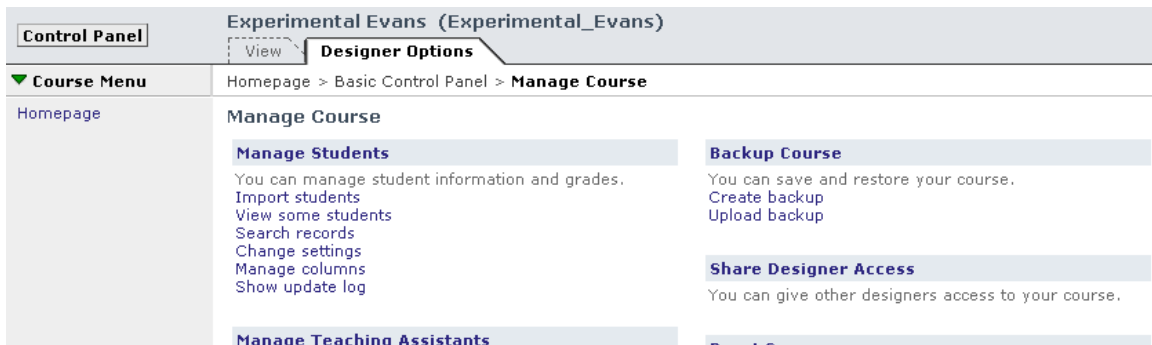
3. Your empty course will look similar to the following. Of course, it will have your course name instead of mine.



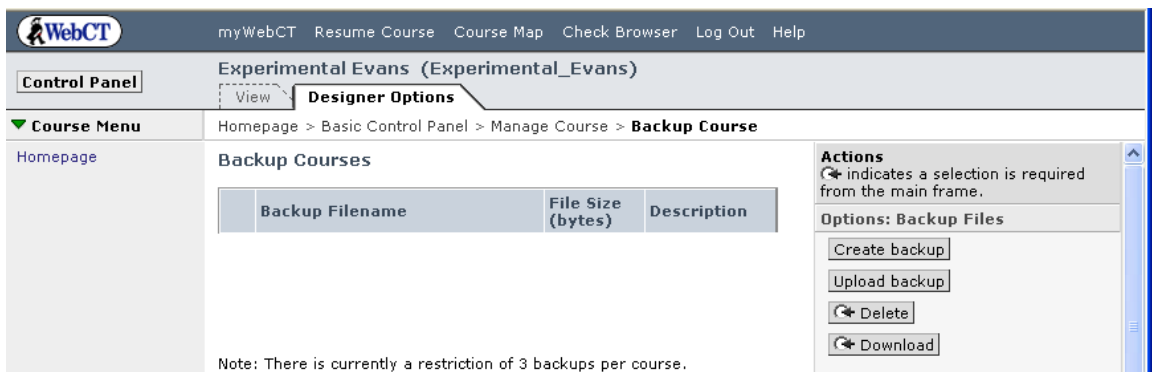
4. In the upper left corner, locate the **Control Panel** button, then click it to open the Basic Control Panel screen



- On the Basic Control Panel screen, locate the **Manage Course** button, then click it to open the Manage Course screen



- On the Manage Course screen, locate the **Backup Course** section, then click the words Backup Course to open the Backup Course screen



- On the Backup Course screen, under Actions, locate the **Upload backup** button, then click it to open the Upload Backup Screen

**Control Panel** Experimental Evans (Experimental\_Evans)  
View **Designer Options**

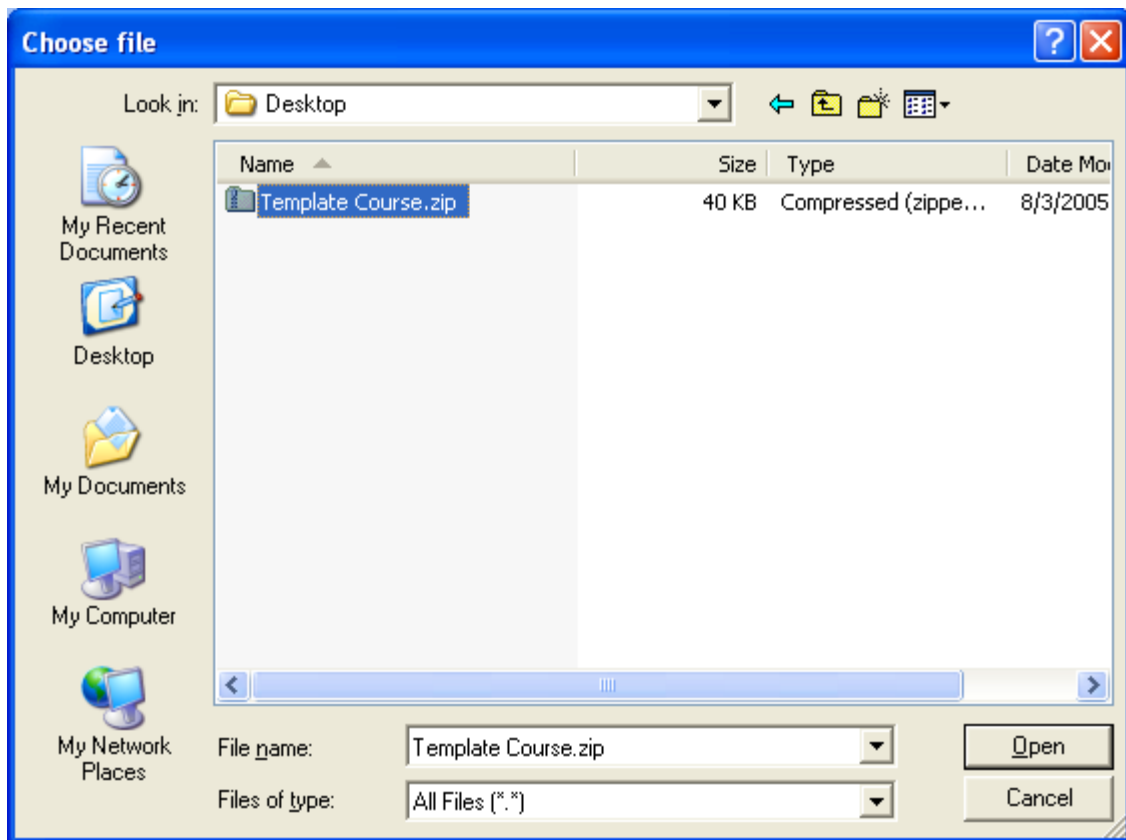
▼ **Course Menu** Homepage > Basic Control Panel > Manage Course > Backup Course > **Upload Backup**

Homepage

**Upload Backup File**  
Note: Depending on the file size and network connection, this process may take several minutes.

Filename:

8. On the Upload Backup Screen, click the **Browse** button. Then locate the **Template Course** file you previously downloaded. Select it, then click **Open**.



**WebCT** myWebCT Resume Course Course Map Check Browser Log Out Help

**Control Panel** Experimental Evans (Experimental\_Evans)  
View **Designer Options**

▼ **Course Menu** Homepage > Basic Control Panel > Manage Course > Backup Course > **Upload Backup**

Homepage

**Upload Backup File**  
Note: Depending on the file size and network connection, this process may take several minutes.

Filename: C:\Documents and Set

9. The path to the file selected displays in the Filename text box. Locate the **Upload** button, then click it to transfer the backup file to your WebCT backup file area.

### Backup Courses

	Backup Filename	File Size (bytes)	Description
<input type="radio"/>	Template Course.zip	40336	Template Level 1

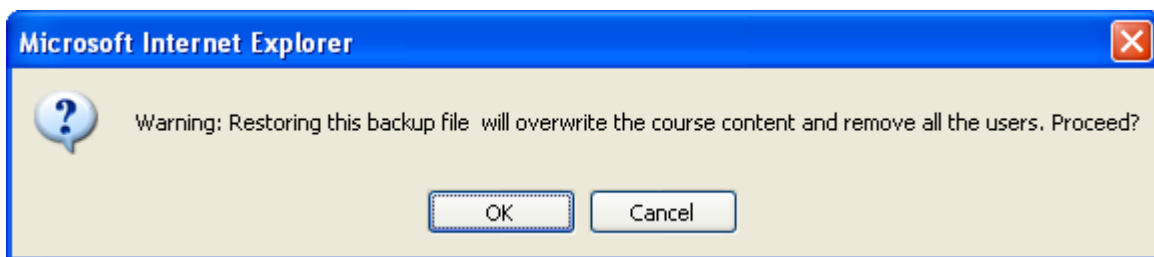
10. Click the radio button (small empty circle) to the left of *Template Course. Zip*

11. Under Actions, locate the two buttons show below

To keep the users currently in the course and ignore users from the backup file, click **Keep users**.

To restore course content from the backup file but remove all users from restored course, click **Reset course**.


12. Keep users is used if PeopleSoft has already populated your course with registered users. This usually occurs a day or two before the start of the semester. Reset course allows you to restore from a backup and remove all users. I suggest clicking **Reset course**.



13. **Verify** you are restoring to the correct course, then click **OK**. A progress bar shows the process and the Success screen lets you know you are finished. Click **Continue**.

**Course Restore Report**

Current Progress:



This operation may take several minutes. Please wait for it to finish.

## Course Restore

**Success:** The course has been restored.

[Continue](#)

[Homepage](#) > [Basic Control Panel](#) > [Manage Course](#) > **Backup Course**

## Backup Courses

14. Click the **Homepage** breadcrumb to return to the homepage of your new WebCT course

The screenshot displays the WebCT course management interface for 'Experimental Evans (Experimental\_Evans)'. The top navigation bar includes 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. Below this, the 'Control Panel' is visible with tabs for 'View' and 'Designer Options'. The 'Course Menu' is expanded to show 'Homepage' and 'WebCT Tips'. The main content area shows the 'Homepage' design options, including a 'Course Number' field, a 'Name of Course' field, a 'Professor's Picture' field, a 'Professor Name' field, 'Contact Information' (401-456-9999, prof@ric.edu), and a 'Syllabus' field. A dashed box at the bottom indicates 'To add text to this area of your page, click [Add lower textblock](#).' The right sidebar contains 'Actions' (Use Homepage Wizard), 'Options: Links' (Add page or tool, Edit, Delete, Hide, Reveal, Specify selective release, Move backward, Move forward, Move to organizer page, Move to Course Menu, Copy to Course Menu), and 'Options: Textblocks' (Add upper textblock, Add lower textblock, Edit, Delete, Move up).

15. The **View** tab will allow you to see what the student sees. The **Designer Options** tab allows you to make changes to the course.



16. To modify the Syllabus, in the top left of the screen, locate the **Control Panel** button, then click it to open the Basic Control Panel

Basic Control Panel    Expanded Control Panel

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Add tools to your course to evaluate, communicate with, and provide course content to students. Develop course content for students with Tools such as Syllabus and Content Module. Group course content and tools using Organizer Pages.	Customize the Homepage and change course content.  Update the student view of the Content Modules in your course.  <input type="button" value="Update student view"/>	Add, download, change, and organize the files in your course.	Manage student and teaching assistant records. Track student progress. Manage course backups. Import and export IMS content.	Change the appearance and behavior of your course.

17. On the Basic Control Panel, locate the **Manage Files** button, then click it to open the Manage Files screen

myWebCT Resume Course Course Map Check Browser Log Out Help

Control Panel Experimental Evans (Experimental\_Evans)

View Designer Options

Course Menu Homepage > Basic Control Panel > Manage Files

Homepage  
WebCT Tips

**Folders and Files**  
Click on a folder below to view its files.  
Display this file information:  Size  Date  Time  Update

Name	Size (bytes)	Date	Time
<input type="checkbox"/> My-Files			
<input type="checkbox"/> professor.JPG	3807	June 24, 2005	2:27pm
<input type="checkbox"/> syllabus.htm	9221	June 24, 2005	2:41pm
<input type="checkbox"/> WebCT-Files			

**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

Options: Files

Create file  
 Edit  
 Delete  
 Copy  
 Move  
 Rename  
 Zip  
 Unzip  
 Upload  
 Download

18. If the files are not showing, click My-Files to open the folder to expose them. The .jpg file is the picture of the “professor” that displays on the home page. You could replace this with a picture of yourself! The syllabus.htm file contains the syllabus. It is an HTML document. On the right side of the screen, under Actions, observe the various Options available to you. The Actions apply to whatever file you have checked on the left. **Check the syllabus.htm file.**

**Folders and Files**  
Click on a folder below to view its files.  
Display this file information:  Size  Date  Time  Update

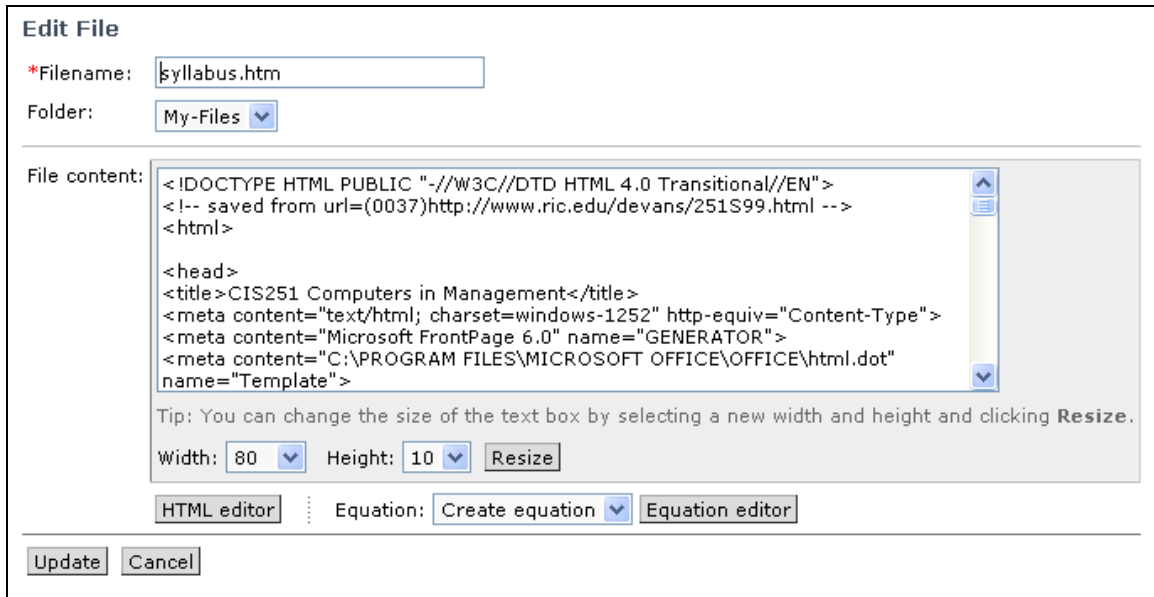
Name	Size (bytes)	Date	Time
<input type="checkbox"/> My-Files			
<input type="checkbox"/> professor.JPG	3807	June 24, 2005	2:27pm
<input checked="" type="checkbox"/> syllabus.htm	9221	June 24, 2005	2:41pm
<input type="checkbox"/> WebCT-Files			

**Actions**  
 indicates a selection is required from the main frame.  
 indicates multiple selections are allowed.

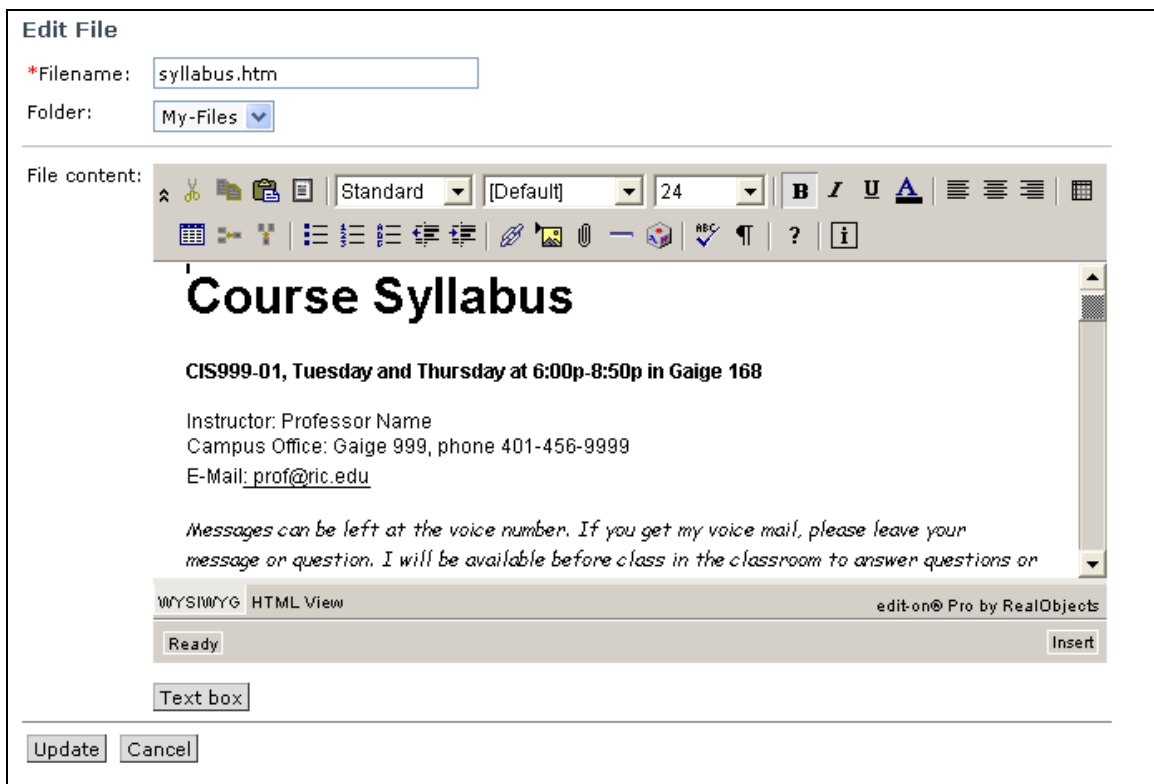
Options: Files

Create file  
 Edit  
 Delete  
 Copy  
 Move

19. Under Actions, click **Edit**

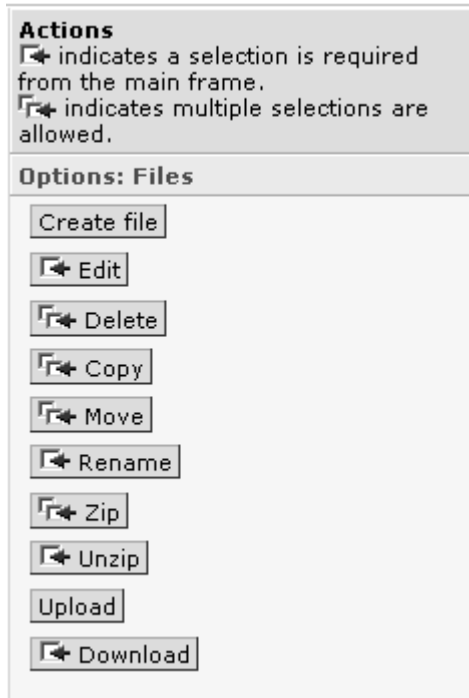


20. To the right of File content you will find the entire HTML source for the document. You may edit it in this text box. Or you may locate the **HTML editor** button, then click it to open a WYSIWYG editor to make you changes.



21. This works very much like Word. You can edit right on the screen. When completed, locate the **Update** button and click it make your change permanent

22. Another approach is to open a Word document of your syllabus, then from the File menu, select **Save as Web Page**, then select the Save as type **Web Page, Filtered** and name the file syllabus.htm. On the Files and Folders screen, under Actions, click Upload



23. **Browse to** the location of your **syllabus.htm** file, then click **Upload**. When asked if you want to overwrite the current file, click the **Overwrite** button. Your syllabus replaces the default one from the backup.

You can upload pdf's, Word doc's, PowerPoint ppt's, and just about any other file format. If the file is other than HTM or MHT (a single file web page), WebCT will open a Save dialog box and inquire if the file should be opened or saved. HTM and MHT files are immediately opened in the WebCT window.