

CIT/WebCT Design Course #1

Building Your First WebCT Course

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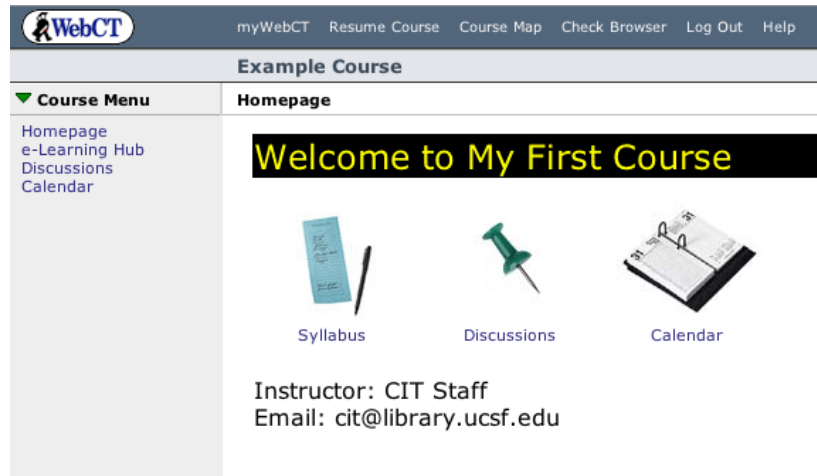
This manual is designed to serve as a companion to the Center for Instructional Technology’s *CIT/WebCT Course Design #1: Building Your First WebCT Course* class. The manual will provide some of the more basic information you need to start designing your WebCT course. Please keep in mind, however, that the information presented here only touches upon what is involved in designing and managing courses on WebCT. In the actual class, you will learn by actually doing course design online. This manual should serve as a useful reference tool. More in-depth documentation on how to design WebCT courses is available from WebCT. The CIT has placed links to these documents on the CIT web site at the following URL:

<http://cit.ucsf.edu/webct/designer>

Course Home Page

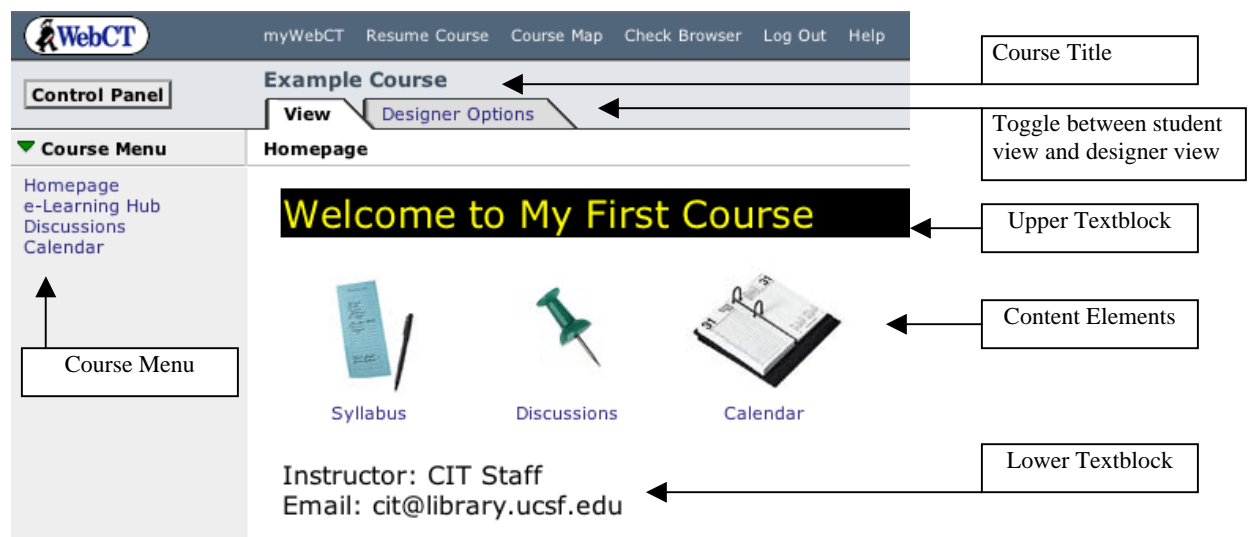
The main home page for every WebCT course is called the Course Home Page. The page at the right is an example. In addition to the navigation bar at the left and the menu choices at the top where students can, for example, return to their myWebCT pages, the home page also includes textual elements the designer might decide to add (such as the blue banner at the top and name/email at the bottom) along with the content elements that provide links to the main course content.

Students enrolled in this WebCT course would see the view depicted at the right.



WebCT Designer Interface

As the course designer, you have two ways to view the course: a special Designer View and a Student View. The student view essentially approximates how the course will look to your students. However, there are important differences. First, you will notice the two tabs at the top where you can toggle between the student view and the designer view. Also, notice the Control Panel button at the top left – only course designers can see the Control Panel button.



Below is the page that will come up when you select the **Designer Options** tab at the top of the page. You toggle back and forth between the student view (i.e., View) and designer view (i.e., Designer Options) by selecting the appropriate tab.

When you are viewing the Designer Options, notice how all of the page elements – textblocks and content elements – are now selectable. Each element now has a radio button next to it.

To modify an element, simply select the circular radio button next to it. Then click on an Action from the right hand column of Actions (you may need to scroll down to see all the actions available to you)

The screenshot shows the WebCT interface in Designer Options mode. 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 'View' and 'Designer Options' tabs. The 'Designer Options' tab is active, showing a 'Homepage' section. On the left, there's a 'Course Menu' and 'Designer Links' sidebar. The main content area has three radio buttons for selecting elements: 'Welcome to My First Course' (a text block), 'Syllabus' (an icon), and 'Discussions' (an icon). Below these is another radio button for 'Instructor: CIT Staff' with the email 'cit@library.ucsf.edu'. On the right, there's an 'Actions' column with a list of actions: 'Use Homepage Wizard', 'Options: Links' (containing 'Add page or tool', 'Edit', 'Delete', 'Hide', 'Reveal', 'Specify selective release', 'Move backward', 'Move forward', 'Move to organizer page', 'Move to Course Menu', and 'Copy to Course Menu').

It is important to note that not every action in the right hand Actions column will work for any given home page element. The section labelled Options: Links contains actions that will only work on the links to Content Elements that occupy the central space of the homepage. These actions will not work on the upper or lower text blocks.

For example, if you wish to modify the upper textblock, you would first select the button next to the textblock, then you would check the *Edit Text* button under **Modify selected textblock or add text** in the action menu. Selecting, for example, *Edit Link* under **Modify selected link** would not work.

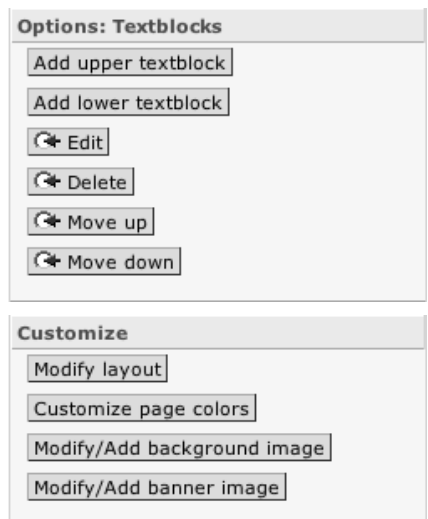
See below for a description of what each action can do.

This is a close-up of the 'Actions' column from the previous screenshot. It shows the 'Options: Links' section with the following actions: 'Add page or tool', 'Edit', 'Delete', 'Hide', 'Reveal', 'Specify selective release', 'Move backward', 'Move forward', 'Move to organizer page', 'Move to Course Menu', and 'Copy to Course Menu'. Each action is represented by a button with a small icon to its left.

Options: Links

These actions manipulate the links to the WebCT tools or icons (i.e., content elements). In *Designer Options* (top half of the page), select the radio button next to the icon you wish to modify and then select one of the actions.

Specify Selective Release – Selective Release is a very powerful feature built into WebCT that allows student access to content elements to be limited according to various conditions – this will be discussed later in this manual.



These actions allow you to add, move, or edit the upper and lower textblocks of your home page. You may insert images as well as use HTML tags for emphasis.

To add a new textblock, select the desired action from the menu at the left (e.g., Add upper textblock), then click GO.

To modify or delete an existing textblock, you must first select the textblock (in the top half of the page), then select the action from the menu at the left (e.g., Edit Text), then click GO.

These actions allow you to customize the look of your home page by arranging the layout of the icons and adding a banner and page colors. Select your desired function and click GO.

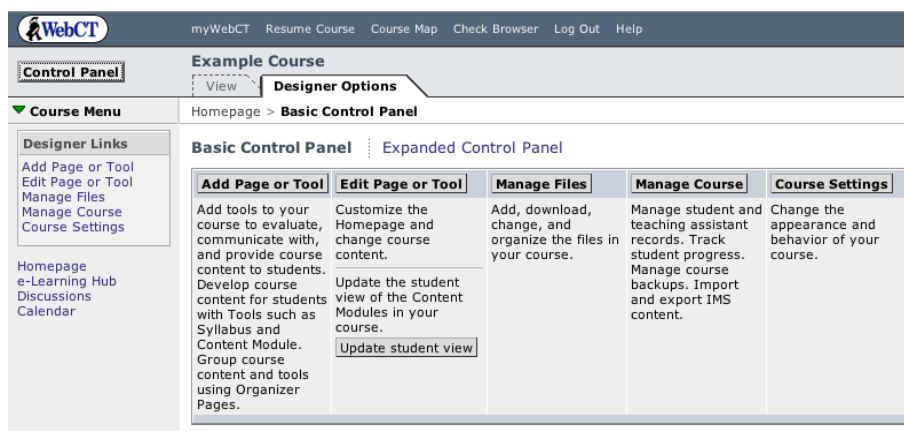
Experiment with different icon layouts and color palettes by choosing different color schemes for text and pages. Add a Hit Counter to track the number of visitors to your course.

You can go back and customize the home page, its text blocks and content elements at any time. You do not have to do it only right after you add a tool, textblock or banner. You can go to the home page and select Designer Options at any time to make changes to your home page and course layout.

Control Panel

As mentioned earlier, the **Control Panel button** appears on the lefthand navigation bar. It is only visible to designers – it is not visible to students.

The **Control Panel button** brings up the **Control Panel page**, which links to WebCT tools you will use to build and manage your course. These links are described below:



Add Page or Tool Use this link to pull up a page that lists where you can select the various pages and tools you can add to your course (e.g., Syllabus, Calendar, Content Module).

Edit Page or Tool This link brings up a page that lists all the content pages and course tools that you have added to your course, with links that allow you to jump directly to the Designer Options for each page or tool.

Manage Files Selecting this link serves up the WebCT File Manager. It is here where you can upload, download, rename and move around your course files that are on the server.

Manage Course From this page you can manage your students, the gradebook, TAs, add other shared designers, back-up your course, and track your students' progress.

Course Settings Change global aspects of your course from this page, such as the Instructor's Name, icon style used. You also manage the Course Menu from here. Change Settings will be described in more detail on the following page.

Change Settings

View
Designer Options

Homepage > Basic Control Panel > **Course Settings**

Course Settings

Instructor's name

First name:

Last name:

Default language

Designer view:

Student view:

Numeric data format:

Time display format:

Course Menu:

Show Course Menu frame

Hide Course Menu frame

Hide Course Menu frame, but keep a drop-down menu for navigation

Designer start page:

Homepage

Control Panel

Designer links:

Show designer links

Hide designer links

Edit Course Menu

Create/Edit Welcome Page

The Welcome Page is visible from a Course Listing page. It may also be linked from within the course.

Customize Course Appearance

Changes made at this level apply to all pages of your course. To change the appearance of an individual page, go to that page and from the Menu Bar, select Designer Options.

Customize Course News

Course News displays in myWebCT, notifying users of content additions to tools such as Discussions and My Grades.

You access the **Change Settings** page from the Control Panel. You can do the following on this page:

- Change the **Instructor's Name**, if you want it changed from the name associated with the primary designer's WebCT ID. This is the name that displays on the myWebCT page, and on all discussion posting and email messages.

DO NOT put commas in the name fields.

There is a bug in the current version of WebCT that can cause problems in the Mail tool and elsewhere if commas are in the name fields.

You include the names of more than one instructor (remember, no commas). For example:

Instructor's name

First name:

Last name:

- **Course Menu:** You can add and modify the links that appear in the Course Menu here. This will be covered in more detail later.
- **Create/Edit Welcome Page:** A welcome page is where you can provide information about your course to those who are not yet enrolled. The CIT recommends that you do **NOT** create a Welcome page. Due to the way students are added to WebCT courses, this page can cause a great deal of confusion.
- **Customize Course Appearance:** Changes made here affect all pages on your course. To change individual pages, go to that page. Then, from the Menu Bar, select Designer Options.

Designer Links

The designer links are the same links that appear on the Control Panel page (Add Page or Tool, Edit Page or Tool, Manage Files, Manage Course, Course Settings). If you would like these links to be more accessible, you can turn on the **Show Designer Links** option, and then the Designer Links will be visible in the left hand Navigation bar.

WebCT Course Tools

WebCT course tools are grouped into five major categories. More complete descriptions of all WebCT course tools are available at the end of this manual.

Course Content and Related Tools Content Modules; Syllabus; Calendar; Glossary; Search; Index; Compile; Image Database; CD-ROM

Communication Tools Discussions; Mail; Chat; Whiteboard

Pages/URLs Organizer Pages; URLs (links to external sites); Single Pages

Evaluation Tools Quizz/Survey; Self-Test; Assignments; My Grades

Study Tools My Progress; Student Homepages; Student Presentations; Student Tips; Language

Adding Page or Tool

Use *Add Page or Tool* to add pages of course content, hyperlinks to websites, or WebCT tools to your course. You can add tools directly to the Course home page, or you can create an Organizer Page where you can group links to tools of similar function.

Example Course
View Designer Options
Homepage > 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 Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

Example Course
View Designer Options
Homepage > Basic Control Panel > Add Page or Tool > Add Glossary

Add Glossary

- Enter a title for this item:
- 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
- Add this item to your course.

Once you have added the tool, WebCT will come back and ask if you want to return to the home page, modify the tool you just added, select release criteria for the tool, or to add another tool. You do not have to modify the tool now if you do not want to. You can return to the home page and add modify the tool later by customizing your home page using the *Designer Options* page.

Course Management Basics

A variety of important tools for managing your course are available to WebCT course designers. You access these tools by selecting the **Manage Course** link from the *Control Panel* (see figure at right). Most of these will be covered in greater detail in other WebCT design classes. In this course, we will cover how to backup your course, add students, and assign shared designers.

Example Course
View Designer Options
Homepage > Basic Control Panel > Manage Course

Manage Course

- Manage Students**
You can manage student information and grades.
Add or 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.
- Reset Course**
You can remove all user data from selected areas of your course.
- Import Content**
You can import IMS content packages.
- Export Content**
You can export IMS content packages.
- Track Students**
You can view how often students are viewing Content Module pages and Discussions postings.
View some students
Search records
Set number of students per page
- Track Pages**
You can monitor students' progress in your course.

Backing Up Your Course

The CIT backs up the entire WebCT server every evening. The following evening, another new backup is created. On the third evening of a given backup cycle, another backup is created that replaces the backup from the first evening. In this way, there are always two system-wide backups of the entire server, including all course content. But these backups exist to provide recovery from catastrophic failures. These system-wide backups should not be counted on to recover content you may have accidentally deleted from one of your courses.

Course designers should still create course backups on their own. It is a very good idea to periodically create backups to your courses. Designers should also create a backup just before they do something major to their courses (e.g., add a great deal of new content, remove many students, etc.). There is currently no limit on the number of backups that designers can create. And it is very easy to create backups. All you have to do is select *Create Backup* from the **Manage Course** page (Note: It is now possible to manage course back-ups through the *Course Functions* link on the myWebCT page). WebCT will then prompt you to provide an optional description for the backup. Once you proceed, WebCT will create the backup – the file name will include the course ID, the date and time. In this way, each backup will have a unique file name (i.e., there is no danger of accidentally replacing an existing backup). WebCT backup files are single files in ZIP compressed format (i.e., they include the .zip file extension). You can download these files to your local computer if you wish. However, it is not possible to “unzip” (i.e., uncompress) these backup files on a local PC – they will be completely unreadable. WebCT zipped backup files can only be unzipped within WebCT, and their contents can only be read in WebCT.

Adding Shared Designers

Use the Shared Designer Access links on the Manage Course page to add the WebCT IDs of others you wish to have designer-level access to your course. To add shared designers, you only need their WebCT IDs. **Remember** – shared designers can do anything that you (the primary designer) can do, except add other shared designers. Also, shared designers do not have their own identity within a WebCT course – they essentially act as proxies for the primary designer; e.g., all email sent by a shared designer will look as if it is coming from the primary designer.

Adding Students Individually

WebCT course designers at UCSF can add students to their course one-at-a-time. To do this, you need to know the student’s GALEN account login name (NOT the GALEN password). This is information the student should be able to provide. If not, you can ask your school’s Help Desk user. **Only the WebCT Administrator can add students in groups (i.e., batch addition of students) at this time.** If you need to have many students added to your course, contact CIT staff at cit@library.ucsf.edu.

To access the Add Students page, select Add Students from the Manage Course page. The page you see at the right will appear.

Enter the student’s GALEN account login name where it asks for the WebCT ID.

This page provides a number of options. **However, for the purposes of adding individual students to your course, only the “To add one student at a time to your course” box works here at UCSF (see the arrow at the right).** You cannot add multiple students (this may be enabled in the future). You also cannot add students by importing them from a file. You can upload data to an existing student gradebook by importing from a file, but you cannot add *new* students this way.

Currently, only the WebCT Administrator can add multiple students as a group to a course.

Example Course
View Designer Options

Homepage > Basic Control Panel > Manage Course > Manage Students > **Add Students**

Add Students

Import From Global Database

Add one student at a time to your course:
Enter the student's WebCT ID and click **Add**.
Student's WebCT ID: **Add**

Add multiple students from a registered course:
Enter the registered course name and click **Select**.
Registered course name: **Select**

Update your existing student list:
Enter the registered course name and click **Synchronize**.
Registered course name: **Synchronize**

Import From File
Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.
Filename: **Browse...**
Separator: **Comma**
Import

Viewing the Gradebook

Select the **Manage Students** tab from the *Manage Course* page. You will see a screen similar to the one at the right. **This is the Gradebook.** The Column Name appears at the top of each column in the gradebook. Clicking on the column name button will sort the student list by that column. The entries in each column (except User ID) can be edited by selecting the Edit link in a given column.

If the Mail tool was added to your course, you will see small email icons next to each students' name by clicking on the email icon.

Example Course
View Designer Options

Homepage > Basic Control Panel > Manage Course > **Manage Students**

Manage Students

Actions

Options: Records Options: Advanced Organize

- Select action - Go - Select action - Go - Select action - Go

Page: All Records 1 - 10 of 10 [Total: 10]

Last Name	First Name	User ID	Midterm Grade	Final Grade
Edit	Edit		Edit	Edit
✉ Cash	Roseanne	classtest3	---	---
✉ Costello	Elvis	classtest1	---	---
✉ Finn	Neil	classtest4	---	---
✉ Gilmore	Jimmie Dale	classtest8	---	---
✉ Harris	Emmylou	classtest9	---	---
✉ Hiatt	John	classtest2	---	---
✉ McKee	Maria	classtest6	---	---
✉ Parker	Graham	classtest5	---	---
✉ Simone	Nina	class1	---	---
✉ Williams	Lucinda	classtest7	---	---

Download: Select the Download option from the drop down menu to download the gradebook as a comma- or tab-delimited file for

The third course in the WebCT Design series – Managing Students and the Gradbook – goes into greater detail on how to effectively manage student information in your WebCT course.

Selective Release

One of the most powerful features of WebCT is the ability to release almost any course content selectively, based on a wide variety of criteria, such as: by student or groups of students, by date, by quiz/assignment grade, by any field you have in the student gradebook.

From the Homepage, go to *Designer Options*, select the tool you want to add selective release criteria to, then select “Specify Selective Release” from the menu at the bottom. The page you get will have the options you see at the right.

You can based the selective release on students or groups of students. You can also base it on the date (*after* and *until*).

Selective Release

To select the students that will see the link, click **Select**. Alternatively, you can select students using the release criteria in the *Release based on* drop down lists. If you select students using both the **Select** button and the *Release based on* drop down lists, all criteria must be satisfied before the link is released. To specify when the link will be available, use the *Release after* and *Release until* drop-down lists.

Release to:

Release based on: ---

Release after: -- -- -- --

Release until: -- -- -- --

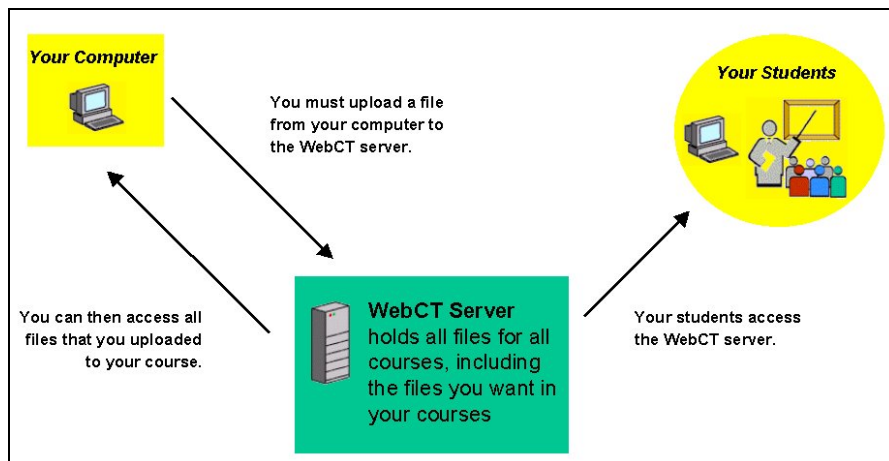
Course default WebCT default

You can also based the release on essentially any column in the student gradebook (e.g., quiz grade) by using the “Release based on” section. Here, you select the column (variable), then the action (e.g., Equals), then the value. Once you have selected the all the criteria, click on Update. If you apply more than one set of criteria (e.g., both by student AND date), then all conditions must be met for tool to be released.

Introduction to Adding & Managing Course Content in WebCT

Content you want to include in your WebCT course can take many forms. They can include links to other web sites, single or multiple pages of content, or more complex *Content Modules*. In this first course, we will learn the basics of adding files to our courses. The second course – *Adding and Managing Course Content* – will go into more detail and cover Content Modules. Before you can start adding content to your course – especially files – it is important that you understand how you and your students access content on the WebCT server.

It is important to understand where the files for your course are stored. Your files are not stored on your personal computer, but must be moved onto the WebCT server. Therefore, you must **Upload** the files from your local computer to the WebCT server. This diagram explains how you and your students interact with the WebCT server. All of your course files need to be uploaded to the WebCT server before your students can access them.



Almost any type of file that can be read by a web browser can be added to WebCT as course content. These include:

- **Text Files:** Files formatted in Hypertext Markup Language (HTML), and uploaded to the WebCT server. These can oftentimes begin as application documents (Microsoft Word, PowerPoint, etc.) and are converted to HTML using the built-in conversion feature of the program used to create them. You can also use HTML text editing programs to create HTML files from scratch. Popular HTML editors include HomeSite (PC), BBEdit (Mac) and Netscape Composer (Mac/PC). Popular web site development programs include Microsoft FrontPage, Adobe GoLive, and Macromedia Dreamweaver. All of these programs are available in the CIT Lab.
- **Multimedia Files:** These are typically files that use browser plug-in programs, such as Flash animations, Adobe Acrobat (pdf) documents or QuickTime and Real movies.
- **Graphics Files:** Images in the GIF or JPEG format that have been digitized through by scanning. They may also have been created in a digital format from the start (e.g., Illustrator or Photoshop files that have been converted to GIF or JPEG format).
- **Links:** WebCT can link to external web sites. WebCT can also link to internal WebCT pages.

Filename Conventions

How files are named is very important in a web-based environment. For files to be readable by web browsers, their filenames need to follow certain conventions:

- **File Extensions** are required at the end of the filename. Without these file extensions, the browser would not know how to display the file. Here are some examples of common file extensions:
 - **.html** or **.htm** -- for web pages
 - **.gif** **.jpg** or **.jpeg** -- for graphics files
 - **.pdf** -- for Adobe Acrobat files

Macintosh users need to take to add file extensions since these are not required on the Mac. Also, Windows may not display the file extensions, even though they are actually there. To force Windows to display the extensions on your Windows PC, click and open the C drive. From the *View* menu, select *Folder Options*. Click on the *View* tab. Uncheck "Hide file extensions for known file types."

- **Spaces in filenames:** Earlier versions of WebCT required that filenames have no spaces (i.e, the filename *nursing page.html* would have caused an error). However, this requirement has been removed from the latest version of WebCT (version 3.8). Spaces are now OK in filenames. However, it is still a good to keep filenames concise with no spaces.

Manage Files

When you select *Manage Files* from the Control Panel, you will access your central repository where all files in a given course are stored. It is through the Manage Files interface where you will upload files, and organize them the manner you wish. You can create new folders within the *My-Files* folder; you can move files around among the folders; you can rename files, or delete files you no longer need.

Example Course
View **Designer Options**

Homepage > **Manage Files**

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"/> glossary.txt	1161	August 15, 2003	4:23pm
<input type="checkbox"/> quizques.txt	2850	August 15, 2003	4:23pm
<input type="checkbox"/> volcano			
<input type="checkbox"/> WebCT-Files			

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

Options: Files

Options: Folders

This is a folder (volcano) within the My-Files folder.

My-Files: Files in this folder are private to that course, and have been placed there by the designer, either by uploading or copying from the *WebCT-Files* directory. The *My-Files* folder is where the designer stores his/her content files.

WebCT-Files: A library of clip-art, icons, banners and more that can be used in any course. Files in this folder cannot be altered in any way (deleted, renamed, moved, etc.). They can, however, be used or copied into the *My-Files* folder.

To upload a file, make sure "Upload file" is checked in the upper lefthand corner, then click GO. You will then be prompted to enter the file name (and path) for the file you want to upload – to do this, click on Browse. This will cause a file window to open where you can look for the file on your PC. Once you have found it, select it and then upload it to your *My-Files* space.

WebCT Course Tools

Course Tool / Description	Where the tool can be linked
Annotations/Take Notes – Allows a student to write individual notes or make a journal entry on a specific page. The student is the only one who view the annotations.	Action Menu
Assignments – Allows the instructor to distribute course assignments to students. Features include assignment description, maximum grade value, a utility for attaching files that are related to the assignment and student submission of completed assignments.	Homepage Organizer Page
Audio – Allows the course designer to associate audio clips to a page in a content module. These audio clips will be accessible to the students through a hyperlink in the <i>Action Menu</i> of the specific page.	Action Menu
Bookmark – Enables a course designer and students to make bookmarks to pages of content within a course.	Action Menu
Calendar – Provides a way for the instructor and students to exchange information about class events. Information can be made public or private.	Homepage Organizer Page Action Menu
CD ROM – Allows users to access specific course files from a compact disk in their computer drive instead of downloading them from the WebCT server. This helps to avoid a potentially long download time of large multimedia files, especially over modems.	Homepage Organizer Page Action Menu
Chat – Allows you to have real-time conversations with users of this or any other course. It can be used for online, interactive sessions such as tutorials or discussions.	Homepage Organizer Page Action Menu
Compile – Allows students to compile several pages from a <i>Content Module</i> into one file. This is useful for printing course content.	Homepage Organizer Page
Course Map – Allows users to view the structure of the entire course on one page. This is useful for complex courses, and can greatly simplify navigation through a course.	Menu Bar
Discussions – Allows asynchronous communication among all course participants (instructor, graders and students). WebCT keeps track of which articles each student reads.	Homepage Organizer Page Action Menu

Course Tool / Description	Where the tool can be linked
Glossary – Allows the designer to create a course glossary that can be accessed through the Glossary hyperlink or by clicking on a keyword that have been hyperlinked.	Homepage Organizer Page Action Menu
Goals/Targets – The purpose of this WebCT tool is to convey the learning goals for a page of notes. This tool can be added to any page of course content.	Action Menu
Student Homepages – Each student can create a homepage for view by others in the same course. This tool encourages students to share information about themselves and what they know as it assists in creating a collaborative community.	Homepage Organizer Page
Image Database – Searchable image archive that allows the association of annotations and free text with each image.	Homepage Organizer Page
Index – Allows a designer to define key words for a particular page, to be included in the course index.	Homepage Organizer Page Action Menu
Language – Allows users to choose available languages for the designer or student view of course. Language settings apply only to the WebCT course interface. WebCT cannot translate course content created by instructors.	Homepage Organizer Page
Links – Allow the designer to add a hyperlink to the current page's <i>Action Menu</i> , linking to either a local file or to an external file.	Action Menu
Mail – Allows private messages, with or without attachments, to be sent from one participant to another within a course.	Homepage Organizer Page Action Menu
My Grades – Allows student to view his or her own grades as entered by the instructor or teaching assistant.	Homepage Organizer Page
My Progress – Allows students to view a history of which pages they have visited and the number of times visited.	Homepage Organizer Page
Organizer Page – This options allows designers to group related WebCT tools on one page.	Homepage Organizer Page
Quiz – Quizzes can be written by the designer and delivered online securely, on a predetermined day, and within a specified time frame.	Homepage Organizer Page Action Menu

Course Tool / Description	Where the tool can be linked
References – Allows the designer to direct students to supplementary information sources, called Resources. These can be textbooks, articles or URLs.	Action Menu
Resume Course – Upon entering a course, this tool allows students to jump to the same location in the course where they left off last time they were using it.	Menu Bar
Search – Allows student and designer to explore a course for specific information within the index, titles, headings, or all text.	Homepage Organizer Page Action Menu
Self Test – Allows the designer to create multiple-choice review questions. Immediate feedback can be added to the question. Self tests are not graded.	Homepage Organizer Page Action Menu
Student Presentations – Provides students, or a group of students, with authoring privileges so that they can upload pre-prepared web pages to their area for viewing by the instructor and class.	Homepage Organizer Page
Student Tips – Allows the designer to write tips for students in a particular course. These tips will pop up in the student view.	Homepage Organizer Page
Survey – Similar to quizzes, survey questions are constructed using the Questions Database. Responses are anonymous and WebCT compiles statistics.	Homepage Organizer Page
URL/Links – Allow the designer to add an icon linking either to a local file or an external Uniform Resource Locator.	Homepage Organizer Page Action Menu
Video – Enables the course designer to associate video clips to a page in a module. These video clips will be accessible to the students through a hyperlink on the <i>Action Menu</i> of a particular page.	Action Menu
Whiteboard – Allows groups of users to dynamically share a common graphical palette in real time.	Homepage Organizer Page