



## *TAG Institute - WebCT Learning Institute Spring 2004*

# **Keeping up with Day-to-Day Instructional Tasks with WebCT**

**Facilitator:** Warren Scott  
Course Development Coordinator  
Instructional Support and Information Technology Unit,  
Faculty of Arts

Michelle Lamberson  
Director, Office of Learning Technology

Around the world, student surveys indicate that students appreciate being able to track their academic progress with tools provided in their WebCT courses – tools which are configured by and made available by instructors, and can be used in conjunction with Teaching Assistants. This workshop will take participants through an “average” semester, progressing from requesting that students be entered into the environment from the Student Information System, configuring columns in the gradebook, entering grades manually or from text files (e.g., spreadsheets, Scantron), removing dropped students, through to calculating grades and making them available to students. The relationship between the gradebook and associated tools such as Assignments and Quizzes will be explored. The pedagogical implications of using these tools will be discussed (e.g., providing rich, rapid feedback and encouraging time on task).

*Co-sponsored by WebCT Institute, Faculty Alliance for Technology in Education (FATE), Office of Learning Technology (OLT), IT Services, and The Centre for Teaching and Academic Growth (TAG). Funding provided by the Teaching and Learning Enhancement Fund (TLEF).*

## Table of Contents

Table of Contents .....	2
Overview of WebCT .....	3
What is WebCT .....	3
WebCT at UBC .....	3
Session Objectives .....	6
Workshop Agenda .....	6
Introductions/Orientation Activity .....	6
Preparing to teach: Course Timeline .....	7
Typical Faculty Semester .....	7
Obtaining Assistance with Specific Tasks .....	8
Before Term Starts: Personalise course with Change Settings .....	8
Changing the name of the instructor .....	9
Changing the language of the designer view and the student view.....	9
Changing the numeric and time format .....	9
Setting up how the course news displays.....	10
Showing or hiding the equation editor .....	11
Anatomy of the Home Page Designer View .....	12
Before Term Starts: Adding a Welcome Announcement .....	12
Calendar: Introduction.....	13
Creating Private and Public entries .....	13
Introduce Students to Course.....	16
Ongoing 1: Working with Grades.....	16
Manage Course .....	16
Student Management: Introduction.....	17
Editing Student Marks .....	17
Making changes within the column editor .....	23
Using the calculated column for a year-end mark.....	27
Ongoing 2: Analysing Student Activity .....	29
Searching in the Manage Student area: .....	29
Tracking the movements of the students within the course.....	30
Selecting specific student records to view .....	32
Searching for specific information .....	33
Copying records to the Clipboard: .....	33
Pasting Records from the Clipboard: .....	34
Setting the number of records to display per page .....	34
Tracking content pages in the course .....	35
End of Term.....	35
Harvesting Course Nuggets - Discuss .....	35
Creating a backup .....	35
Resetting the course .....	36

## Overview of WebCT

### What is WebCT

WebCT (**Web Course Tools**) is a software program that allows instructors to easily create an on-line learning environment. Developed by Murray Goldberg in 1996, a Senior Instructor in the Department of Computer Science at UBC, and a team of student developers and support specialists, it is now used by more than 2500 higher education institutions in 80 countries world wide. UBC is currently using Campus Edition 4.1.

WebCT provides tools for four types of functions, including:

- Content organization and delivery
- Communication and collaboration
- Assessment and evaluation
- Course Management & Administration
- 

A selection of the tools that are available in WebCT are listed in Table 1.

At UBC, tools are made available to four types of users, namely:

- Designer/Course Instructor – The Designer has control over all course content and tools, as all student management features with the exception of adding students. Students are loaded automatically from the Student Information System (SIS).
- Teaching Assistants – TAs can use most student tools (e.g., Discussions, content) and have access to some aspects of student management in order to assist the Designer/Course Instructor.
- Students – Students have access to content and tools as allowed by their Designer/Course Instructor.
- Administrators –Administrators assist with course creation, course population (adding students and TAs), and answer technical and course development questions (see more “WebCT at UBC”, below).

**Table 1. Sample of WebCT Tools**

*Content Management and Delivery*

- Content organization (URL, Single Page, Content Module, Organizer Page)
- Selective release of Course Components
- Syllabus
- Glossary
- Index
- Resources (reference)
- Image Database

*Communication & Collaboration*

- Discussions
- Mail
- Student Presentations
- Chat
- Whiteboard

*Assessment & Evaluation*

- Quizzes (variety of questions types with feedback, weighted answers)
- Surveys (anonymous)
- Question database functionality (question statistics, search functions)
- Self Tests
- Assignment Drop Box

*Course Management & Administration*

- Grade Book
- Student Page Tracking
- Student Performance Tools (My Grades, My Progress)
- Compile notes, Discussions
- TA Management
- Course backup & reset

### WebCT at UBC

WebCT is managed collaboratively by Faculty-based administrators (in Instructional Support Units and Departments) and E-Learning Technical Support Specialists in IT Services. The WebCT server (machine with the software) is centrally hosted by IT Services at UBC.

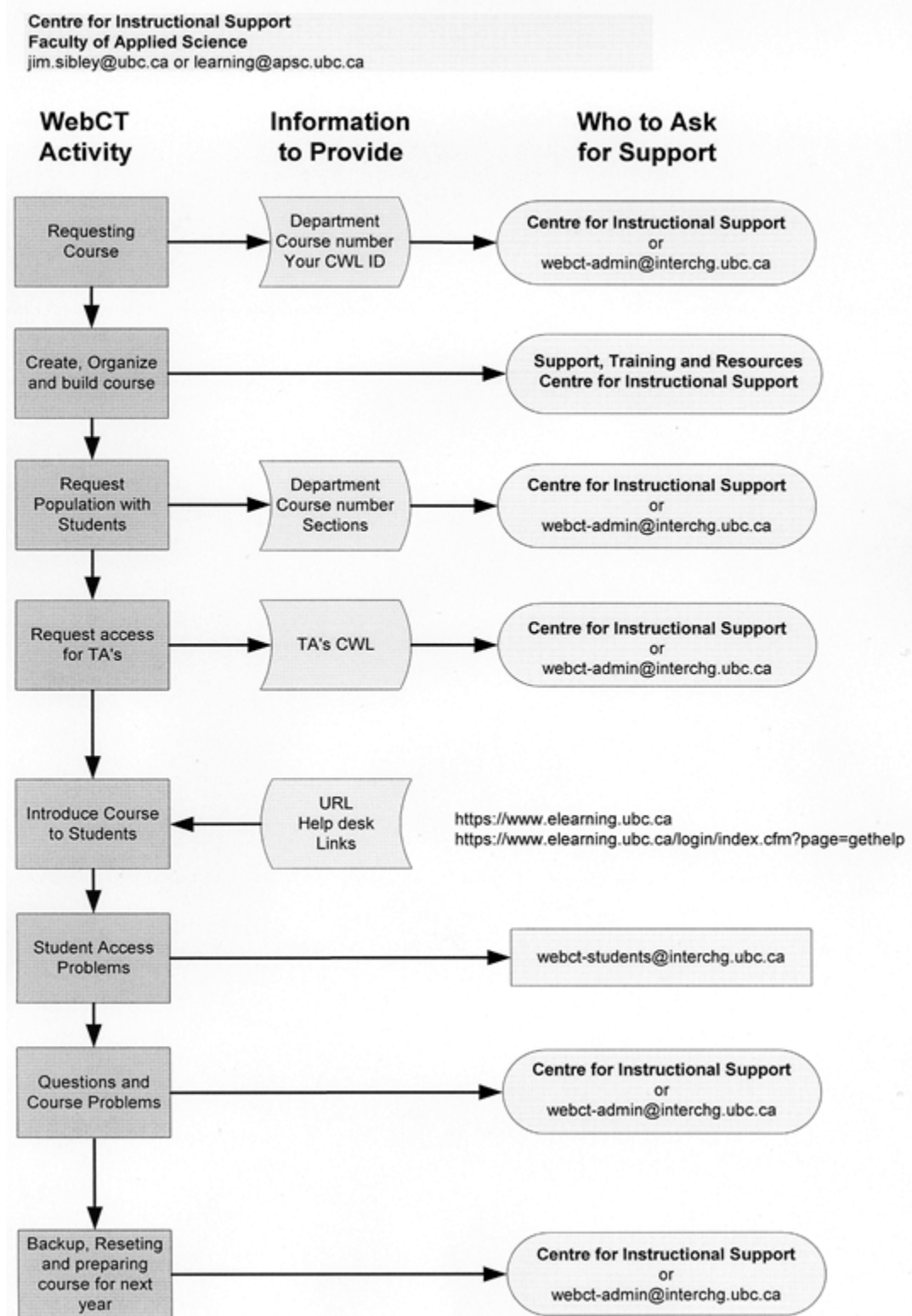
The WebCT website is available at <http://www.elearning.ubc.ca/>.

WebCT course sites are available for all faculty and instructors at UBC. Administrative support is provided both by IT Services ([webct-admin@interchg.ubc.ca](mailto:webct-admin@interchg.ubc.ca)) and by faculty support units, for example, the Centre for Instructional Support at Applied Science. ([learning@apsc.ubc.ca](mailto:learning@apsc.ubc.ca)). A list of contacts for various units on campus are listed in Table 2. Figure 1 provides a schematic on who to contact should problems arise.

**Table 2: Contact Names for Support Units**

Support Unit	Contact Information	Support Unit	Contact Information
<b>For Student Assistance:</b>	<b>By e-mail</b> <a href="mailto:webct-students@interchange.ubc.ca">webct-students@interchange.ubc.ca</a> <b>By Phone</b> 604-822-2008 8:00 AM - 4:30 PM Mon. - Fri.	<b>Education Instructors:</b>	Sue Wood Systems/Consultant Education Computing Services Phone: (604) 822-6390 <a href="mailto:sue.wood@ubc.ca">sue.wood@ubc.ca</a>
<b>Agricultural Science Instructors:</b>	Kalev Hunt Web designer Learning Centre, Faculty of AgSci Office MCML 260A Phone: (604) 822-2492 <a href="mailto:kalevh@interchange.ubc.ca">kalevh@interchange.ubc.ca</a>	<b>FHIS Instructors:</b>	Joël Chauvin Instructional Support/Course Developer French, Hispanic & Italian Studies Phone: 604-822-5534 <a href="mailto:joelch@interchange.ubc.ca">joelch@interchange.ubc.ca</a>
<b>Applied Science Instructors:</b>	Jim Sibley Educational Technology Coordinator Centre for Instructional Support Faculty of Applied Science Phone: (604) 822.9241 <a href="mailto:jim.sibley@ubc.ca">jim.sibley@ubc.ca</a>	<b>Library Instructors:</b>	Kele Fleming Web Coordinator, UBC Library Phone: 604-822-0578 <a href="mailto:kele.fleming@ubc.ca">kele.fleming@ubc.ca</a>
<b>Arts Instructors:</b>	Arts Instructional Support Course Development Facility 1866 Main Mall - Buchanan B118 <a href="#">Office hours</a> Phone: (604) 822-1377 <a href="mailto:artsIS@arts.ubc.ca">artsIS@arts.ubc.ca</a>	<b>Medicine Instructors:</b>	Tracey Loverock Educational Technology Centre College of Health Disciplines #400-2194 Health Sciences Mall Phone: (604) 822-8693 <a href="mailto:loverock@interchange.ubc.ca">loverock@interchange.ubc.ca</a>
<b>Computer Science Instructors:</b>	Moyra Ditchfield 2366 Main Mall Office hours: M-Th 9:00-4:00 Phone: (604) 822-5809 <a href="mailto:help@ugrad.cs.ubc.ca">help@ugrad.cs.ubc.ca</a>	<b>Pharmacy Instructors:</b>	Felicia Lo <a href="mailto:info@planetfish.net">info@planetfish.net</a>
<b>Sauder School of Business Instructors</b>	William Tan 2053 Main Mall Phone: (604) 822-9571 <a href="mailto:william.tan@sauder.ubc.ca">william.tan@sauder.ubc.ca</a>	<b>Science Instructors:</b>	Cyprien Lomas Research Associate Skylight: The Science Centre for Learning and Teaching Phone: (604)-822 1919 <a href="mailto:cyprien.lomas@ubc.ca">cyprien.lomas@ubc.ca</a>
<b>Dentistry Instructors:</b>	Sophie Spiridonoff Media Support Analyst Phone: (604) 222-6859 <a href="mailto:sophies@interchange.ubc.ca">sophies@interchange.ubc.ca</a>	<b>Distance Education and Technology</b>	Alan Doree Senior Web Programmer Phone: 604-822-1699 <a href="mailto:alan.doree@ubc.ca">alan.doree@ubc.ca</a>
<b>All Other Faculties::</b> IT Services can setup WebCT courses, add designers, students and TA's. Contact them at <a href="mailto:webct-admin@itservices.ubc.ca">webct-admin@itservices.ubc.ca</a> .			

**Figure 1.** Schematic of common queries, who can answer them, and the type of information that the Support Specialist will need. Adapted from a diagram by Jim Sibley, Faculty of Applied Science, Centre for Instructional Support.



## Session Objectives

Upon completion of this workshop, participants will be able to:

- Understand which course administration tasks can be conducted with WebCT, what tools are available, who conducts them, and when the tasks are typically performed.
- Map the sequence of administrative activities that you normally do before, during and at end of term to the related WebCT tasks and tools.
- Understand how student tracking can be used by faculty and students to monitor performance.
- Be proficient at using the course grade book, including being able to:
  - distinguish column types;
  - enter grades manually;
  - differentiate between automatically- and manually-entered grades;
  - import grades from a spreadsheet;
  - create calculated columns for aggregate grades (e.g., Final); and
  - create grade columns.
- Know who to contact for assistance with tasks.

## Workshop Agenda

Introductions/Orientation Activity	<ol style="list-style-type: none"> <li>1. What is WebCT?</li> <li>2. What tools/activities will be covered in this workshop?</li> <li>3. Discuss biggest challenges and analyse course administrative tasks.</li> </ol>
Preparing to teach: Course Timeline	<ol style="list-style-type: none"> <li>1. Overview of Timeline, including UBC Considerations</li> <li>2. Where to obtain assistance</li> </ol>
Before Terms Starts: Personalise Course Environment	<ol style="list-style-type: none"> <li>1. Change Settings</li> <li>2. Add Welcome Announcement</li> <li>3. Add Calendar Entries</li> </ol>
Introduce Course to Students	What types of icebreaker activities can be used to introduce students to course?
Ongoing 1: Working with Grades	<ol style="list-style-type: none"> <li>1. Overview of Grade Book functions</li> <li>2. Entering grades manually</li> <li>3. Working with Spreadsheets (download, upload, calculate marks)</li> </ol>
Ongoing 2: Analysing Student Activity	<ol style="list-style-type: none"> <li>1. Student Tracking,</li> <li>2. Page Tracking</li> <li>3. Sort, searching, clipboard</li> </ol>
Ongoing 3: Other tasks	<ol style="list-style-type: none"> <li>1. Managing Discussions</li> <li>2. Role of TAs</li> </ol>
End of Term	<ol style="list-style-type: none"> <li>1. Harvesting Course nuggets</li> <li>2. Course Backup</li> <li>3. Course reset</li> </ol>
Wrap up	

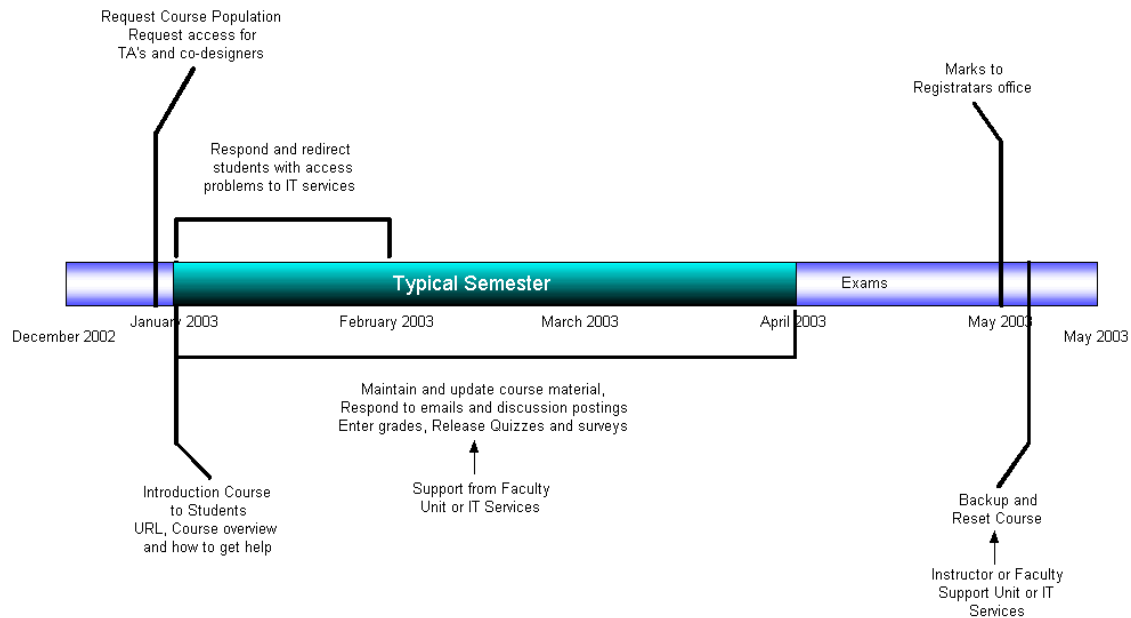
## Introductions/Orientation Activity

- WebCT overview: please see First section of this manual.
- Orientation activity: please see handout.

## Preparing to teach: Course Timeline

### Typical Faculty Semester

The figure below, developed by Jim Sibley (Faculty of Applied Science, Centre for Instructional Support), depicts the activities involved in a typical semester with WebCT.



#### □ Before the term starts:

1. Obtain a Campus Wide Login (CWL), if you do not already have one (<http://www.cwl.ubc.ca>).
2. Request course from faculty support unit (FSU) or IT services (ITS)
3. Plan, develop content and build your course
  - Work with your FSU
  - Workshops available from WebCT Institute
  - See resources at: <http://www.elearning.ubc.ca>
4. Request population. (SU or ITs)
  - Forward student access problems to ITS or FSU
  - Request TA access (SU or ITs)

#### □ Start of Term:

1. Introduce course to students.
  - Provide URL and overview of site, what's available, why it is important
  - Inform students should they call when things don't work
  - Consider an icebreaker activity

#### □ Ongoing

1. working with grades: downloading & uploading grades
2. analysing student activity
3. searching for specific student information

4. managing discussions
- ❑ **End of Term**
    1. Calculated Grades (Final)
    2. Compiling discussion posts
  - ❑ **Post-Term**
    1. download student records
    2. course backup
    3. reset course

## Obtaining Assistance with Specific Tasks

The online hub for e-learning at UBC is located at:

<http://www.elearning.ubc.ca>

This site provides resource materials as well as the forms needed to request assistance with your course.

The introductory chapter of this manual provides a schematic representation of the common queries, who can answer them, and the type of information that the Support Specialist will need. This figure is located on page --.

## Before Term Starts: Personalise course with Change Settings

For this portion of the workshop you will need to login to your course.

The URL, your login and password are provided on the handout placed at your workstation.

When you first receive your WebCT course, it will be a generic template, similar to the one you received for this workshop, that contains a standard layout and set of tools that can be modified.

Your first tasks in this workshop are to change the name of the instructor and set some defaults for the course. This is accomplished using the **Course Settings** menu, located in the **Designer Links**, of the **Control Panel**.





## Changing the name of the instructor

The designer of the course can change the instructor name of the course from the default setting "instructor" to the name of the instructor. To change the name of the instructor:

1. Click on the **Course Settings** option from the Course Menu found in the left frame of the homepage. The **Course Settings** screen loads.
2. Type in the **instructor's first name** in the text box provided.
3. Type in the **instructor's last name** in the text box provided.
4. Click on the **Update** button.

The screenshot shows the 'Course Settings' interface. At the top, there's a 'View' button and a 'Designer Options' tab. Below that, the breadcrumb 'Homepage > Course Settings' is visible. The main section is titled 'Course Settings'. It contains the following elements:

- Instructor's name:**
  - First name: A text input field containing 'Instructor'.
  - Last name: An empty text input field.
- Default language:**
  - Designer view: A dropdown menu currently set to 'English'.
  - Student view: A dropdown menu currently set to 'English'.

An 'Update' button is located at the bottom right of the settings area.

## Changing the language of the designer view and the student view

The training server does not have the languages loaded. This information is supplied for future reference. WebCT has been translated into a few different languages. The designer has the option of changing the framework language of WebCT to one of the languages it has been translated into.

1. Click on the **Course Settings** option from the **Course Menu** found in the left frame of the homepage. The **Course Settings** screen loads.
2. Click on the **Language designer view** drop-down box and select a language for the designer view.
3. Click on the **Language student view** drop-down box and select a language for the student view.
4. Click on the **Update** button.

## Changing the numeric and time format

The designer has numeric and time formats to choose from.

1. Click on the **Course Settings** option from the **Course Menu** found in the left frame of the homepage. The **Course Settings** screen loads.
2. Select the numeric data format you prefer from the drop-down menu.

The screenshot shows the format selection options. It consists of three rows:

- Numeric data format:** A dropdown menu is open, showing four options: '-1234567.89', '-1234567,89', '(1234567.89)', and '(1234567,89)'. The first option is currently selected.
- Time display format:** This row is currently empty.
- Course Menu:** This row is currently empty, with a 'Menu frame' label positioned to its right.

3. Select the time format from the drop-down menu.

Numeric data format:	-1234567.89	▼
Time display format:	12-hour clock	▼
Course Menu:	12-hour clock	▼
	24-hour clock	▼

Menu frame

4. Click on the **Update** button. This saves the changes that have been made.

## Setting up how the course news displays

The designer can choose how the course news displays in the My WebCT area. The course news is found in the My WebCT area beneath each specific course heading. The choices are to display the **news with a link**, to display the **news without a link** or **not to display the news** at all. If the news is displayed with a link, the student can click on the relevant icon and access that tool from the **myWebCT** page. This causes the student to go directly to the relevant tool, skipping the course homepage. If the news is displayed without a link, the screen displays the same, but if the student clicks on an icon, nothing happens.



Setting up how to display

the news in your course:

1. Click on the **Course Settings** option from the Control Panel visible to designers. The Course Settings screen displays.
2. Click on the **Customize course news** button. The **Customize Course News** screen displays.
3. Click on the drop-down menu to the right of **Assignments** and select the way you want to display the news for this tool. The options are **Do not display**, **Display with link** or **Display without a link**.

View **Designer Options**

Homepage > Course Settings > **Customize Course News**

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

Assignments: Display with link ▼

Calendar: Do not display ▼

Discussions: Display with link ▼

Mail: Display with link ▼

My Grades: Display with link ▼

Quiz: Display with link ▼

Survey: Display with link ▼

Update Cancel

4. Select the way in which you want to display news for the **Calendar**, **Discussions**, **Mail**, **My grades**, **Quiz** and **Survey** tools as done in step 3.
5. Click on the **Update** button. The changes are updated.

## Showing or hiding the equation editor

The WebCT administrator can set WebCT to give designers a choice to hide or show the equation editor interface throughout the course. If this option is not available, it is because the WebCT administrator has not allowed it.

1. Click on the **Course Settings** option from the Control Panel visible to designers. The Change Settings screen displays.
2. Scroll down to the bottom of the screen, so that the **Equation Editor** options are seen.

---

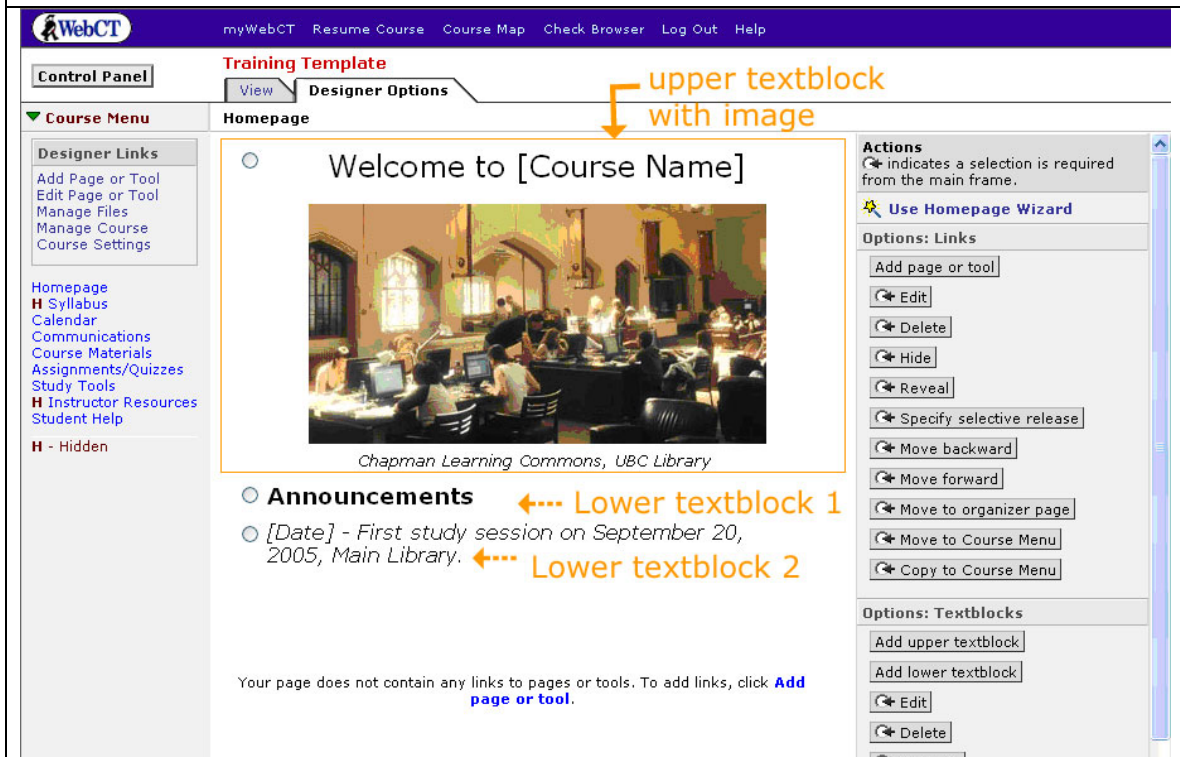
Equation editor:	<input checked="" type="radio"/>	Show equation editor interfaces throughout the course.
	<input type="radio"/>	Hide equation editor interfaces throughout the course.

---

3. Select the **Show equation editor interfaces throughout the course** option to show the equation editor in the course. Alternately select the **Hide equation editor interfaces throughout the course** if you will not require the equation editor in the course.
4. Click on the **Update** button to save the changed setting.

## Anatomy of the Home Page Designer View

The figure below depicts the Home Page of the Workshop Course, in Designer View. Note that the Home Page contains Textblocks only, each of which can be selected by clicking the corresponding Radio Button.



## Before Term Starts: Adding a Welcome Announcement

The WebCT Home page is a flexible space that can be strongly customized to meet your specific design needs. Many instructors have found that using the space to make class announcements provides a dynamic focal point for the course.

There are a variety of ways that Announcements can be included in a course. Your facilitator will discuss the following:

- Add an Upper or Lower Text Block
- Add a Calendar entry
- Add as links to Single Pages (these can be selectively released)
- Create a separate Organiser Page

The most straightforward method is to use Textblocks. Your Workshop course is preset to contain space for announcements in the Lower Textblock of the Home Page.

The specific task sequence you will follow to edit the Text Block is below.

1. Select the radio button to the left of the textblock you wish to edit.
2. Click on the **Edit** button, on the right hand side of the screen, beneath the **Options:Textblocks** heading.
3. Edit the text block
4. Click **Update**.

## Calendar: Introduction

The Calendar tool is a calendar that is shared by the students, designer and graders across the course. Important information like test dates or assignment dates can be placed in the calendar. There are two types of entries that can be added to the calendar, namely, private entries and public entries. Private entries will only be viewed by the person entering the private entry. Public entries can be viewed by all the course participants.

Calendar entries can be added one by one, or a file containing a large amount of entries can be uploaded into the calendar.

When the designer is adding a calendar entry, the designer has the option to add an URL link (to an external website) or an internal link to a page in the course content.

Since version 3.6 of WebCT, users have had the advantage of a global calendar that links all the different course dates into one calendar. If a user is involved in three different courses, the global calendar merges all the dates for the three courses into one calendar.

## Creating Private and Public entries

1. Click on the **Calendar** link from the homepage, course menu or organiser page. The screen displays the current month of the year in the calendar. Decide on a month and day in which to make a calendar entry.

Note: All private entries are italicized.

2. Click on the arrow next to the text box with the month name in it. All the months are displayed in a drop-down list.
3. Click on the month name you want to view.
4. Click on the year to view from the year drop-down menu.
5. Click on the **Go** button. The selected month displays on the screen.
6. Click on the number representing the day of the month an entry is to be added to.
7. Click on the **Add Entry** button. The **Add A Calendar Entry** screen is displayed.
8. Place your cursor in the text box next to the word, **Summary** and type in the summary for your entry. E.g. Group 1 Project Meeting.
9. Type in an **URL** (if required) in the URL text box. If you add a URL here, a link is created to the specified URL from the heading of the calendar entry.
10. Click on the arrow attached to the **internal link** text box if you want to add an internal link. The content pages contained in the content module appear in a drop-down box. Select the **content page** you want to add as an internal link.

11. Click in the **Detail** text box and type in the details of the entry.
12. Select start and end times for your entry, if required, by using the relevant drop-down boxes. You must select both the hour and the minutes for start and end times.
13. Choose an access level, either private or public by clicking on the radio button next to your choice (public or private).
14. Click on the **Add** button. The calendar entry is displayed.

View Designer Options

Homepage > Calendar > View Week > **View Day**

Monday, May 3, 2004 Previous day Next day View week View month

**Actions**

Use Calendar Wizard Edit settings Import entries Clear public entries Delete all from course

Website to visit

Please visit this website by clicking on the hyperlinked words "Website to visit." Read the article on accessibility for the lecture on May 7.

indicates a selection is required from the list above.

Add entry Edit Delete Delete all from day

Note: All private entries are italicized.

Note: By clicking on the Add Entry button it is possible to add more entries to your calendar as detailed above. Clicking on the Delete All button will erase all entries on the calendar for that particular day.

All private entries will display in the calendar in Italics and public entries will be displayed in a normal font.

## Introduce Students to Course

What types of icebreaker activities can be used to introduce students to course?

## Ongoing 1: Working with Grades

### Manage Course

The Manage Course Functions of WebCT, accessed from the Designer Control Panel, provide a “nerve centre” for administering aspects of your course.

With Manage Course, an Instructor can:

- view and modify student records,
- manage teaching assistants
- track student progress,
- track page accesses,
- manage presentation groups,
- perform course backups, and
- reset all or parts of a course.

The screenshot shows the 'Designer Options' section of a WebCT course. At the top, there is a 'View' button and the title 'Designer Options'. Below this is a breadcrumb trail: 'Homepage > Manage Course'. The main content area is titled 'Manage Course' and contains several functional blocks, each with a title and a list of actions:

- Manage Students**: You can manage student information and grades. Actions include: Import students, View some students, Search records, Change settings, Manage columns, Show update log.
- Manage Teaching Assistants**: You can manage teaching assistant information. Actions include: Add or Import TAs, View some teaching assistants, Search records, Change settings, Manage columns, Show update log.
- Track Students**: You can view how often students are viewing Content Module pages and Discussions postings. Actions include: View some students, Search records, Set number of students per page.
- Track Pages**: You can monitor students' progress in your course.
- Backup Course**: You can save and restore your course. Actions include: 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.



## Student Management: Introduction

Student Management is the area within WebCT where the student records are managed. Within Student Management the designer can:

- Add, edit or delete student information.
- Perform a variety of different searches and view the results.
- Add and edit student marks.
- Add and edit the columns found in the student table.
- Access graphs giving information about specific columns.

View **Designer Options**

Homepage > 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 - 7 of 7 [Total: 7]

First Name	Last Name	User ID	Section	Drop	Sample Journal Assignment	A Welcome Quiz
Edit	Edit		Edit	Edit	Edit Submissions Graph Out of 2.00	Submissions Graph Out of 7.00
✉ Lucien	<b>Bouchard</b>	temp.1	---	---	---	---
✉ Kim	<b>Campbell</b>	temp.2	---	---	---	---
✉ Therese	<b>Casgrain</b>	temp.3	---	---	---	---
✉ Jean	<b>Chretien</b>	temp.4	---	---	---	---
✉ John A.	<b>Macdonald</b>	temp.5	---	---	---	---
✉ Brian	<b>Mulroney</b>	temp.6	---	---	---	---
✉ Pierre	<b>Trudeau</b>	temp.7	---	---	---	---

The Manage Students area of WebCT resembles a spreadsheet, with configurable columns and a row for each student. Columns are configurable, as explained in a section below. They can be moved, hidden from the Designer view and variably released to students. Two types of columns are added automatically when a specific element is added by the corresponding tool: Quizzes (Q) and Assignment Drop Box (E).

## Editing Student Marks


There are three ways of editing student marks.

- The designer can edit all the marks of a particular student.
- The designer can edit the marks of a particular column, e.g. **Assignment 1** for all the students.
- The designer can download the student list and then change the marks in a spreadsheet program like Microsoft Excel. When the changes are complete, the designer uploads the file and brings it into Student Management.

### Editing all the marks of a particular student:

1. Click on the **Manage Course** link from the Control Panel visible to designers. The **Manage Course** designer options display.

- Click on the **Manage Students** heading. The **Manage Students** screen displays. The **Student Management** table has a hyperlink in the first column. To recognise a hyperlink, you need to look for the word or number that appears in a different colour and is underlined- as seen in the figure to the right. The first column in the figure is the **First Name** column.

<u>First Name</u>	<u>Last Name</u> ↑
<a href="#">Edit</a>	<a href="#">Edit</a>
 <a href="#">Lucien</a>	<b>Bouchard</b>

- Click on the hyperlinked word or number in the first column, e.g. to access Lucien Bouchard's marks the word **Lucien** in the first column must be clicked on.

The **Edit Record** screen is displayed as seen below.

Edit Record

First Name	Last Name	User ID	Section	Drop	Sample Journal Assignment	A Welcome Quiz
Lucien	Bouchard	temp.1			Submissions Out of 2.00	Submissions Out of 7.00
						--- 6.00

Update Delete Cancel Deny access

Note the **Submission** link in the **Quiz** column links to the student quiz submission. The submissions link in the **Sample Journal Assignment** column links to the student's assignment submission. The **Override** link allows the designer to override a letter grade set up in a **Letter Grade** column for a particular student.

- Place your cursor in the text box to edit.
- Edit the marks or any other field.
- Click on the **Update** button. The **Student Management** screen reappears with the updated table.

### Editing all the marks of a particular column

- Click on the **Manage Course** link from the **control panel visible to designers**. The **Manage Course** designer options display.
- Click on the **Manage Students** heading. The **Manage Students** screen displays.
- Click on the **Edit** link beneath a numeric column. The column changes to an editable column.

Edit Column Values

Update Cancel

Last Name	First Name	User ID	Quiz 1	Assignment_2
				Out of: 30
<b>Barclay</b>	Joshua	josh	13.33	25
<b>Black</b>	Kirsten	kirsty	13.33	
<b>Keeman</b>	Julia	julia	20.00	
<b>Noordman</b>	Martin	martin	40.00	21
<b>Paul</b>	Jonathan	jonathan	---	
<b>Spies</b>	John	john	---	
<b>Taylor</b>	Graham	graham	---	
<b>van der Merwe</b>	Jenavicka	jena	13.33	22

Update Cancel

4. Place your cursor in the text box beneath **Assignment 2** and next to the phrase **Out of** at the top of the column.
5. Type in the total that the column is out of e.g. **30**.

Press the **Tab** key on your keyboard. The cursor jumps to the first student record.

6. Enter the student's mark.
7. Press the **Tab** key on your keyboard. The cursor jumps to the second student record.
8. Enter the student's mark.
9. Continue entering the students' marks until the task is completed. Click on the **Update** button. The **Manage Student** screen is displayed with the updated marks.

### Editing the marks within a spreadsheet program and uploading the file

The designer can download the student records from WebCT, import the records into a spreadsheet program, edit the student's marks and then upload the file back into WebCT. To download the student list:

1. Click on the **Control Panel** button. The **Basic Control Panel** screen displays.
2. Click on the **Manage Course** button. The **Manage Course** screen displays
3. Click on the **Manage Students** link. The **Manage Students** screen displays with the student records.
4. Select the **Download** option from the **Options: Records** drop-down menu.
5. Click on the **Go** button to the right of the **Options: Records** drop-down menu.



6. Select the either **Comma** or **Tab** separator from the **Record separator** drop-down menu.
7. A window appears that will differ according to the browser you are using.
  - **Netscape:** Click on the **Save File** button  
OR
  - **Internet Explorer:** Click on the radio button to the left of **Save this file to disk** and then click on the **OK** button

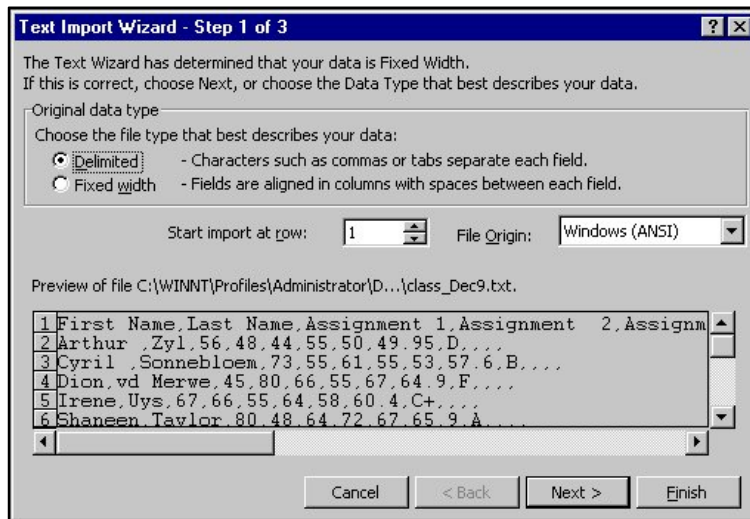
The **Save As** window is displayed. WebCT automatically gives the file a name. If you are using Microsoft Internet Explorer rename the file and make sure the file has only one extension, **-.txt** and not two **-.txt.wct**.

Select where on your computer you would like to save the file. In the case, the file will be saved to the Desktop.

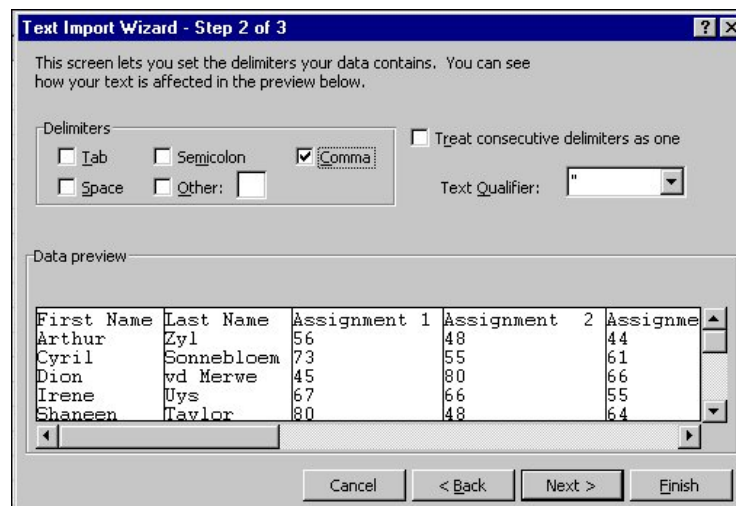
8. Click on the **Save** button. The file is saved to your computer.

### Importing the file into Microsoft Excel

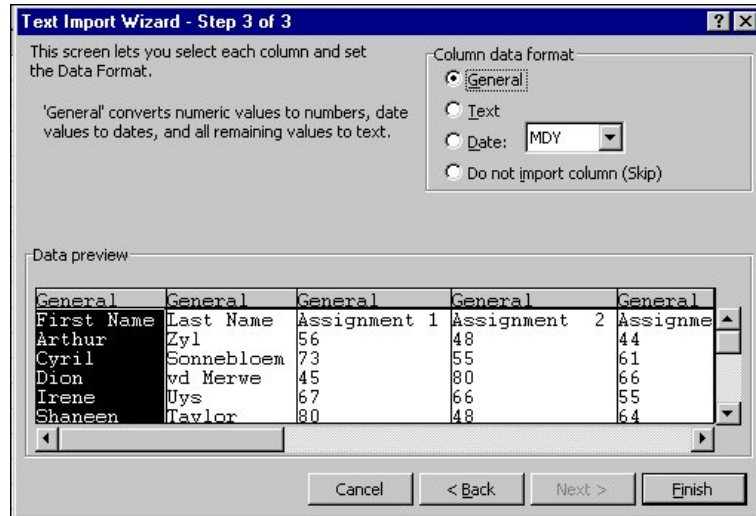
1. Launch the Microsoft Excel program. Microsoft Excel opens.
2. Click on the **File** option from the top menu.
3. Select **Open** from the drop-down menu. The **Open** window is displayed.
4. Locate the file you downloaded onto your computer.
5. Select the file you downloaded onto your computer so that it is highlighted.
6. Click on the **Open** button. **Step 1** of the **Text Import Wizard** appears.



7. Select the radio button to the left of **Delimited**. Click on the **Next** button. **Step 2** of the **Text Import Wizard** appears.



8. Deselect the **Tab** delimiter in the **Delimiters** option section.
9. Select the check box to the left of the **Comma** option in the **Delimiters** section.
10. Click on the **Next** button. **Step 3** of the **Text Import Wizard** appears



11. Click on the **Finish** button. The file is imported.
12. Edit the student marks within the document.

The columns in the file that are calculated fields, assignments (set up and marked using the assignment tool) or quizzes, cannot be edited outside of WebCT. Values entered in these columns are ignored and not updated.

Note: The Key field for the student database is the User ID. WebCT will match the User ID with the appropriate student name.

To save the file in preparation for reloading into WebCT:

1. Click on the **File** option from the top menu.
2. Select **Save As** from the drop-down menu.
3. Type in a **file name** in the text box provided, making sure the file name does not contain any spaces in it.
4. Select the **CSV (comma delimited)** type from the **Save as type** drop-down menu.

5. Click on the **Save** button. Take notice of the location you are saving your file to. A window appears querying if you want to keep this workbook in this format.
6. Click on the **Yes** button. The file is now ready to be uploaded into WebCT.

### Uploading the edited spreadsheet file

1. Click on the Manage Course link from the control panel visible to designers. The Manage Course designer options display.
2. Click on the Manage Students button.
3. Select the **Import student data** option from the **Options: Records** drop-down menu.
4. Click on the **Go** button to the right of the **Options: Records** drop-down menu.

---

#### Add Students

##### 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:

Separator:  ▼

---

5. Click on the **Browse** button. The **Manage Files** screen appears.
6. Click on the **Browse** button. The **File Browse** screen appears
7. Locate and click on the spreadsheet student record file.
8. Click on the **Open** button. The filename is pasted into the **Upload File** section.
9. Select the folder you want to upload the file to from the **Upload to:** drop-down menu.
10. Click on the bottom **Upload** button.
11. Select the file just uploaded by clicking on the radio button to the left of the filename.
12. Click on the **Add Selected** button. The **Import from File** screen reappears with the filename pasted into the filename box.
13. Select the **Comma** separator from the drop-down list.
14. Click on the **Import** button.

The New Column Resolution screen only appears if you are adding a spreadsheet file with a column in it that does not appear in the Manage Student area of WebCT. It informs you that it has found a column in the spreadsheet file that does not exist in WebCT. The designer then needs to select the Create new option to create the new column or the ignore option to not create a new column. If you have no new columns jump to step 17.

15. Select Create New or Ignore from the drop-down menu.
16. Click on the **Continue** button. The **Import Confirmation: Field names Resolved** screen displays.
17. Click on the **Continue** button. The **Import Confirmation: Final Confirmation** screen displays. Check that the information in the table is correct.

It is important to cancel the upload if there are any upload errors. Read the upload errors, cancel the upload and then correct the errors in the spreadsheet file and upload the corrected file.
18. Click on the **Continue** button. The student records are updated and the **Manage students** area displays.

## Making changes within the column editor

The designer can make changes within the columns of the Student Management table. The designer can:

- Add columns
- Delete columns
- Edit column labels
- Move columns left or right
- Change the alignment of the columns
- Hide columns
- Release columns to the student view
- Enable or disable statistics on specific columns
- Set the decimal points for specific columns
- Specify which columns can be filled in by students during account creation (if this option has been enabled for the course)
- Set defaults for new columns

## Adding a column

There are six types of columns you may add:

- An **Alphanumeric** column would contain numbers as well as text.
- A **Calculated** column would contain a formula and the numeric values would be the result of the formula.
- A **Numeric** column would only contain numeric values.
- A **Text** column would only contain text.
- A **Selection Box** column to create a drop-down menu of the designers choice.
- A **Letter Grade** column to display letter grades for an existing numeric column.

In addition to the column types above, there are columns that are automatically created by WebCT upon addition of specific tool components:

- Q = Quiz
- E = Assignment Drop Box

**Alphanumeric, Calculated, and Numeric** columns are added using the same method.

**Adding a calculated column:**

Calculated columns are used to calculate a value based on a formula containing the numeric values of other columns.

**Note:** The calculated column will only work if the columns you use as part of the formula have the **“out of”** value filled in.

To create a calculated column in the Manage Student area:

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Manage columns** option. The **Manage Columns** screen displays

**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](#)

Columns				Actions
Select <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Label	First Name	Last Name	User ID	
Type	A*	A*	A*	
Alignment	Center	Center	Center	
Hidden	No	No	No	
Released	No	No	No	
Statistics	---	---	---	
Decimals	---	---	---	
Self-registration	Required	Required	Required*	

\*This column value is not editable.

Legend of column types		
A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

**Options**

Change column label:

Align column: Center

Hide columns: No

Release columns: No

Show statistics: None

Show decimals: 2

Allow self-registration: Required

**Organize**

**Note:** there are more columns in the Column Editor than one sees from the Grade Book view. This is due to the fact that we have hidden some columns from view. On the Production Server, these columns plus the Drop column are required for student population from the SIS. They can not be deleted.



3. Click on the **Add column** button.
4. Type the column label name in the text box called **Label** e.g. **Final Mark**.
5. Select the type of column you are adding from the **Type** drop-down menu
6. Select the calculated column type, by clicking on the word **Calculated**.
7. Click on the **Add** button. The **Columns** screen reappears with the new column added to the right of the table.

### Deleting a column

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Manage columns** option. The **Manage Columns** screen displays

Select	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Label</b>	First Name	Last Name	User ID
<b>Type</b>	A*	A*	A*
<b>Alignment</b>	Center	Center	Center
<b>Hidden</b>	No	No	No
<b>Released</b>	No	No	No
<b>Statistics</b>	---	---	---
<b>Decimals</b>	---	---	---
<b>Self-registration</b>	Required	Required	Required*

\*This column value is not editable.

**Legend of column types**

A = Alphanumeric	L = Letter Grade	S = Selection Box
C = Calculated	N = Numeric	M = Text
E = Assignment	Q = Quiz	

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

**Options**

Change column label:

Align column: Center

Hide columns: No

Release columns: No

Show statistics: None

Show decimals: 2

Allow self-registration: Required

**Organize**

3. Select the **column** to delete by clicking on the check box above the column name. A tick appears in the check box. You can select more than one column at a time.
4. Click on the the **Delete columns** button. A warning box appears saying that the marked columns and all their data will be deleted.
5. Click on the **OK** button. The column will be deleted  
 When a quiz or an assignment is created in WebCT, a column is automatically created in the Manage Students area. To delete a quiz column, the actual quiz must first be deleted in the quiz section. Once the quiz has been deleted the column can then be deleted.

## Releasing columns to the student view

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Manage columns** option. The **Manage Columns** screen displays
3. Select the **column** to release by clicking on the check box above the column name. A tick appears in the check box.

> Manage Students > **Manage Columns**

<input type="checkbox"/>	<input checked="" type="checkbox"/>
A Welcome Quiz	Final Grade
Q	L
Right	Left
No	No
No	No
None	None
2	---
---	---

**Actions**

indicates a selection is required for the main frame.

indicates multiple selections are allowed.

**Options**

Change column label:

Align column: Center

Hide columns: No

Release columns: No

Show statistics: None

Show decimals: 2

Allow self-registration:

4. Select the radio button to the left of the **Release columns** option.
5. Click on the **Yes** option from the release columns drop-down menu.
6. Click on the **Go** button. The selected column is released and if it is a column that contains marks, the student will now be able to view their marks using the My Grades tool.

## Using the calculated column for a year-end mark

A calculated column is created to calculate a total, using a formula specified by the designer. For example the designer can use a calculated column for the students' final mark.

To access the **Calculation Editor**:

1. Click on the Manage Course link from the Designer Links. The Manage Course designer options display.
2. Click on the Manage Students heading. The Manage Students screen displays.
3. Click on the **Setup column** button. The **Calculation Editor** screen displays.

The Calculator seen above does not differ much from an ordinary calculator.

- The + button represents the addition operator.
- The - button represents the subtraction operator.
- The \* button represents the multiplication operator.
- The / button represents the division operator.
- The . button represents the decimal point.
- The CE button clears the last item added to the formula.
- The C clears the whole formula from the text box.

Note: It is not possible to edit within the formula box. You may use the CE button to clear the last item added or the C button to clear the whole formula.

4. Click on the arrow next to the Insert button. A menu appears displaying all the numeric column title.

These column titles are used in the formula. In this instance, the student's final year mark will be calculated according to the following values.

- Assignment One counts for 15% of the year end mark.
- WebCT Quiz counts for 10% of the year end mark.
- Section 1 Quiz counts for 10% of the year end mark.
- Collaboration on the Web (Assignment 2) counts for 15% of the year end mark.
- Examination counts for 50% of the year end mark.

Once the designer has decided on the breakdown of the year mark, the formula can be added. The particular formula to be added as an example is:

$[Assignment\ 1] * .15 + [WebCT\ Quiz] * .10 + [Section1] * .10 + [Collaboration\ on\ the\ Web] * .15 + [Examination] * .5$

## Ongoing 2: Analysing Student Activity

### Searching in the Manage Student area:

The designer may search the records for specific information using the search option in Manage Students. In this section please refer to the facilitators.

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Manage Students** heading. The **Manage Students** screen displays.
3. Select the **Search records** option from the drop-down menu beneath the **Options: Records** heading.
4. Click on the **Go** button. The **Search Student Records** screen displays as seen below.

**Search Student Records**

Search Criteria Comparison Value

Whole class  Equals

Page: All  

First Name	Last	Sample Journal Assignment	A Welcome Quiz	Final Grade
		Out of 2.00	Out of 7.00	
<b>Brian</b>	Mulr		---	---
<b>Jean</b>	Chri		---	---
<b>John A.</b>	Macdonald	temp.5	---	---
<b>Kim</b>	Campbell	temp.2	---	---
<b>Lucien</b>	Bouchard	temp.1	---	6.00 A
<b>Pierre</b>	Trudeau	temp.7	---	---
<b>Therese</b>	Casgrain	temp.3	---	---

5. Select whether you want to search the **whole class** or the **listed students** from the first drop-down menu.
6. Select an item to search from the **Criteria** drop-down menu.
7. Select an option from the **Comparison** drop-down menu.
8. Type in a relevant word or number in the **value** text box to the left of the Search button.
9. Click on the **Search** button. The search results are displayed.
10. Select the **Copy Records** option from the drop-down menu beneath the **Options: Records** heading.
11. Click on the **Go** button. A window appears confirming that the records have been copied to the Clipboard.
12. Click on the **OK** button. The records copied to the Clipboard will now be accessible to the designer in the different areas of the course.
13. Click on the **View all students** link to display all the student records on the screen.

14. Select the **Paste Records** option from the drop-down menu beneath the **Options: Records** heading.
15. Click on the **Go** button. The records from the Clipboard are pasted into the **Manage Students** screen.

## Tracking the movements of the students within the course

Student Tracking within WebCT is a useful facility for the designer. It gives the designer a good overview of how active students are within a course. In Student Tracking the designer can see how much of the course content is accessed and how often. The designer can also see the level of student interaction within the Discussion tool.

To access the **Student Tracking** facility:

1. Click on the **Manage Course** link from the **Designer Links**. The Manage Course designer options display.

### 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](#)

2. Click on the **Track Students** heading. The **Track Students** screen displays.

The Track Student screen is divided into seven columns, which can be sorted by clicking on the sort link below the column title.

- **Full Name:** Selecting the sort link beneath the full name column will sort the student names alphabetically. The selected column's details will be displayed in boldface.
  - **User ID:** This will sort the User ID's numerically and alphabetically.
  - **First Access:** The column will be sorted according to first access dates.
  - **Last Access:** The column will be sorted according to last access dates.
  - **Hits:** The column will be sorted in descending order of hits.
  - **Items Read:** The column will be sorted according to the number of articles each student has read in the Discussion tool.
  - **Posted:** The column will be sorted according to the number of articles each student has posted in the Discussion tool.
3. Select a student to view tracking information for by clicking on the student's underlined name in the **Full Name** column. The **Show Distribution** screen will display details on **Distribution of Visits** and **Number of Content Pages Visited**.




## Selecting specific student records to view

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **View some students** link beneath the **Track Students** heading. The **Select Student** screen displays.
3. Select the specific **students** you wish to view by clicking on the check box to the left of the student name. A tick appears in the check box if the student is selected.

Homepage > Manage Course > Track Students > **Select Students**

**Select Students**  
To view a subset of students, select the students and then click **View**.

Page:  < >

	Personal Information		Access Information			Articles	
<input type="checkbox"/>	Full Name 	User ID	First Access	Last Access	Hits	Read	Posted
<input checked="" type="checkbox"/>	<b>Barclay, Joshua</b>	josh	February 24, 2003 14:26	November 3, 2003 14:42	89	10	5
<input checked="" type="checkbox"/>	<b>Black, Kirsten</b>	kirsty	October 2, 2003 06:30	November 3, 2003 14:46	20	0	0
<input type="checkbox"/>	<b>Keeman, Julian</b>	julia	October 29, 2003 15:58	October 31, 2003 07:14	5	0	0

4. To select or deselect all students, click on the top check box to the left of **Full Name**. All the ticks in the check boxes appear and disappear.
5. Click on the **View** button. The **Track Students** screen reappears with the selected student records displaying.
6. Click on the **View all students** button to list all the students again.



## Searching for specific information

The designer may search the records for specific information using the **Search** option in **Track Students**.

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Search records** link beneath the Track Students heading. The **Search Student Record** screen displays,

Personal Information		Access Information		Articles		
Full Name		First Access	Last Access	Hits	Read	Posted
Barclay, Joshua		February 24, 2003 14:26	November 3, 2003 14:42	89	10	5
Black, Kirsten	kirsty	October 2, 2003 06:30	November 3, 2003 14:46	20	0	0
Keeman, Julian	julia	October 29, 2003 15:58	October 31, 2003 07:14	5	0	0
Noordman, Martin	martin	August 20, 2003 16:02	November 3, 2003 14:44	232	0	1
Paul, Jonathan	jonathan	---	---	0	0	0
Spies, John P.	john	---	---	0	0	0
van der Merwe, Jenavicka	jena	February 24, 2003 15:29	November 11, 2003 09:59	64	18	7

3. Select whether you want to search the entire class or the listed students from the first drop-down menu.
4. Select an item to search from the **Criteria** drop-down menu.
5. Select an option from the **Comparison** drop-down menu.
6. Type in a relevant word or number in the **Value** text box to the left of the **Search** button.
7. Click on the **Search** button. The search results are displayed in the **Track Students** screen.
8. Click on the **View all students** link. The full list of students is displayed once again.

## Copying records to the Clipboard:

The designer may want to copy a specific list of student records to the Clipboard. That list is then stored on the Clipboard and can be retrieved within:

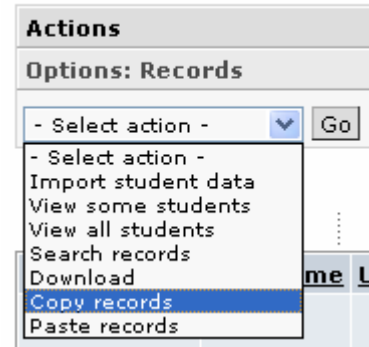
- Listings in the Manage Student area.
- The Mail tool.
- The Private Topic Selection screen in Discussions.
- The Quiz Selective Release settings options within the Member Selection screen.
- The Icon Selective Release option within the Member Selection screen.

The designer can initiate a query within the Track Student area to do a selective search. The search results will be displayed and can then be copied to the Clipboard and accessed in other areas within the course.

Alternatively, the designer may select specific students to view and then copy those records to the Clipboard. Once you have the students to copy to the Clipboard listed on the screen:

1. Select the **Copy records** option from the drop-down menu beneath the **Options: Records** heading.
2. Click on the **Go** button. A window appears confirming that the records have been copied to the Clipboard.
3. Click on the **OK** button. The records copied to the Clipboard will now be accessible to the designer in the different areas of the course.

#### Manage Students



### Pasting Records from the Clipboard:

1. Select the **Paste records** option from the drop-down menu beneath the **Options: Records** heading.
2. Click on the **Go** button. The records from the Clipboard are pasted into the **Track Students** screen.

### Setting the number of records to display per page

1. Click on the **Manage Course** link from the **Designer Links**. The Manage Course designer options display.
2. Click on the **Set number of students per page** link beneath the **Track students** heading. The **Set Paging Size** screen displays as below.

Homepage > Manage Course > Track Students > **Set Paging Size**

#### Set Paging Size

Number of records per page:

3. Type in a suitable number in the **Number of records per page:** text box.
4. Click on the **Set** button. The **Track Student** screen will redisplay with the chosen number of students per page displaying.

## Tracking content pages in the course

The Track Pages facility tracks pages within the content modules of the course. It provides the designer with the following information:

- The number of hits per content page.
- The time spent on the content page.
- The time per hit of a content page.
- The amount of discussion tool posts sent from a content page.

To access the Page Tracking facility:

1. Click on the **Manage Course** link from the **Designer Links**. The **Manage Course** designer options display.
2. Click on the **Track Pages** heading.
3. Click on title **Page Name**. The pages are sorted alphabetically.

**Track Page Use**  
 Page tracking shows you how often students visit Content Module pages and post to Discussions.  
 To go to a page, click the page.

Totals:

Pages	Hits	Time	Time/Hit	Posts
11	64	09:14:09	08:39	0

Page:

<u>Page Name</u>	<u>Hits</u>	<u>Time</u>	<u>Time/Hit</u>	<u>Posts</u>
<u>Asynchronous Communication</u>	5	15:53	03:10	0
<u>Cd Rom</u>	17	03:00:58	10:38	0
<u>Cd Rom</u>	3	08:15	02:45	0
<u>How to study online effectively</u>	7	01:14	00:10	0
<u>Learning Objectives</u>	n/a	n/a	n/a	n/a

4. Click on the column titles for the **Time/Hits** columns. Notice how the pages have been sorted according to the time per hit
  - Pages can similarly be sorted according to **Hits**, **Time** and **Posts**.
  - The underlined page name is linked to the actual content page.
  - The **Previous Page** and **Next Page** buttons can be used to access the next set of pages or the previous set of pages.
  - Clicking the **Reset** button clears the column totals.

## End of Term

### Harvesting Course Nuggets - Discuss

#### Creating a backup

1. Click on the **Manage Course** link from the **Designer Links**. The Manage Course designer options display.
2. Click on the **Create backup** link beneath the **Backup Course** heading. The **Create Backup** screen displays. Type in a short description of the backup in the text box.

3. Click on the **Create** button. The backup is created and a success message should display.
4. Click on the **Continue** button. The **Backup Course** screen displays.

## Resetting the course

The **Reset Course** feature enables the designer to reset the whole course, or specific areas in the course. The designer may use the Reset Course feature to reset the course after the year is complete. The course needs to be cleared of old information, as new students will need to access the course.

If the designer does reset any of the areas in the Course Reset area, the information is deleted. If there is any information the designer may want to keep, a backup must be done before the course is reset.

The areas that can be reset in the course are:

- Student database.
- Teaching assistant database.
- Student groups/presentations
- Page tracking records.
- Discussions.
- Mail.
- Calendar (both public and private entries).
- Chat logs.
- Whiteboard.
- Student homepages.
- Assignments.
- Quizzes.

To reset the course:

1. Click on the **Manage Course** link from the **Designer Links**. The Manage Course designer options display.
2. Click on the Reset Course heading. The Course Reset screen displays.
3. Click on the **Select All** button to mark all the areas in the course to reset. Alternatively select the areas of the course to reset by clicking on the check box to the left of the relevant areas.
4. Click on the **Reset** button. A warning window appears.
5. Click on the **OK** button. The **Course Reset Results** screen displays.
6. Click on the **Continue** button.

Homepage > Manage Course > **Reset Course**

---

**Course Reset**  
Select the areas to reset.

---

- Student Database
- Teaching Assistant Database
- Student Groups/Presentations
- Page Tracking Records
- Discussion Tool
- Mail Tool
- Calendar Tool
- Chat Tool
- Whiteboard Tool
- Student Homepages Tool
- Assignment Tool
- Quiz Tool

---