

Setting up WebCT for the First Time

By Dick Evans

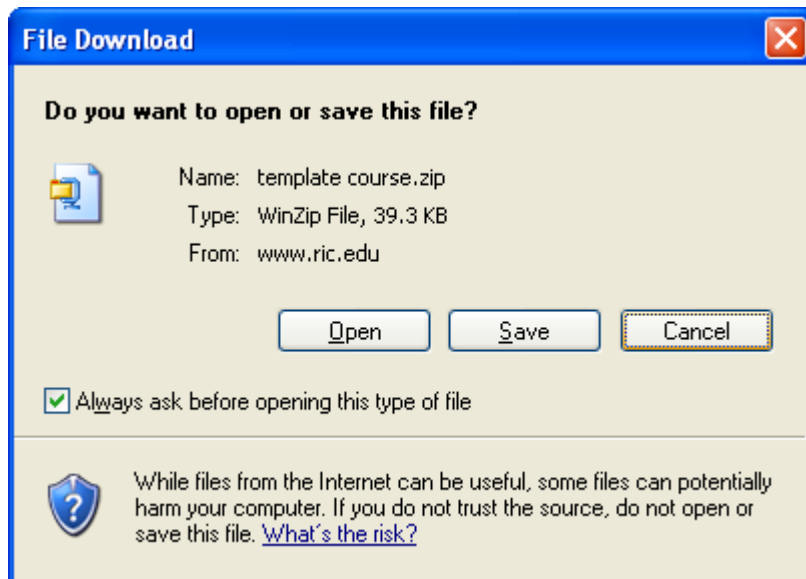
In order to create your first WebCT course, a course has to be requested through RIconnect first. Recall it takes 24 hours to establish the course in WebCT. Once the course has been created, continue with the following steps.

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.

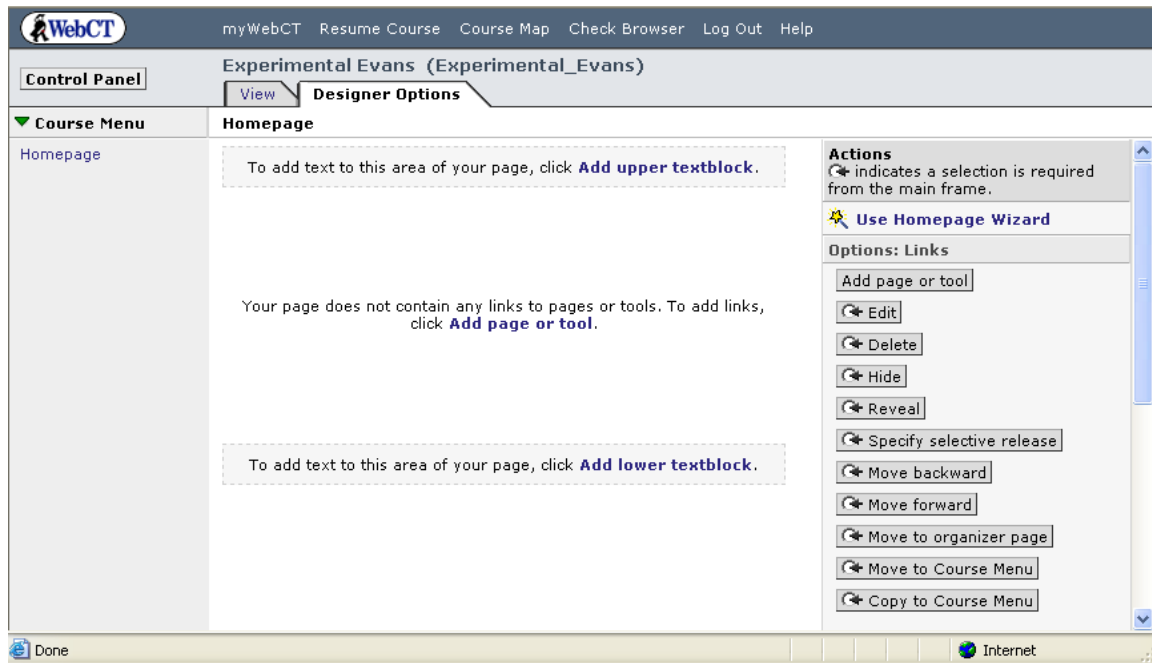
2. **Sign in to WebCT.** Recall your username is the same as your RIconnect username. Your password is the same as your network account. With me, my username is all UPPER CASE and my password is all lowercase. Then click the course name to **open your empty course.**

PROBLEM: The course is not showing. Sign into RConnect 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"/>

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



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

Homepage

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. 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.

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

Control Panel Experimental Evans (Experimental_Evans)

View Designer Options

Course Menu Homepage > Basic Control Panel > Manage Course

Homepage

Manage Course

Manage Students
You can manage student information and grades.
[Import students](#)
[View some students](#)
[Search records](#)
[Change settings](#)
[Manage columns](#)
[Show update log](#)

Backup Course
You can save and restore your course.
[Create backup](#)
[Upload backup](#)

Share Designer Access
You can give other designers access to your course.

Manage Teaching Assistants

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

Homepage

Backup Courses

Backup Filename	File Size (bytes)	Description

Note: There is currently a restriction of 3 backups per course.

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

Options: Backup Files

[Create backup](#)

[Upload backup](#)

[Delete](#)

[Download](#)

- 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: Browse...

Upload Cancel

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

Choose file

Look in: Desktop

Name	Size	Type	Date Modified
Template Course.zip	40 KB	Compressed (zippe...	8/3/2005

File name: Template Course.zip

Files of type: All Files (*.*)

Open Cancel

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 Browse...

Upload Cancel

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

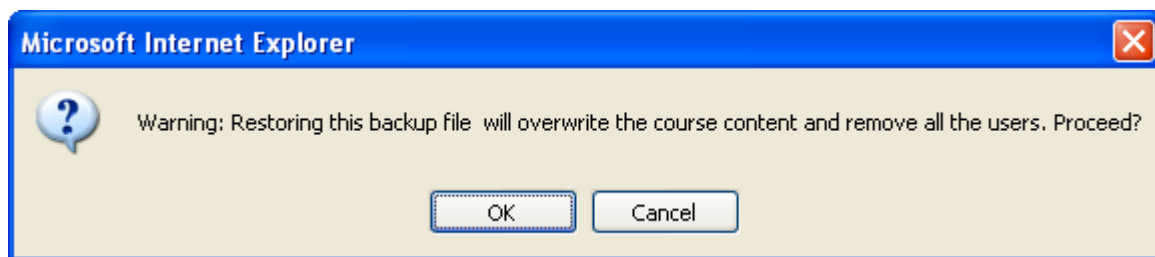
10. Click the radio button (small empty circle) to the left of *Template Course. Zip*

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.

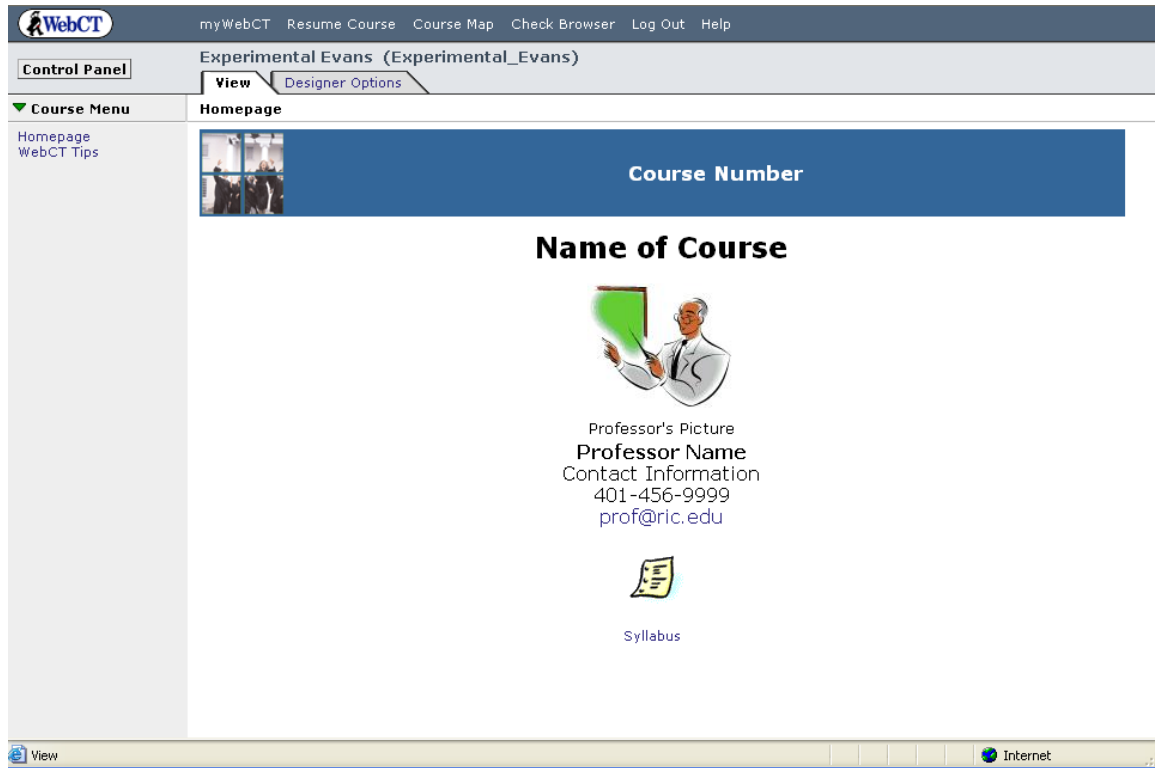
Course Restore
Success: The course has been restored.

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 shows the WebCT interface for course management. At the top, there's a navigation bar with 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. Below that is a 'Control Panel' with tabs for 'View' (selected) and 'Designer Options'. The 'View' tab shows a 'Homepage' breadcrumb and a 'Course Menu' on the left. The main content area is a course homepage template with a blue header for 'Course Number', a large 'Name of Course' field, a 'Professor's Picture' field with a placeholder image of a professor, a 'Professor Name' field, a 'Contact Information' field with the text '401-456-9999' and 'prof@ric.edu', and a 'Syllabus' field with a document icon. At the bottom of the main area, there's a dashed box with the text 'To add text to this area of your page, click [Add lower textblock](#).' On the right, there's a sidebar with 'Actions' (including 'Use Homepage Wizard') and 'Options' sections for 'Links' and 'Textblocks', each containing various management buttons like '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', 'Add upper textblock', 'Add lower textblock', 'Edit', 'Delete', and '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

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

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

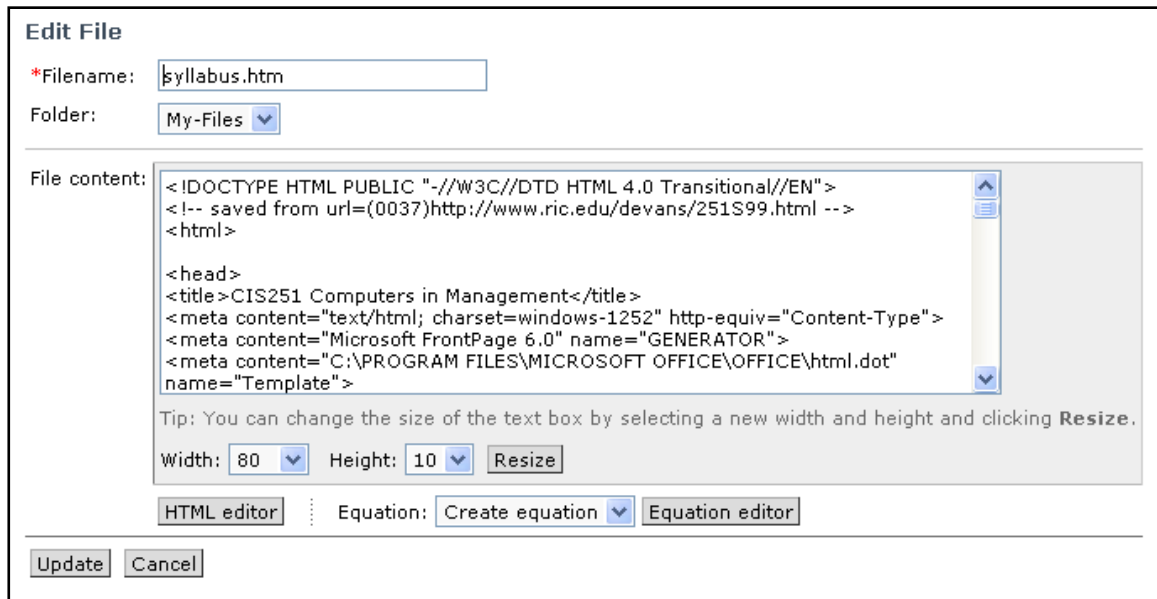
Name	Size (bytes)	Date	Time
<input type="checkbox"/> My-Files			
<input type="checkbox"/> professor.JPG	3807	June 24, 2005	2:27pm
<input checked="" type="checkbox"/> syllabus.htm	9221	June 24, 2005	2:41pm
<input type="checkbox"/> WebCT-Files			

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

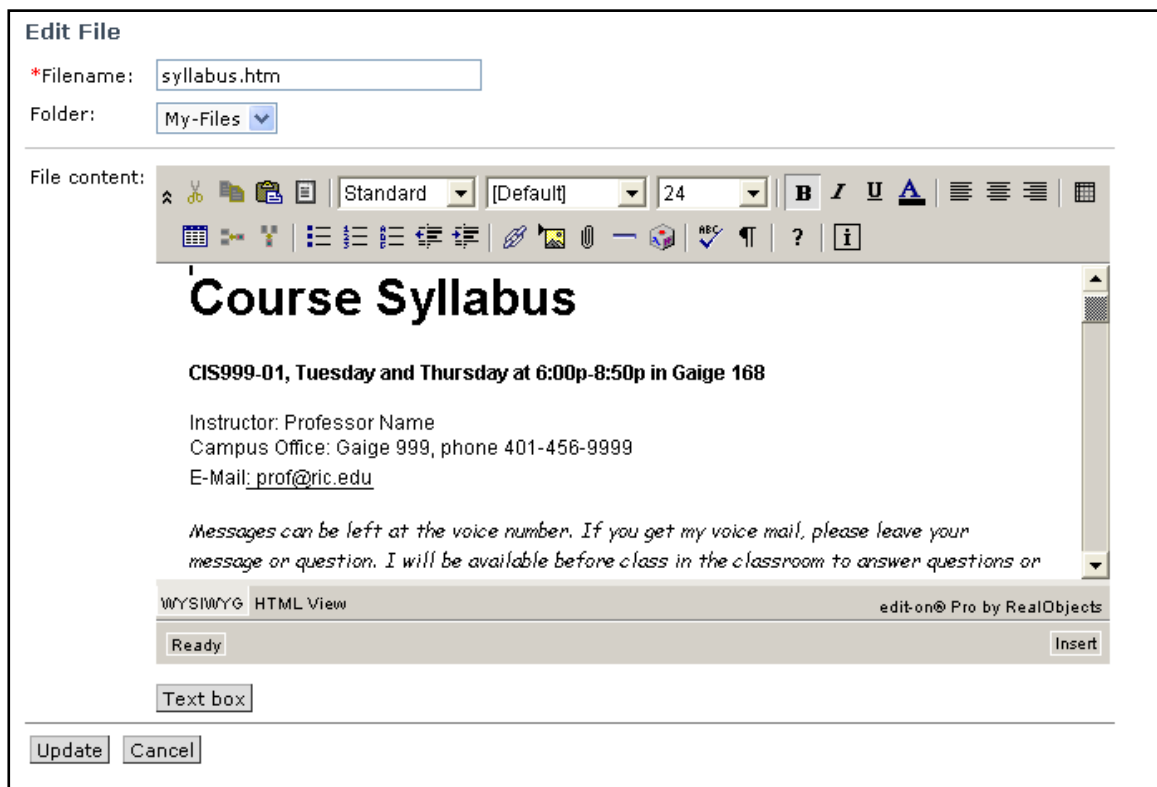
Options: Files

Create file

19. Under Actions, click **Edit**

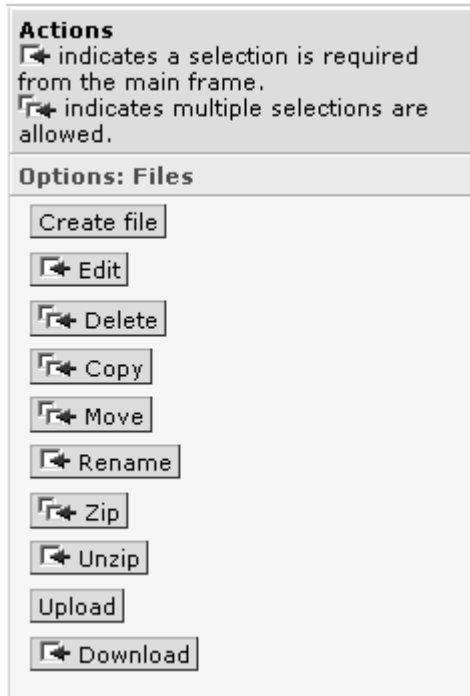


20. To the right of File content you will find the entire HTML source for the document. You may edit it in this text box. Or you may locate the **HTML editor** button, then click it to open a WYSIWYG editor to make you changes.



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.