

Linking from WebCT to the FDR

By Scott Badger

The FDR is an on-campus storage area where faculty can upload and access streaming video and audio files. It can also be used to store other accessible files of any type. There are five folders available: coursework, private, qtmovies, winmedia, and www.

This paper addresses how to access the files on the FDR in your WebCT course.

[Windows Media files](#)

Storage for streaming video the Windows Media format (ie: WMV)

[QuickTime Files](#)

Storage for streaming video the QuickTime format (ie: MOV)

[Linking to Your Coursework Files](#)

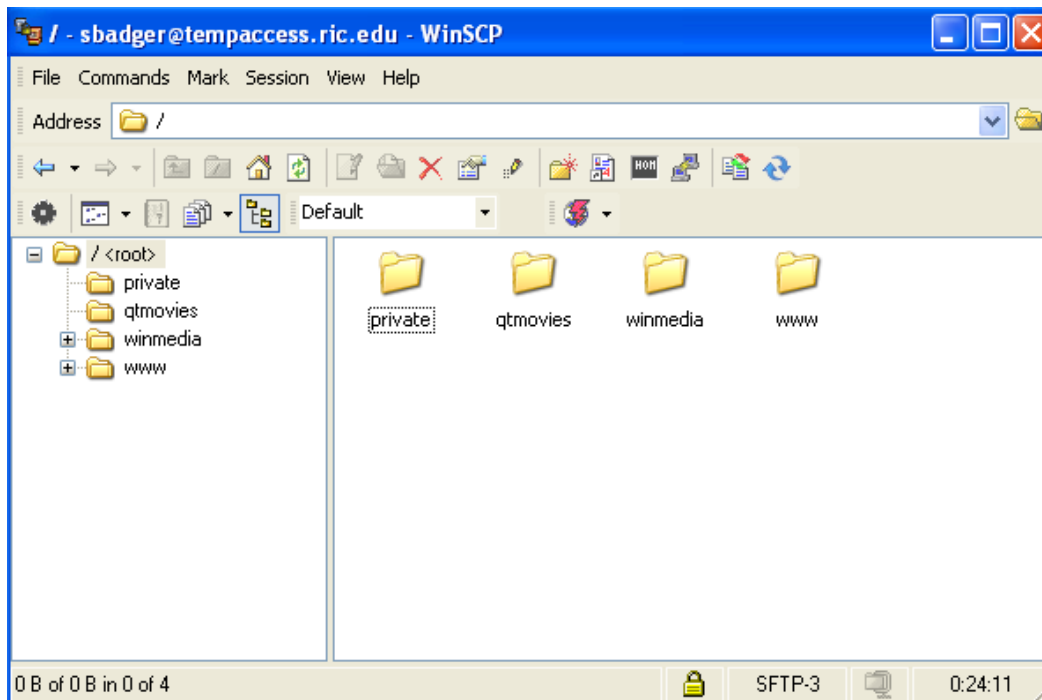
Storage of file to be accessed within WebCT

[Private Folder](#)

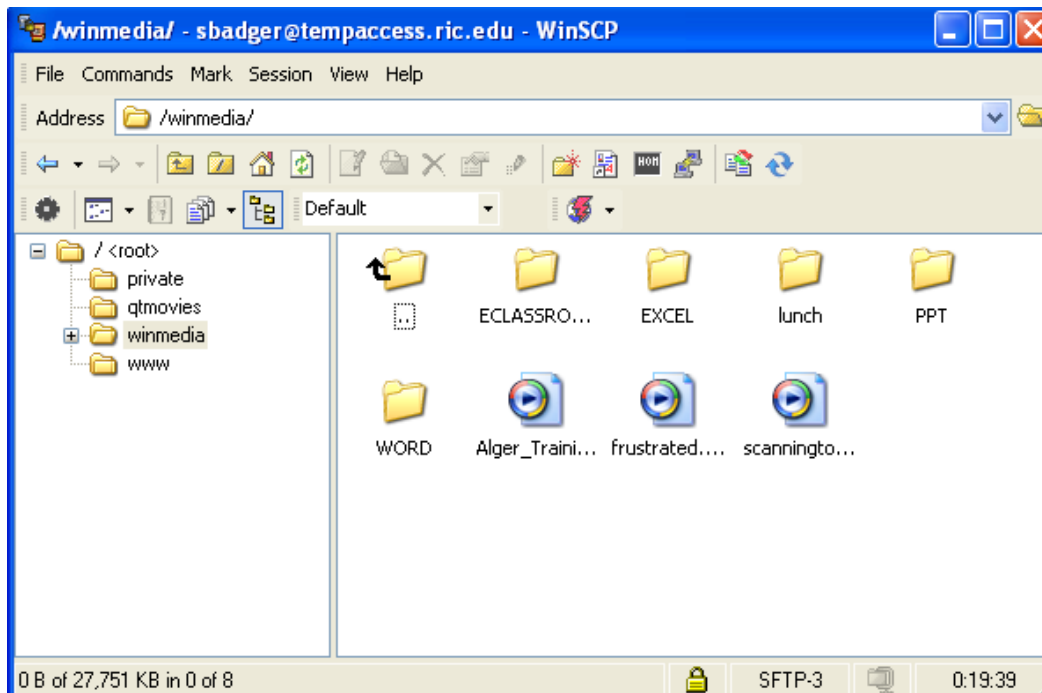
Faculty storage that can only be accessed by the faculty member

Windows Media files

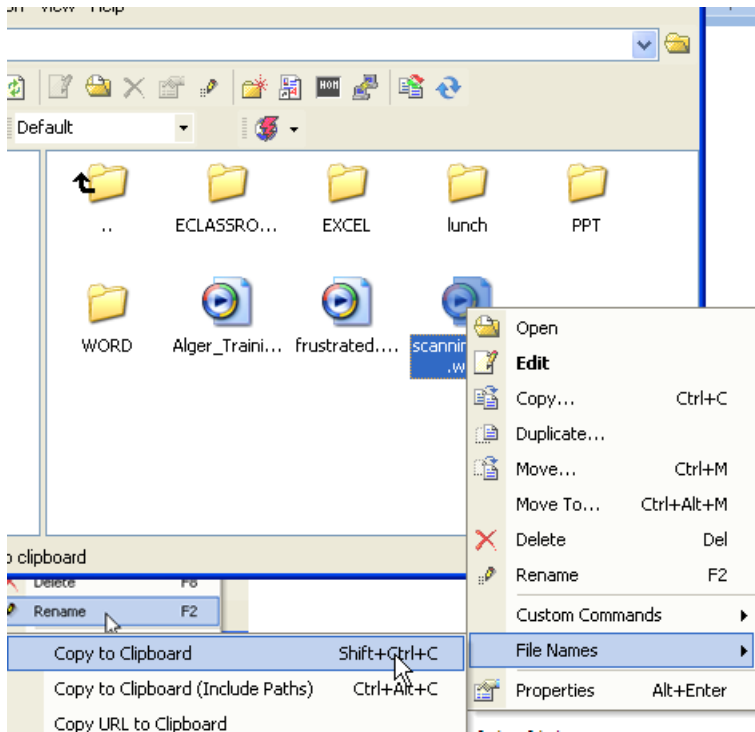
This procedure describes how to link to a Windows Media file from WebCT



1. In the FDR, double-click the winmedia folder.



2. Locate the file you want to link to.





3. Right-click the file and select File Names > Copy to Clipboard.
4. Open your WebCT course and then navigate to the location where you want to add the URL link.



- Under Actions, click Add page or tool.


Add Page or Tool
Select a page or tool to add to your course.

Use a wizard when available 

Pages	Course Content Tool
Organizer Page	Syllabus
Single Page	Content Module
<u>URL</u> 	Glossary
	Image Database
	Index

- Click URL.

Add URL

- Enter a title for this item:
- Enter the information for the URL.
Address:
Open in: New browser window Same browser window
- Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text.
 On an *Organizer Page*: 
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
Choose icon:
- Add this item to your course.

- Enter in a title.
- For the address, use <http://winmedia.ric.edu/faculty/> followed by your username/file name.
(For example: http://winmedia.ric.edu/faculty/uss/Alger_Training.wmv)

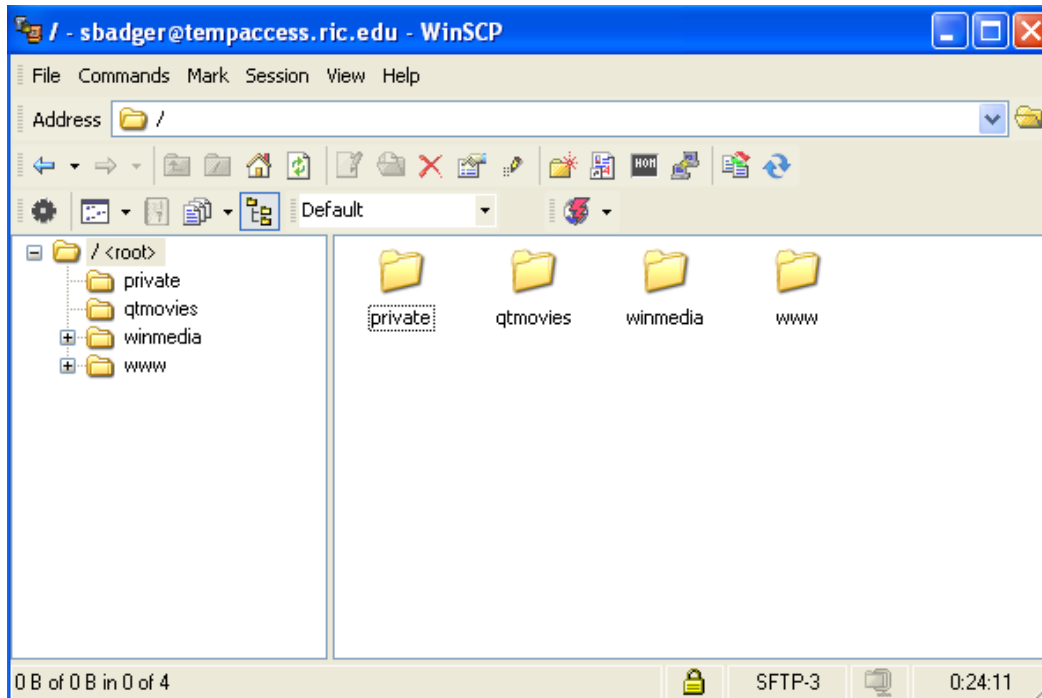
Note: If the file is located within a subfolder within the winmedia folder then after your username you would need to type in / followed by the folder name and / then enter the file name. (For example:

http://winmedia.ric.edu/faculty/uss/word/Changing_The_Document_Theme-WMV_300kbs.wmv)

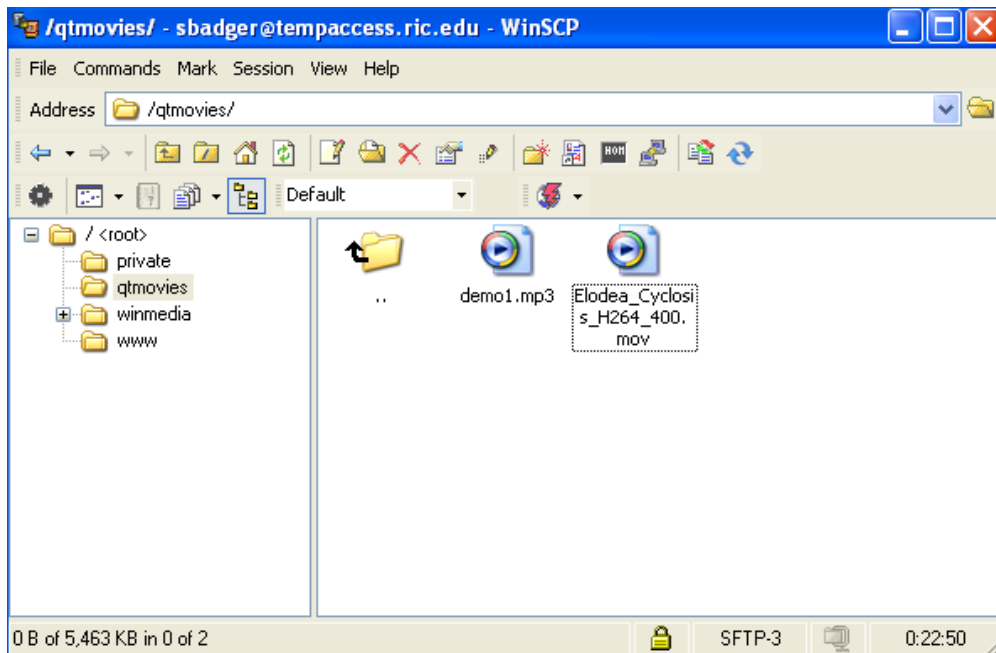
9. Decide where to show the link to this item.
10. Click Add.
11. The link has been added to your WebCT course.

QuickTime Files

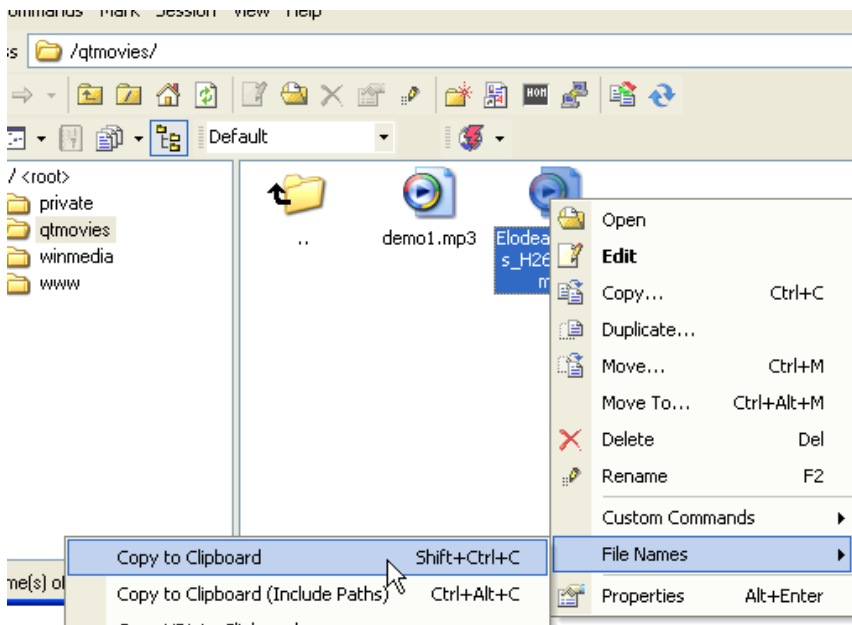
This procedure describes how to link to a QuickTime file from WebCT



1. In the FDR, double-click the qtmovies folder.



2. Locate the file you want to link to.



3. Right-click the file and select File Names > Copy to Clipboard
4. Open your WebCT course and then navigate to the location where you want to add the URL link.

WebCT 4.1 Training Course (Training_Course)

View Designer Options

Homepage > URL Links

To add text to this area of your page, click [Add upper textblock](#).

Your page does not contain any links to pages or tools. To add links, click [Add page or tool](#).

To add text to this area of your page, click [Add lower textblock](#).

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

[Use Organizer Page Wizard](#)

Options: Links

Add page or tool

Edit

Delete

Hide

Reveal


Specify selective release

Move backward

- Under Actions click Add page or tool.

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available 

Pages	Course Content Tool
Organizer Page	Syllabus
Single Page	Content Module
<u>URL</u>	Glossary
	Image Database
	Index

- Click URL.

Add URL

1. Enter a title for this item:
2. Enter the information for the URL.
 Address:
 Open in: New browser window Same browser window
3. Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text
 On an *Organizer Page*:
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
 Choose icon:
4. Add this item to your course.

7. Enter a title.
8. For the address, use <http://qtmedia.ric.edu/faculty/> followed by your username/file name. (For example: http://qtmedia.ric.edu/faculty/uss/Elodea_Cyclosis_H264_400.mov)

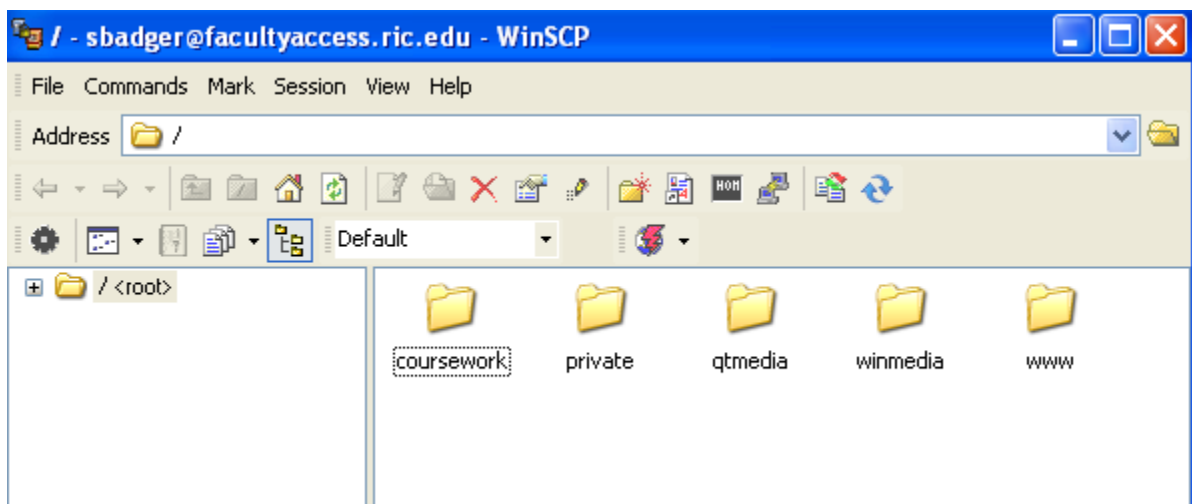
 Note: If the file is located within a subfolder within the qtmoviesfolder then after your username you would need to type in / followed by the folder name and / then enter the file name. (For example: http://qtmedia.ric.edu/faculty/uss/chapter1/Elodea_Cyclosis_H264_400.mov)
9. Decide where to show the link to this item.
10. Click Add.
11. The link has been added to your WebCT course.

Linking to Your Coursework Files

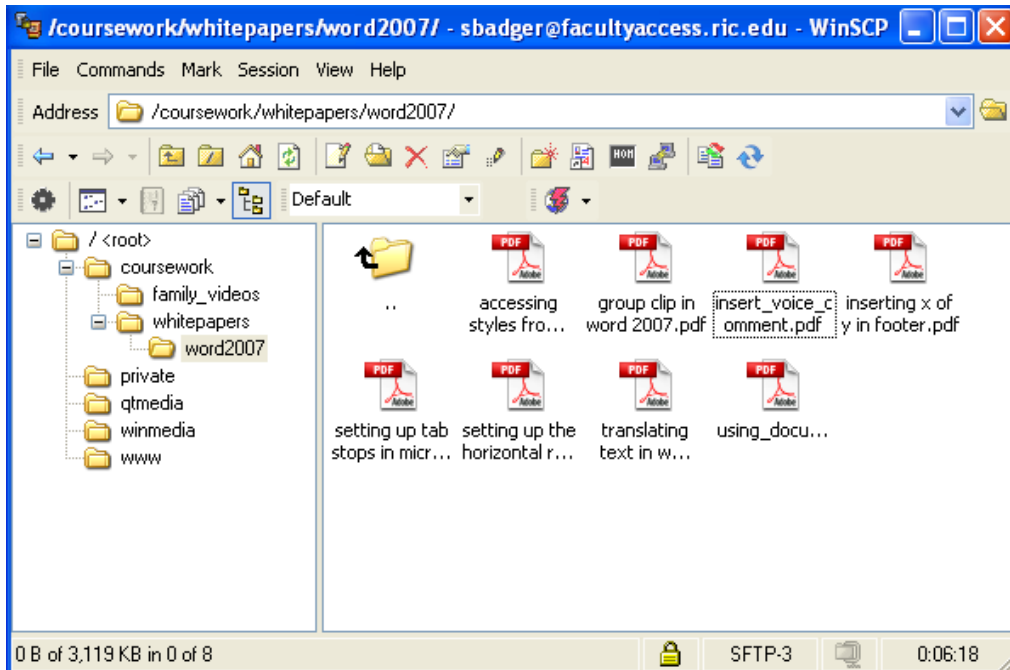
This procedure describes how to link to files stored in the coursework folder from WebCT

Files such as Word and PowerPoint files that you want students to have access to should be uploaded into the coursework folder. These are not public files and anyone with Internet access will not have access to them. They are accessible from within WebCT or directly after entering a valid (RIC) username and password..

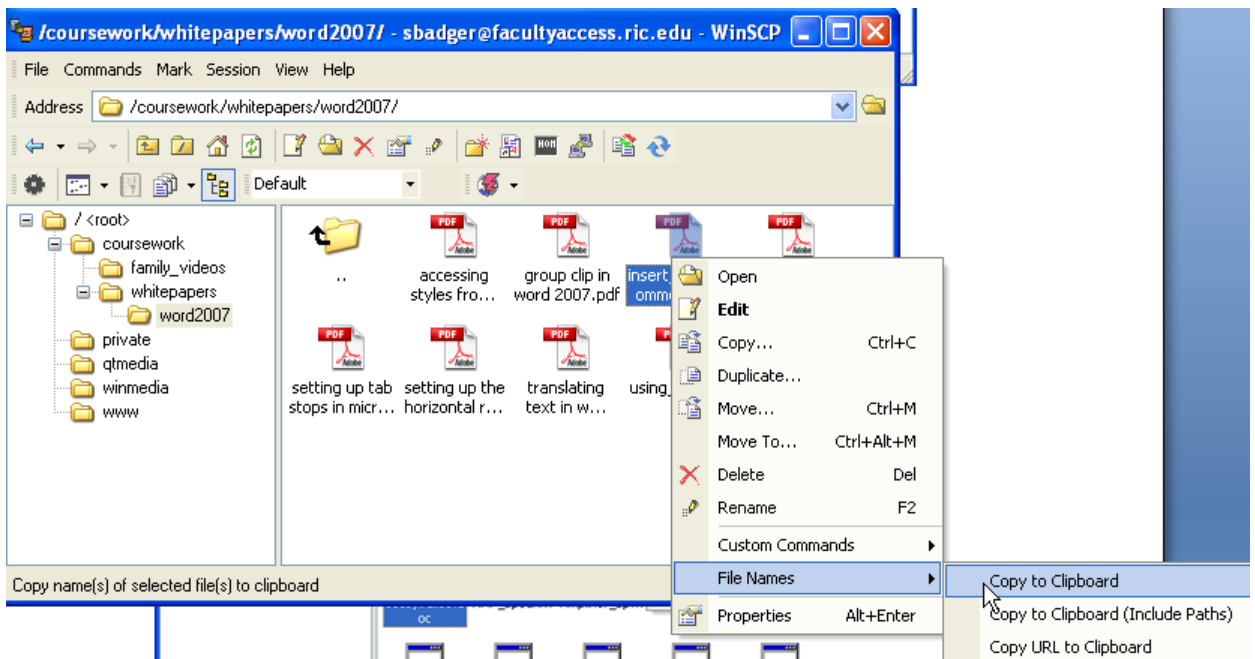
Note: remember that all streaming media files must be placed in either the qtmovie or winmedia folders. If placed in the coursework folder, they will not be accessible.



1. In the FDR, double-click the coursework folder.



2. Locate the file you want to link to.



3. Right-click the file and then select rename.

4. Open your WebCT course and then move to the location where you want to add the URL link.



5. Under Actions click Add page or tool.

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available ★

Pages	Course Content Tool
Organizer Page	Syllabus
Single Page	Content Module
URL	Glossary
	Image Database
	Index

6. Click URL.

Add URL

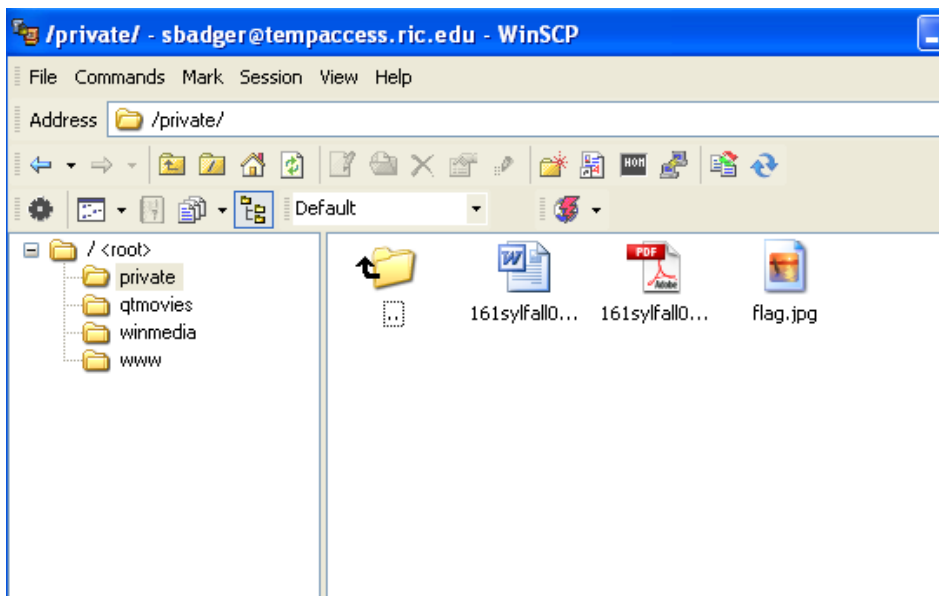
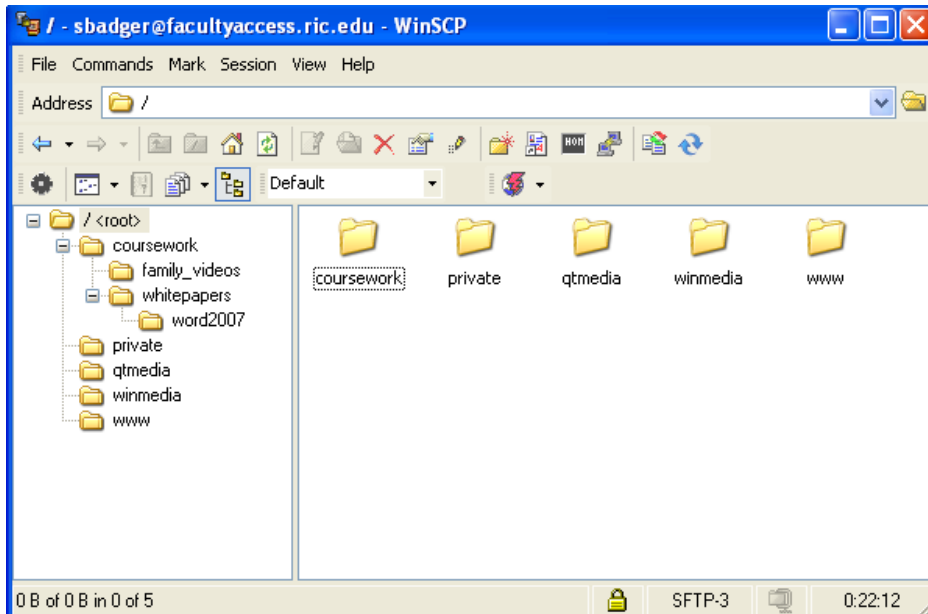
1. Enter a title for this item:
2. Enter the information for the URL.
 Address:
 Open in: New browser window Same browser window
3. Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text.
 On an *Organizer Page*:
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
 Choose icon:
4. Add this item to your course.

7. Enter a title.
8. For the address, use <http://faculty2.ric.edu/> followed by your username/file name. (For example: http://faculty2.ric.edu/sbadger/whitepapers/word2007/insert_voice_comment.pdf)

Note: If the file is located within a subfolder within the qtmovies folder then after your username you would need to type in / followed by the folder name and / then enter the file name. (For example: http://faculty2.ric.edu/uss/office2007/PowerPoint_videos.htm)

9. Decide where to show the link to this item.
10. Click Add.
11. The link has been added to your WebCT course.

Private Folder



1. Place files here that you do not want anyone else to gain access to. The only access is through FTP with your username and password.