

CIT/WebCT Design Course #2

Adding and Managing WebCT Course Content

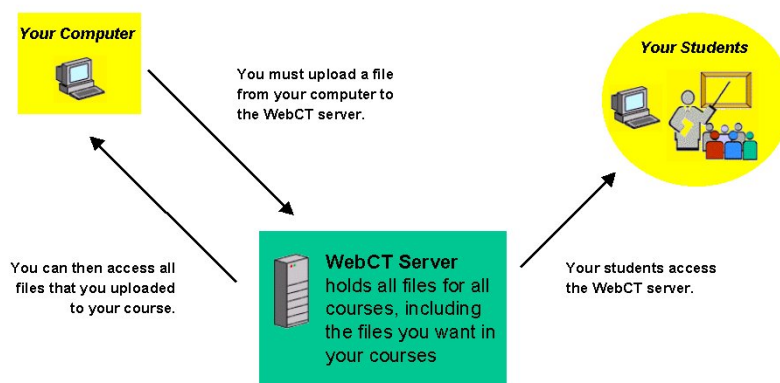
Brian Warling
Center for Instructional Technology
UCSF Library and Center for Knowledge Management

This manual serves as a companion to the Center for Instructional Technology's *CIT/WebCT Course Design #2: Adding and Managing WebCT Course Content* class. You should have already taken the first class in the series where you learned how to start building your WebCT course. In this class, you will learn how to add and manage your content within your WebCT course. This manual will provide some of the more basic information you need to add and manage content in your courses. Please keep in mind, however, that the information presented here only really 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 (<http://cit.ucsf.edu/>) under the *Info for Designers* link. Or, contact CIT staff if you have any questions or need any assistance.

Adding and Managing Course Content in WebCT

Content you want to include in your WebCT course can take many forms. It can include links to other web sites, single pages (web pages, PDFs, Word documents), PowerPoint presentations, or more complex *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.

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.



Many types of files can be added to WebCT as course content. These include:

- **HTML Files:** These are files formatted in Hypertext Markup Language (HTML), and uploaded to the WebCT server. You can use HTML editing programs to create HTML files from scratch. Popular HTML and web site development programs include Macromedia Dreamweaver, Adobe GoLive and Microsoft FrontPage. HTML files can also begin as application documents (Microsoft Word, PowerPoint, etc.) that have been converted to HTML using the built-in conversion features of the programs used to create them.
- **PDFs:** These *portable document format* files are oftentimes referred to as Acrobat files since the free Adobe Acrobat reader is required to view them. Acrobat is so ubiquitous – just about everyone has the reader on their computer already – that you can usually include PDFs without worrying whether or not your students can view them. Online journal articles are usually stored as PDFs. You can create PDFs yourself (e.g., from Word documents) if you have the full Adobe Acrobat program (which is not free).
- **Graphics Files:** These are images usually in the GIF or JPEG format. Any web browser can display them. Digital cameras and scanners usually store pictures in the JPEG format. These files may also have been created in a digital format from the start (e.g., Photoshop files that have been converted to GIF or JPEG format).
- **Proprietary Formats:** These are files that require a specific program to view them. Examples include Word documents and PowerPoint presentations.
- **Multimedia Files:** These are typically files that use browser plug-in programs, such as Flash animations or QuickTime movies. However, some formats (Real, Windows Media) should not be placed into WebCT courses. It's best to place these on the CIT's streaming media server. Contact the CIT for more information.
- **Links:** WebCT can link to external web sites.

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, or what to do with it. 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*
 - **.txt** – *text files*
 - **.doc** – *Word files*
 - **.ppt** – *PowerPoint presentations*

Macintosh users need to take care 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.** Although spaces are permitted in filenames, it is usually best to keep your filenames as short and simple as possible without spaces.

Developing WebCT Course Content

Before we get too far into the details of managing files and content in your WebCT courses, we should first step back and talk a bit about the various ways you can develop content for WebCT. Specifically, we are talking about textual content here. If you are interested in creating multimedia content (e.g., images, video, audio), contact the CIT staff for more information and assistance.

You probably already have content you want to use in your course, such as course handouts and documents you may have created in Word. If you decide that you want to use HTML files in your course, you will want to be able to make use of the files you currently have in Word. This is easy – you can use Word’s *Save as Web Page* feature to save your Word document as an HTML page. If you have the full Adobe Acrobat program, you can also save your document as a PDF. Or, you can always use the Word document itself and upload that to your WebCT course. But note, there are potential pitfalls with using Word documents in WebCT courses – these are discussed below.

If you are creating new content, and you know you will want to use it in WebCT, you might want to consider creating it in HTML from the start. There are a variety of excellent web development tools that can help you create web pages. Most of these programs work just like word processors, so don’t have to worry too much about all of the various HTML tags. Examples of these kinds of programs include Macromedia Dreamweaver, Adobe GoLive, and Microsoft FrontPage.

Locating Files in WebCT

As we discussed above, as you prepare to bring your own materials into your WebCT course, it is important to understand where the files for your course are stored. Your files are not stored on your desktop or laptop computer, but must be located on the WebCT server. Therefore, you must Upload the files from your local computer to the WebCT server.

File Formats

Your course files can be in any format – HTML, PDF, Word files, PowerPoint (.ppt). As the course designer, what format you chose to use is completely up to you. However, it is important to remember that, at least as the web is concerned, not all file formats are created equal with regard to how they are viewed through the web. The best

format is HTML because all web browsers can display these files without problems. That's what a web browser primarily does – display HTML files. If you place images in your documents, the best formats are GIF, JPEG and PNG. Web browsers are designed to display these image formats. To display other formats, special plug-in or standalone programs will be necessary. For example, to display Adobe Acrobat (PDF) files, the free Acrobat reader must be installed. Fortunately, just about everyone has Acrobat installed on their computers, and if they don't, it is very easy to download and install.

But what about other formats, such as Word files? Here, things get a little messier. To view Word files, users must have Microsoft Word (or a Word viewer) installed on their computers. Not everyone uses Microsoft Word. Also, how Word files are viewed depends on which browser is being used. If you use Windows, and you have Word, and you use Internet Explorer, viewing a Word file is a smooth operation. All of these programs – all Microsoft products – are designed to work together. But if you use Netscape browser, you won't be able to view the Word file in the browser. When you click on the link that is a Word file, Netscape will tell you that it doesn't know what this file is. It will give you the option to download it, which you can do. Then, you need to open the file in Word (assuming you have it). What is important to keep in mind here is that if you use Word or any other proprietary format (e.g., PowerPoint), your students may experience different viewing behavior depending on the type of computer they are using (PC? Mac?), the browser they are using (Internet Explorer? Netscape?) and whether or not they own the program designed to view that proprietary file format. If you don't have a problem with this, and, more importantly, your students don't have a problem with this, then by all means – feel free to use proprietary formats like Word and PowerPoint. There are advantages to doing so. You don't have to convert them to another format (e.g., HTML); special formatting, such as tables, you may have included in your Word documents will be preserved. But it is important to understand the issues involved in using these formats in WebCT courses.

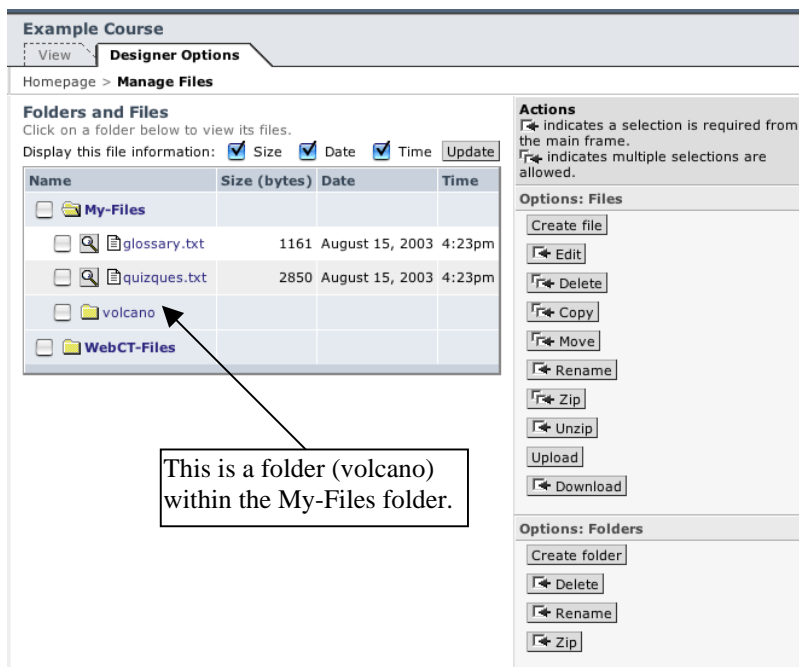
Converting to HTML

Fortunately, if you decide to convert your Word or PowerPoint files to HTML, it is a relatively straightforward process. In Word, just save your file as a web page. This will create an HTML version of the file which you can then add to your WebCT course. If you have the full version of Adobe Acrobat, you can also convert Word documents to PDF. These will look exactly like the Word document, but they will display through the Acrobat player.

The conversion process is somewhat more complex for PowerPoint. You can convert PowerPoint presentations to HTML or to PDF. You can also use various programs to create narrated PowerPoint lectures for the web. We have some of these programs in the CIT Lab. Contact the CIT for more information. The CIT has created a tutorial on PowerPoint in online courses. Check out the CIT web site (<http://cit.ucsf.edu/>), under "Information for Designers/Faculty" for more information. If you own the full version of Adobe Acrobat, you can also very easily convert your Word and PowerPoint files to PDF.

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 and folders you no longer need. You can also download files back your to computer.



My-Files: Clicking on a file folder opens it. Files in this folder are private to that course, and have been placed there by the designer. The *My-Files* folder is where the designer stores course content files.

Notice that each item has a checkbox next to it. When you want to do something to a file or folder (e.g., delete, move), first check the box next to it, then select the action in the appropriate menu above.

WebCT-Files: This folder contains library of clip-art, icons, banners and more. Files in this folder cannot be altered in any way (deleted, renamed, moved, etc.), but they can be copied into the *My-Files* folder.

Manage Files

Adding Content to WebCT Courses

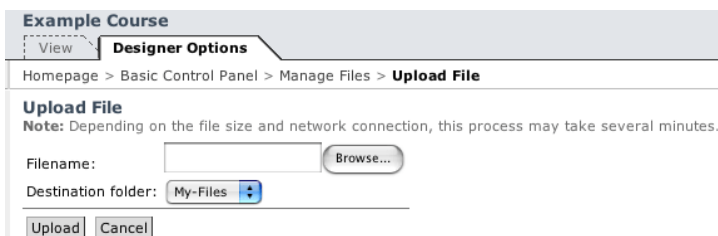
There are two steps to adding content to WebCT courses.

1. Upload content files to *My-Files*
2. Link the content to the course (using *Add Single Page* or *Content Module* tools)

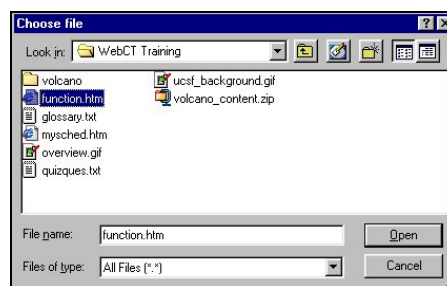
We will first cover the first step – uploading the content files to the *My-Files* folder.

Step 1: Uploading Files

1. Select *Manage Files* from the course menu. The *Manage Files* page (see above) will display.
2. Select the *Upload File* button (upper left), then click on **Go**. The *Upload File* box will come up.



Upload File



Choose File

3. In the *Upload File* box, click on the **Browse** button to look for the file on your computer (in the *Choose File* box) that you want to upload. Also, select the Destination Folder. Then click on **Upload**.

- How long it takes to upload the file depends on the file size and the speed of the network connection. **Please note: You can only upload one file at a time using this method.** Later, we will discuss how to upload many files at once.
- Once the file has been uploaded, it will appear under *My-Files*. But remember – your students won't be able to view this new content until you link it up to your course. Once you have uploaded a new file, you can now link it up to your course.

Step 2: Linking New Content to Your Course

Now that you have uploaded the new file to your *My-Files* space, you can link it to your course. Here's how to add the new file as a **Single Page**:

- Go to the Organizer Page (e.g., home page) where you want to add a link to the new file you uploaded.
- In the Control Panel, select *Add Page or Tool*.
- Under Pages, select *Single Page*.
- Fill out the Add Single Page form. Under (1), include the title for the item. This will be the link text that will appear on your course.

Under (2), this is where you tell WebCT which file to link to. See below for instructions in choosing the file. After the file has been chosen, you also decide whether the page should open in a new window or in the same window.

Under (3), this is where you would like the link to appear (organizer page and/or navigation bar).

- On Add Single Page, under (2), this is where you tell WebCT what file to link up here. Clicking on **Browse** will bring up the WebCT File Browser. It is here where you select the file you want to add by navigating through your course's *My-Files* space. Once you have selected the file, click the **Add Selected** button. This will return you to Add Single Page. Once there, click **Add** to add the Single Page.

Name	Size (bytes)	Date	Time
My-Files			
function.htm	2850	August 15, 2003	4:23pm
glossary.txt	1161	August 15, 2003	4:23pm
volcano			
WebCT-Files			

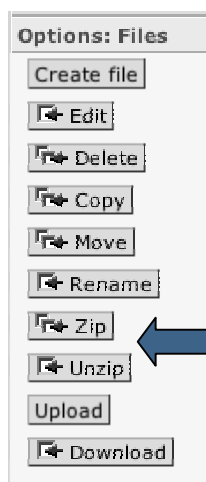
- The new link to the new page should now appear on the organizer page and/or navigation bar (depending on what you selected on Add Single Page). Clicking on this link should now cause the new page to appear. If it is an HTML document, it should display in the browser. If it is a PDF, the Acrobat Reader should launch. And as was explained above, if it is a proprietary format (e.g., Word document), what happens when the link is selected depends on the browser used and whether or not the program needed to display the file is available.
- If you want to change the link title, or where the link appears, this can be done by Modifying the link. This was covered in *WebCT Design Course #1: Building Your First Course*.

8. **Important:** Once you have added a new link to your course, be careful about moving or deleting the file later on. As was mentioned above, you can use the tools on the Manage Files page to rename, move or delete files. If you do any of these things to files you have already linked up to your course (i.e., using the Add Single Page tool), you will notice that the link you added to the file will no longer work – a PAGE NOT FOUND error will result. Why? Because you changed either the name or the location of the file (or perhaps deleted it altogether), without updating the link you established in Add Single Page. Be very careful. This is a common cause of Page Not Found errors.

Uploading Multiple Files

Using the method described above, you can upload one file at a time. This works well when you only need to upload one or a few files. But it can quickly become quite tedious when you need to upload many files.

Zip Files



One way of uploading multiple files at once used the **WebCT ZIP method**. Many individual files can be “zipped” into one, larger file on your computer prior to uploading. This creates a single .zip archive file that can be uploaded using the method previously described. Once the zipped file is uploaded, WebCT can unzip them. The result is all of the individual files are now available on the WebCT server.

To zip the files on your computer, you will need a file compression utility. A number of popular file-compression software programs can create zip files, including WinZip (PC) and Stuffit Deluxe (PC/Mac). These programs are available in the CIT Lab. Here are some links:

WinZip: www.winzip.com / Mac ZipIt: www.maczipit.com / Stuffit Deluxe: www.stuffit.com

The following web page describes the process for creating a WinZip archive on a PC:

<http://cit.ucsf.edu/powerpoint/pptwebct.php?step=2>

Drag-and-Drop File Upload

Using a web standard called WebDAV, it is now possible to mount your My-Files space on your computer. It essentially acts like another hard drive. With WebDAV, transferring files and folders between your WebCT course and your computer’s hard drive is as simple as dragging and dropping them from one location to another. It is just like copying files from your hard drive to a floppy or zip disk.

The WebDAV method is the easiest way to transfer multiple files to your WebCT courses. Much more information, along with step-by-step instructions, are available on the CIT web site at: <http://cit.ucsf.edu/webct/webdav>.

Content Modules

Organizing content into modules is a fundamental concept in WebCT. Each module may be thought of as an entire book, or a chapter in a book ... depending on how you would like to present your information. The important concept is that your content is organized into a hierarchy and sequence. The sequence of pages is the typical route through the information that you would expect a student to follow. The hierarchy demonstrates the topic/subtopic relationships between the pages of content and allows the student to quickly access the desired topic.

Each *Content Module* contains an action menu at the top, with navigational selections (to allow the student to access the previous and next topics, or a tool associated with the page), and the content file beneath it.

Why use Content Modules?

A *Content Module* allows you to present your course material in a structured, hierarchical sequence. You can arrange the material by topic and subtopic, providing students with a sense of chronology as they work through

course material. Each *Content Module* also contains a preselected array of tools for students to use, such as *Take Notes*, *Bookmarks*, *Search*, *Glossary*, etc.

From the course designer's perspective, content modules are a great way to manage pages of content that are supposed to link together. With Content Modules, you – as the course designer – do not have to worry about creating the links between pages. WebCT does that for you. WebCT also creates a table of contents – automatically. So when you want to move pages around or insert new ones, WebCT will re-build all the links so you don't have to. This is a very cool feature. You can therefore concentrate on developing excellent content and not worry about technical details such as maintain link continuity between your web pages.

You do not have to know how to create HTML links to provide navigation from page to page in a Content Module. WebCT automatically inserts links to:

- Next page
- Previous page
- A list of all the files in the Content Module
- A set of standard navigational tools
- Any hyperlinked files (for example, an external URL, a downloadable data file, or any file in your course site)



Introduction to Volcanoes:

What is a volcano? It is "...a volcano is a vent at the Earth's surface through which magma (molten rock) and associated gases erupt, and also the cone built by effusive and explosive eruptions." (USGS Photo Glossary, <http://volcanoes.usgs.gov/Products/PhotoGlossary/volcano.html>). These five pages will introduce you to some aspects of volcanoes. If you are interested in finding out more, visit Volcano World, <http://volcano.und.edu>!

What controls the eruption type?

- Composition
 - Temperature
 - Dissolved gases
- What types of material are extruded?

- Gases
- Pyroclastics
- Lava



Again, if you remove a page, or rearrange the order of the files, WebCT alters all of the links for you without tedious editing. Any Content Module accessed by a student can be tracked by the built-in WebCT progress tracking tools

In four steps, you will be able to create a Content Module:

- Add the Content Module link to your Homepage (make sure you upload the content files first)
- Insert the files into the Content Module.
- Reorganize your files so that information flows as you want it.
- **Update the student view** – this is a very important step!!

Creating a Content Module

The first step in creating a content module is to create the content. These will routinely be web (HTML pages), or perhaps PDFs. Strategies for developing content destined for WebCT were discussed earlier in this manual. Once you have your pages developed, you then need to upload them into WebCT. This was also previously covered in this manual. Note that the WebDAV method for transferring multiple files into WebCT really works well here. Also, it's usually best to upload content designed for a given content module into its own folder on your My-files space. This keeps things nice and organized.

OK... you have uploaded all of your files. Here are the next steps in creating a content module:

1. From the *Control Panel*, select *Add Page or Tool*.
2. Under *Content Course Tools*, select *Content Module*.
3. Fill out the *Add Content Module* page.
4. Select **Add content** to Content Module. This will take you to the Table of Contents page for the module (you will be in the Designer Options view). Notice that it is empty. At the right there should be a frame with various actions. If you do not see this, make sure you are in the Designer Options view.
5. Under “Edit Table of Contents” select **Add Files** (example at the right). It is here where you select the files you want in your content module. You can select more than one by holding down the SHIFT key while clicking on the file. Click the Add button once you have selected all the files. This will take you back to the table of contents.

```
softvzip/slide3.htm
softvzip/slide4.htm
softvzip/slidebody.htm
softvzip/slidehandler.htm
softvzip/softvnetplayer.htm
softvzip/tabs.htm
softvzip/testing.htm
softvzip/thumbs.htm
softvzip/toc.htm
softvzip/videopreload.htm
volcano/volc_notes01.html
volcano/volc_notes02.html
volcano/volc_notes03.html
volcano/volc_notes04.html
volcano/volc_notes05.html
```

6. We selected five HTML files above. Notice that they are all placed in the table of contents. The titles come from the HTML pages themselves. Each of these HTML pages includes a TITLE tag that gives the page a title. WebCT will use this title in creating the table of contents. If there are no titles, or if you want change them, all you have to do is select **Edit Titles** from the right frame (Designer Options view). You can also add heading and reorganize the table of contents with the tools in the right frame.

Table of Contents

To modify a page of content, select it below, of the screen.

1. [What controls the eruption type?](#)
2. [Two flow Types - Pahoehoe](#)
3. [Lava Flows AA](#)
4. [Pyroclastics](#)
5. [Shape of volcanoes](#)

7. It's also easy to insert new pages. Simply select “Add files” and select the new files. Use the reorganize tools in the right frame to move the new page to its appropriate location in the table of contents. Whenever you make any changes to a content module, make sure you check Update Student View so the changes will be available to your students.
8. To see what the module will look like to your students, click the View button at the top (next to Designer Options). To make any changes, simply check the Designer Options button.

There are more features to explore with Content Modules. Check the WebCT Help link at the top of the page for more information on content modules.