

Adding Content to a Content Module Page

By Dick Evans

A Content Module Page in WebCT contains one or links to documents saved in MyFiles in the WebCT course. The page appears like the table of contents of a book. Items can be organized as an indented list:

1. Word
 - 1.1 Opening a Document
 - 1.2 Saving a document

or simply as one long list:

1. Opening a Word Document
2. Saving a Word Document

This paper assumes the page has been created and some includes some items. The following steps add an additional item to the list of items.

1. Open WebCT and in Designer Mode navigate to the content module page.

Homepage > **White Papers**


Table of Contents

To edit a page of content, click the page's title. Tip: Select an item in the Table of Contents before you are added directly below the item that you selected.

- ▶ 1. **WebCT**
- ▶ 2. **Misc**
- ▶ 3. **Office**
- ▶ 4. **Word**
- ▼ 5. **Excel**
 - 5.1. **Excel Nevers** (File: white papers/Excel Nevers.mht)
 - 5.2. **Evans Excel Conventions** (File: white papers/Evans Excel Conventions.htm)
 - 5.3. **Sorting in Excel** (File: white papers/Sorting in Excel.mht)
 - 5.4. **Percentage Explained** (File: white papers/Percentage Explained.mht)
 - 5.5. **The IF Function** (File: white papers/The IF Function.mht)
 - 5.6. **Nesting IF Statements** (File: white papers/Nesting IF Statements.mht)
 - 5.7. **Object Linking and Embedding** (File: white papers/Object Linking and Embedding.pdf)
 - 5.8. **Excel Autoformat** (File: white papers/excel autoformat.pdf)
 - 5.9. **Using Table Style to Format** (File: white papers/Using Table Style to Format.pdf)
- ▶ 6. **PowerPoint**

2. Click the radio button above where you want the added files to appear.

Actions
 ↻ indicates a selection is required from the main frame.

 **Use Content Module Wizard**

Options: Content Module

Update student view

Edit Content Module settings

Options: Table of Contents

Add heading

Add files

Create and edit HTML file

Add quiz

Edit titles

↻ Delete

- Under Actions, click Add files.

Add Files

Files located in the My-Files folders in Manage Files are displayed in the Manage Files window. To add files to the select box click their filenames and click **Add**. To add files to the select box click their filenames and click **Add**.

- Show only HTML files in the My-Files folders in Manage Files
- Show all files in the My-Files folders in Manage Files

File names:

banner.htm
 calendar.htm
 excel_lab/ex02_lab.htm
 excel_lab/ex03_lab.htm
 * faq.htm
 faq351.htm
 index.htm
 lecture1.htm
 pictures/_vti_cnf/index.htm
 pictures/index.htm
 pictures/photogallery/photo00001662/_vti_cnf/real.htm
 pictures/photogallery/photo00001662/_vti_cnf/real_p.htm
 pictures/photogallery/photo00001662/_vti_cnf/real_x.htm
 pictures/photogallery/photo00001662/real.htm
 pictures/photogallery/photo00001662/real_p.htm

- Replace the file selected in the Table of Contents

Add Browse Cancel

* The file already exists in this Content Module.

- Click Browse to locate the file to be added on your computer or flash drive.

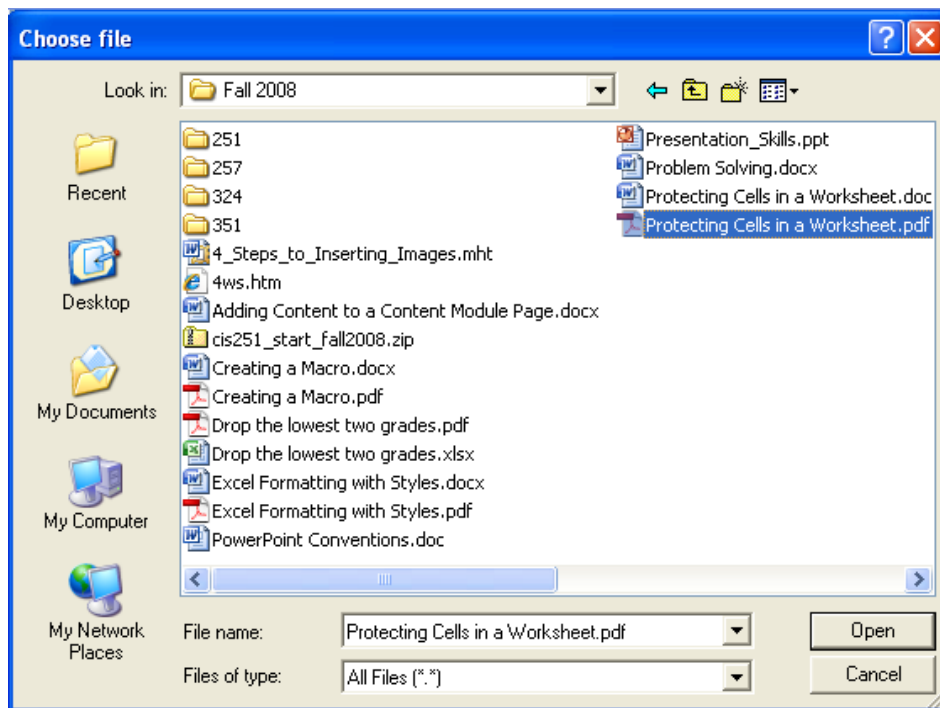
Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

Filename: Browse...

Upload to: My-Files

Add selected Close Help

Under Upload Files, click Browse to locate the file



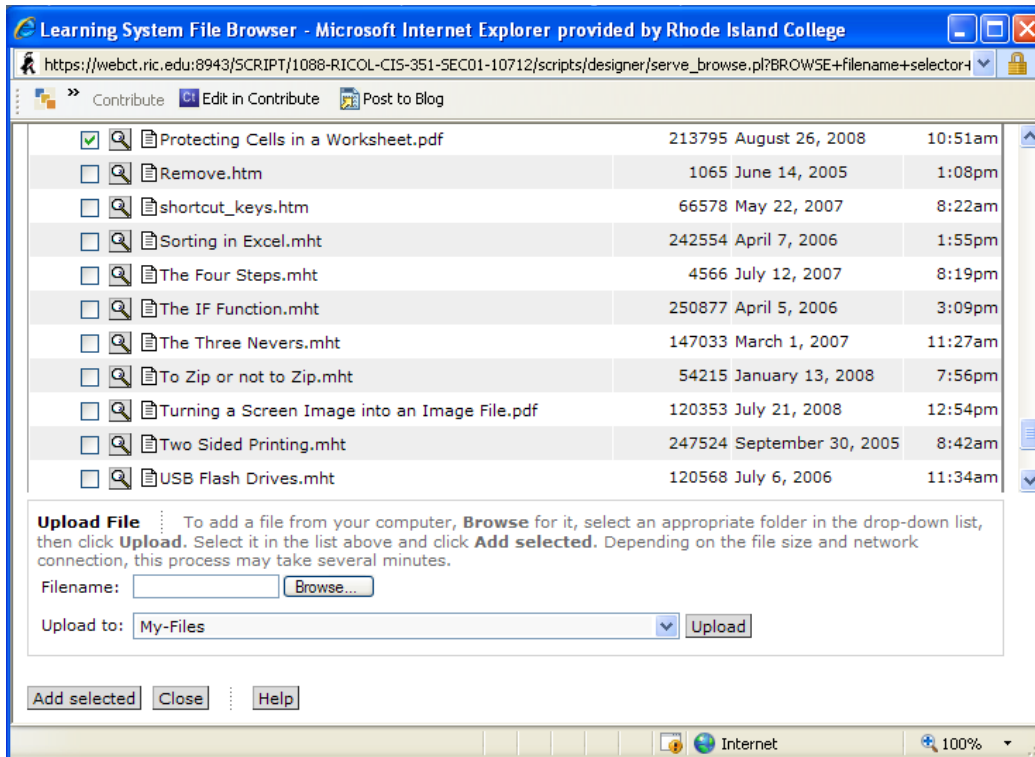
Click Open

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: E:\Fall 2008\Prote

Upload to: /white papers

5. Choose a location in the WebCT MyFiles folder to upload the file to, and then click Upload.



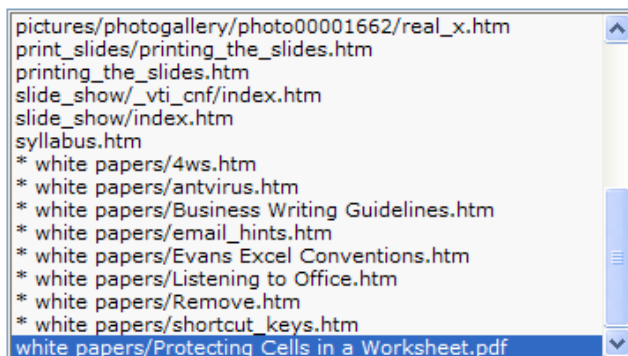
- The file has been added to the MyFiles folder at the location selected above and the checkbox next to the file name is checked (or selected). Click Add selected.

Add Files

Files located in the My-Files folders in Manage Files are displayed. click their filenames and click **Add**. To add files to the select box

- Show only HTML files in the My-Files folders in Manage Files
- Show all files in the My-Files folders in Manage Files

Filenames:



Replace the file selected in the Table of Contents


Add **Browse** **Cancel**


* The file already exists in this Content Module.

- The file displays selected in the list of Filenames. Click Add.

- 5.8. Excel Autoformat (File: white papers/excel autoformat.pdf)
 - 5.9. Using Table Style to Format (File: white papers/Using Table Style to Format.pdf)
 - 5.10. (Untitled - white papers/Protecting Cells in a Worksheet.pdf) (File: white papers/Protecting Cells in a Worksheet.pdf)
- ▶ 6. PowerPoint

8. The new file is added below the previously selected item. The words in the list take on the name of the file and must be cleaned up.

Actions
 indicates a selection is required from the main frame.

 **Use Content Module Wizard**

Options: Content Module

Options: Table of Contents

9. Under Actions, click Edit titles.

- 5.8.
- 5.9.
- 5.10.

▶ 6.

10. Using the mouse and the keyboard, modify the wording in the box to read as desired.

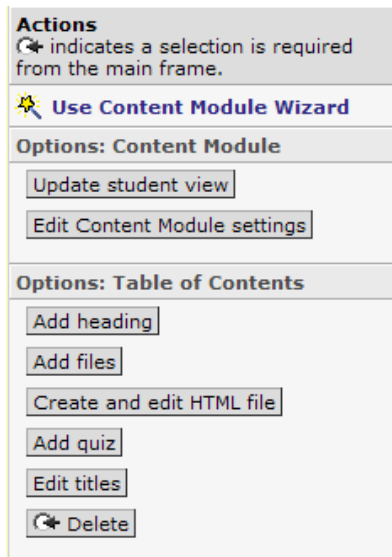
- 5.8.
- 5.9.
- 5.10.

▶ 6.

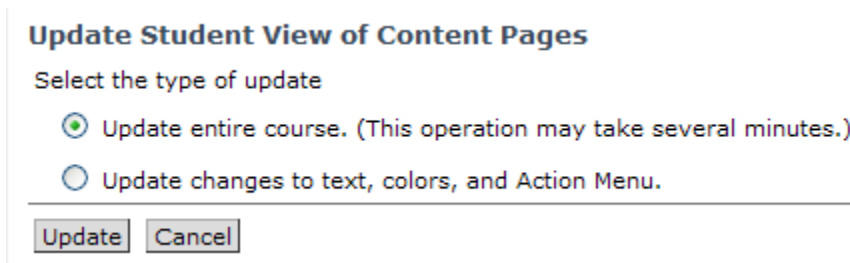
11. When it reads correctly, click Update.

- 5.8. Excel Autoformat (File: white papers/excel autoformat.pdf)
- 5.9. Using Table Style to Format (File: white papers/Using Table Style to Format.pdf)
- 5.10. Protecting Cells in a Worksheet (File: white papers/Protecting Cells in a Worksheet.pdf)
- ▶ 6. PowerPoint

12. Looks good, but we are not finished. The files has been added, and will appear on the faculty view of the page. However, it will not show on the students view.



13. Under Actions, click Update student view.



14. Select Update entire course, and then click Update.

Update Student View Report

Working on White Papers.

Generating Action Menu for faq.htm
Updating faq.htm

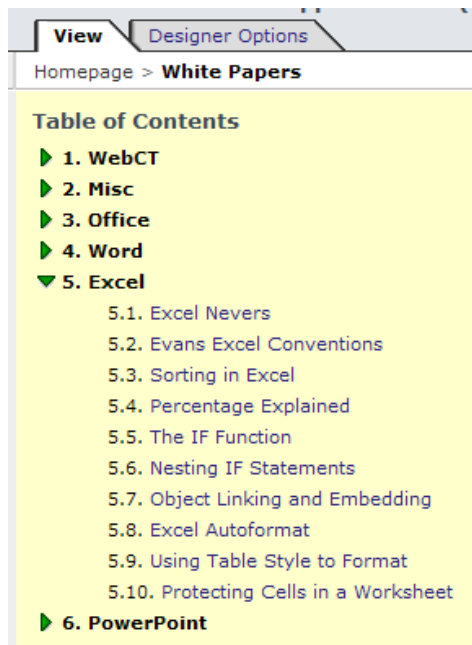
Generating Action Menu for white papers/Using WebCT.mht
Updating white papers/Using WebCT.mht

Generating Action Menu for white papers/WebCt Mail.mht
Updating white papers/WebCt Mail.mht

Generating Action Menu for white papers/email_hints.htm
Updating white papers/email_hints.htm

Generating Action Menu for white papers/Assignments Explained.mht
Updating white papers/Assignments Explained.mht

15. A log of all the updated items on the page appears.



The screenshot shows a web application interface. At the top, there is a navigation bar with 'View' and 'Designer Options' tabs. Below the navigation bar, the breadcrumb 'Homepage > White Papers' is visible. The main content area is titled 'Table of Contents' and lists several categories with expandable/collapsible arrows:

- ▶ 1. WebCT
- ▶ 2. Misc
- ▶ 3. Office
- ▶ 4. Word
- ▼ 5. Excel
 - 5.1. Excel Nevers
 - 5.2. Evans Excel Conventions
 - 5.3. Sorting in Excel
 - 5.4. Percentage Explained
 - 5.5. The IF Function
 - 5.6. Nesting IF Statements
 - 5.7. Object Linking and Embedding
 - 5.8. Excel Autoformat
 - 5.9. Using Table Style to Format
 - 5.10. Protecting Cells in a Worksheet
- ▶ 6. PowerPoint

16. Return to the homepage, switch to the View mode, and open the content module page. The new item has been added.

Note: If the items are HTML pages, WebCT will track how many times the page has been opened and by whom. Other types of pages such as Word, PowerPoint, Excel, Text, and PDF formatted files may be added but will not be tracked. If you want to track those files formats, see the White Paper on "Content Page HTML Link to non-HTML pages"