*TAG Institute - WebCT Learning Institute*
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# Using WebCT to Increase Community in your Course

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The most common reason for using an online environment in conjunction with campus-based courses is to assist in creating a more supportive, collaborative environment.  Two WebCT tools that support this goal are the Discussions and Student Presentations (Projects).  This workshop will familiarize instructors and teaching assistants with promoting and managing online discussions and student projects.  Working as both learners and instructors, participants will learn how to manipulate the tools, and generate ideas on how the tools can be used to support their course objectives.

# Table of Contents

# Overview of WebCT

## What is WebCT

WebCT (**Web C**ourse **T**ools) 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).

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**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

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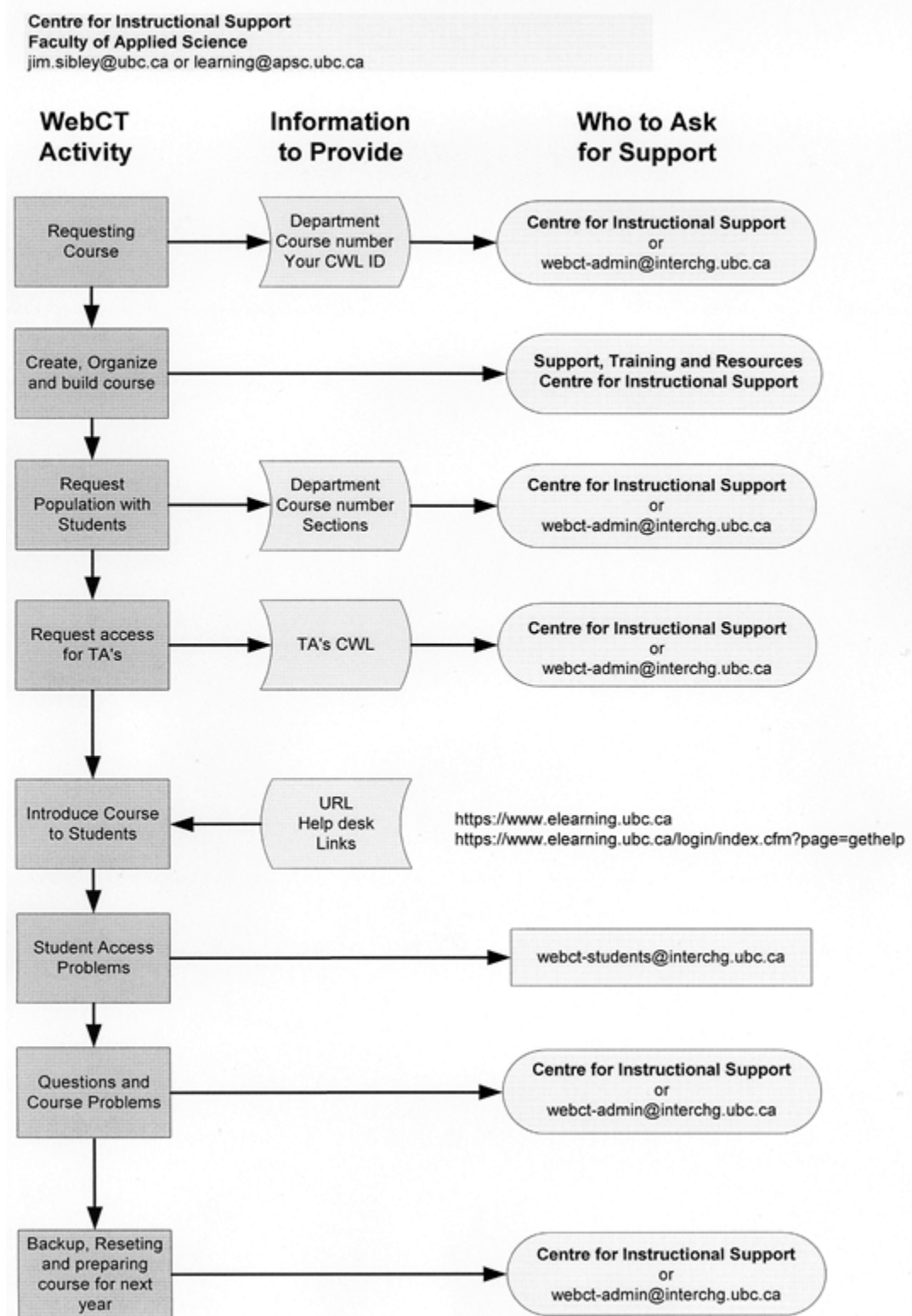
The WebCT website is available at http://www.elearning.ubc.ca/.

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

**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.

**Centre for Instructional Support**
**Faculty of Applied Science**
jim.sibley@ubc.ca or learning@apsc.ubc.ca

| WebCT Activity | Information to Provide | Who to Ask for Support |
|---|---|---|
| Requesting Course | Department Course number Your CWL ID | Centre for Instructional Support or webct-admin@interchg.ubc.ca |
| Create, Organize and build course | | Support, Training and Resources Centre for Instructional Support |
| Request Population with Students | Department Course number Sections | Centre for Instructional Support or webct-admin@interchg.ubc.ca |
| Request access for TA's | TA's CWL | Centre for Instructional Support or webct-admin@interchg.ubc.ca |
| Introduce Course to Students | URL Help desk Links | https://www.elearning.ubc.ca https://www.elearning.ubc.ca/login/index.cfm?page=gethelp |
| Student Access Problems | | webct-students@interchg.ubc.ca |
| Questions and Course Problems | | Centre for Instructional Support or webct-admin@interchg.ubc.ca |
| Backup, Reseting and preparing course for next year | | Centre for Instructional Support or webct-admin@interchg.ubc.ca |

## Session Objectives

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

- Feel comfortable using the discussion tool, presentation tool and setting up groups in the presentation tool
- Understand the payoff of either tool
- Understand that to get the most out of each tool, effective guidelines and expectations need to be communicated early on.

# Discussions: Introduction

The discussion tool in WebCT is an electronic area for posting, displaying and receiving information. Discussion areas are a useful way to make information available to a specific group or community. Discussions can serve as general notice boards, i.e. for Frequently Asked Questions, or they can be used to strategically, securely and confidentially link a group of students studying a particular subject.

The Discussions area can also be used to:

- encourage people to share ideas and knowledge
- create interest in events, ideas, or products
- stimulate motivation to read
- display artwork and other items of interest

In an online course environment, Discussions can be used to create an important hub of communication, to facilitate debate, collaboration and dialogue. In WebCT, the users are able to post, read and search for information, all within Discussions.

## Topics:

A Topic within Discussions is similar to a folder in a filing structure. Topics are created to keep messages posted to Discussions in specific subject areas. The designer can create private as well as public topics in discussions.

A **public topic** can be accessed by all course participants.

A **private topic** is used when the designer needs to link a group of students in an area where they can collaborate privately. The designer selects which members will be part of the private topic. If you are not part of the private topic, that topic will not display in the main discussion topic table.

The designer can access the different topics available in the course by clicking on the topic name from the table.

Discussions have three default topic settings. These three topics are:

**All -**This choice shows all the messages and threads across all the public topics in Discussions.

**Main –**This choice has been created for general messages. These messages could revolve around administrative issues, financial issues etc.

**Notes -**This third and final default topic has been created so that the student can post questions directly from a content page in the course content. Please note that for a student to begin a new thread in the **Notes** topic, they have to access Discussions from the content page (by clicking on the **Discussions** link from the **Action menu**).

## Threads:

In a topic you will find many threads. A thread is a message with all its responses. The threads are displayed in the discussion tool with a subject and a blue triangle to the left of the status column. The status column lists the amount of unread messages in the thread as well as the total amount of messages in the thread. E.g. **2/3**: Two unread messages of a thread of three messages.

If the arrow displays facing right, you need to click on the arrow to expand all the messages in the thread.

If the arrow displays facing down, the messages are all displaying and you can click on the arrow to collapse the messages in the thread.

In the image below there are 2 threads displaying of which the second thread is expanded.

# Accessing a topic and its messages in Discussions

The Discussions area can be accessed, by clicking on the **Discussions** link. You may find the link either on the homepage, an organiser page, in the course menu or in the action menu of the course content. Clicking on the **Discussions** link causes the **Discussions** screen to appear.

Homepage > **Discussions**

## Discussions

| Compose message | | Search | Topic settings |

Click on a topic name to see its messages.

| ☐ | Topic | Unread | Total | Private | Anonymous | Locked |
|---|---|---|---|---|---|---|
| ☐ | Main | 1 | 9 | ☐ | ☐ | ☐ |
| ☐ | Notes | 0 | 0 | ☐ | ☐ | ☐ |
| ☐ | Student Lounge | 3 | 6 | ☐ | ☐ | ☐ |
| ☐ | Articles & Periodicals | 1 | 5 | ☐ | ☑ | ☐ |
| ☐ | Group 1 | 0 | 0 | ☑ | ☐ | ☐ |
| ☐ | Group 2 | 0 | 0 | ☑ | ☐ | ☐ |
| | **All** | **5** | **20** | Update | | |

A table appears with the following columns:
- **Topic** - all the topics listed.
- **Unread** - the number of unread messages in each topic.
- **Total** – the total number of messages in each topic
- **Private** — Only the selected members have access to Private topics. If this column is ticked the Topic is Private. If this column is not ticked the Topic is public.
- **Anonymous** — If this column is ticked the Topic allows Anonymous postings.
- **Locked** — If this column is ticked the Topic is Locked. When a topic is Locked, no new messages can be added to the topic.

## Reading messages in discussions:

The easiest way to access the messages in Discussions is to view the thread of the message.
1. Click on the **Discussions** link from the Homepage, Course Menu or Organizer Page. The **Discussions** screen displays.
2. Click on the **Topic** name that you want to access. The **Discussion Messages** screen displays.

3. Click on the magnifying glass found to the left of the message subject. The thread displays in a new window.
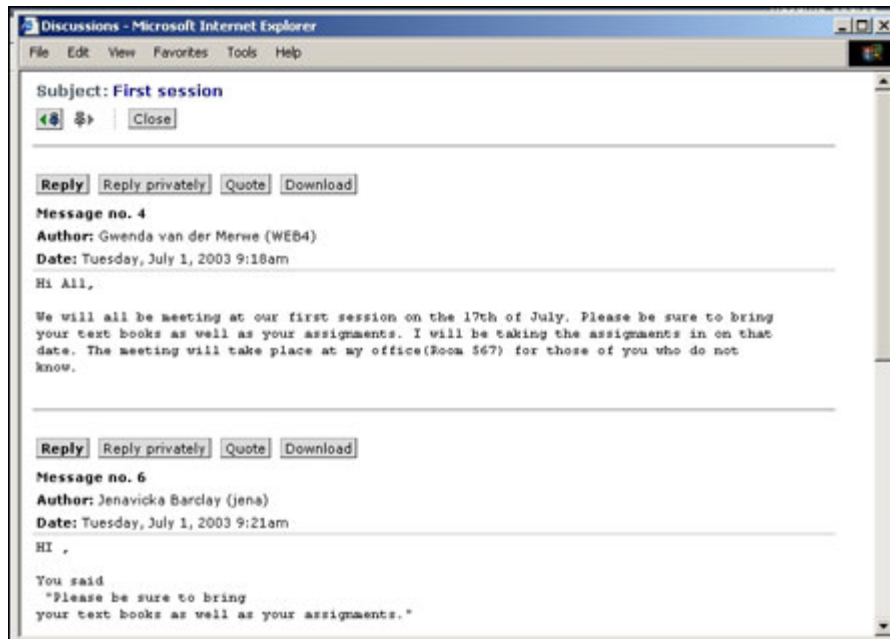


4. Click on **Close** to close the window.

## Composing a message and adding an attachment

The **Compose Discussion Message** option allows you to compose a message and post it to Discussions. When you compose a new message you are beginning a new thread with a unique subject. To compose a message:

1. Click on the **Discussions** link from the homepage, course menu or organiser page. The **Discussions** screen is displayed.
2. Click on the **Compose Discussion Message** button. The **Compose Discussion Message** screen is displayed.



3. Select a **Topic** to compose your message in by clicking on the arrow to the right of the **Topic** text box. A list of topics will appear.

4. Click on the **Topic** name from the list.

5. Type in the subject of the message in the **Subject** text box.

6. Type the message in the **Message** text box.

   Follow steps 7, 8 and 9 if you want to increase the size of the message box displaying in the compose discussion message screen. If you do not want to change the size of the message box, jump to step 10.

7. Click on the arrow to the right of the **Height of edit area** box. A drop-down menu appears with different size options.

8. Select a size for the text area.

9. Click on the **Resize** button to activate the changed setting.

10. Click on the **Browse** button to search for the file you want to attach to your message. The **File Upload** window opens.

11. Locate the file to attach to the message and click on the filename.

12. Click on the **Open** button. The filename is pasted into the **Attachments** text box.

13. Click on the **Attach File** button. The attached file appears beneath the **Attach File** button.



To the left of the selected filename is a check box. The check box can be used to select a file to delete. Once the file is selected the **Remove Attachments** button is clicked to delete the attachment.

14. Click on the **Preview** button in the **Compose Discussion Message** window.
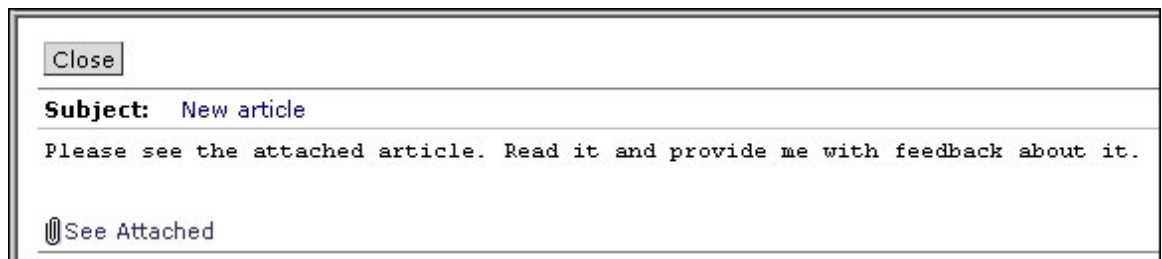


15. Click on the **See Attached** link. A new window will pop up with two frames.
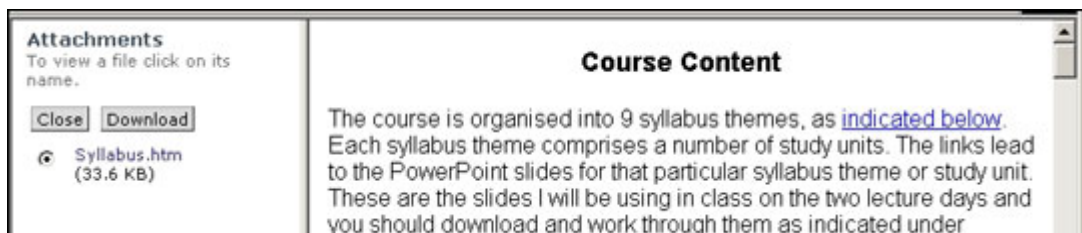
16. Click on the **filename** to view the file. Some file types will display in the right frame automatically like txt and html files. Some file types need to be downloaded to a local computer in order to view the file.

   The left frame has two buttons: **Close** and **Download**. The right frame displays the preview of the attached document. To view a different attachment, click on the filename of the attachment.

   - Clicking on the **Download** button will enable you to save the attachment onto your computer. The **Download** button would be used when you have received a message with an attachment, and you want to save that attachment onto your computer.

17. Click on the **Close** button. The window reappears.

18. Click on the **Close** button. The **Compose Discussion Message** screen reappears.

19. Click on the **Post** button once you have completed your message.

# Viewing Options

The display options in **Discussions** affect the way the messages are displayed. You may display **All** the messages in a topic or only the **Unread** messages in a topic. The other display option is whether you want to view the messages as **Threaded** or **Unthreaded**.

## Display All / Unread:

Two icons are used to indicate the status of a message.

✉   A closed envelope in the **Status** column represents a new message.

✉   An open envelope in the **Status** column represents a read message.

Messages will be marked as new until they are opened and read. If you read a message in **Discussions** it will only be marked as read after one of the following has occurred:

- The **Update listing** button is clicked on , or
- The user goes out of the **Discussions** tool and then accesses the **Discussions** tool again.



1. Click the **Topic** name to access the messages in that topic. The **Discussion Messages** screen displays.

2. Click on the **All** button. Both the unread and read messages in the topic will display.

3. Click on the **Unread** button. Only the unread messages in the topic will display. The read messages will be hidden

## Threaded/ Unthreaded

## Threaded:

A thread is a message with all its responses. When you view the messages as threaded, the message is displayed with all its responses beneath it.

1. Click on the **Discussions** link from the homepage, course menu or organiser page.
2. Click on the **topic name** that you want to access.
3. Click on the **Threaded** link.The messages will now be displayed as threaded.

## Unthreaded:

Every time a message is posted to Discussions, it is given a unique message number. When you view the messages as unthreaded, the messages are listed in the order that the messages were posted, according to the date and time.

1. Click on the **Discussions** link from the homepage, course menu or organiser page.

2. Click on the **topic name** that you want to access.

3. Click on the **Unthreaded** link. The messages will now be displayed as unthreaded.

**Update Listing:**

The **Discussions** tool is updated when the **Update listing** button is clicked. New messages will be received and all the new messages that you have read while you have been working in discussions will be refreshed so that their status will change from unread to read messages.

# Responding to messages in Discussions

Once you have read a Discussion message, you will notice that above the messages you have a few options. These are:

**Reply:**
Reply to the current message. Clicking on **Reply** will provide a blank text box for you to add your comments to the thread.

**Reply Privately**
Reply to the author of the message, where the reply will go to the author's mail inbox and will be read by the author of the message only.

**Quote:**
Reply to the current message, quoting the message in the reply.
Clicking on **Quote** will provide a text box containing a copy of the message being replied to. **Quote** is helpful when addressing particular points in response to a message, because lines of the reply may be inserted in between the lines of the quoted message.

**Download:**
The **Download** option allows the message to be downloaded and saved to the viewer's local computer.

## Replying to a message:

1. Click on the **Discussions** link from the homepage, course menu or organiser page. The **Discussions Topic** table displays.

2. Click on the **topic name** that you want access messages from.

3. Click on the magnifying glass to the left of the **subject** of the thread that you want to access. The thread opens in a new window.

4. Click on the **Reply** button above the message you want to respond to. The **Reply to Message** screen is displayed.

5. Enter your reply in the message text box.

6. Click on the **Post** button. The response is posted to **Discussions** and is added to the thread.

## Replying privately to a message:

1. Click on the **Discussions** link from the homepage, course menu or organiser page. The **Discussions Topic** table displays.

2. Click on the **topic name** that you want access messages from.

3. Click on the magnifying glass to the left of the **subject** of the thread that you want to access. The thread opens in a new window.

4. Click on the **Reply Privately** button above the message you want to respond to. The **Compose Mail Message** screen is displayed.

5. Enter your reply in the message text box.

6. Click on the **Send** button. The response is posted to the author's mail tool inbox.

**Using the Quote option when replying to a message:**

1. From Discussions, click on the **topic name** that you want access messages from.

2. Click on the magnifying glass to the left of the **subject** of the thread that you want to access. The thread opens in a new window.

3. Click on the **Quote** button above the message you want to respond to. The **Reply to and Quote Message:** screen appears.

4. Type in your response beneath the original message that appears in the response box.



5. Click on the **Post** button. The response is posted to Discussions and is added onto the thread.

# Applying actions to messages in discussions

The different actions that can be applied to messages in discussions are:
- Compile
- Mark as Read
- Mark as Unread
- Delete
- Move

## Moving messages to a different topic:

1. Click on the **Discussions** link from the **Homepage, Course Menu** or **Organizer Page**. The **Discussions** screen is displayed.

2. Click on the **Topic** name that you want to access. If you want to move messages from more than one topic, select the **All** topic.

3. Select the messages you want to **move** by selecting them manually (one at a time); or click on the check box to the left of the **Subject** column to select all the messages.

4. Select the topic you want to move the message(s) to from the drop-down menu.
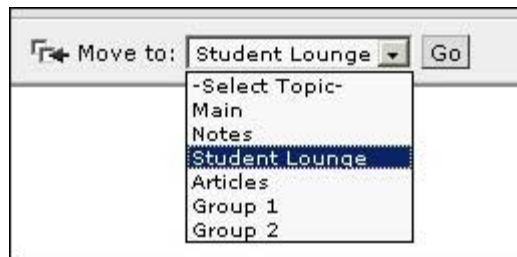


5. Click on the **Go** button. The selected messages are moved to the topic chosen in step 4.

## Deleting selected messages from a topic:

1.  Click on the **Discussions** link from the **Homepage, Course Menu** or **Organizer Page**. The **Discussions** screen is displayed.

2.  Click on the **Topic** name that you want to access. If you want to delete messages from more than one topic, select the **All** topic.

3.  Select the messages you want to **delete** by selecting them manually (one at a time); or click on the check box to the left of the **Subject** column to select all the messages.

4.  Select the **Delete** button. A warning window appears stating that the selected messages will be deleted.

5.  Click on the **OK** button. All the selected messages in the current topic will be deleted.

# Using the Manage Topics option in Discussions

The designer has specific topic options available to help manage the topics in **Discussions**. These options include:

- Creating topics
- Renaming topics
- Changing a topic from public to private
- Managing the members of a topic
- Enabling a topic to have anonymous postings
- Locking a topic
- Deleting a topic.
- Deleting all the messages in a topic
- Organising the topics

## Adding a topic:

The designer can create different topics in **Discussions**.

1. Click on the **Discussions** link from the **Homepage, Course Menu** or **Organizer Page**. The **Discussions** screen is displayed Making a topic private:



2. Click on the **Create topic** button. The **Create Topic** screen appears.

3. Type in the new topic name in the **Topic name** text box.

4. Click on the **Create** button. The **Discussions** screen displays with the new topic added. The topic created is automatically made a public topic. If you want to change that setting to make a specific topic private, you need to make changes in the topic table.

## Changing a topic from public to private

A private topic is used when the designer needs to link a group of students in an area where they can collaborate privately.

1. Click on the **Discussions** link from the **Homepage, Course Menu** or **Organizer Page**. The **Discussions** screen is displayed.

2. Select the check box in the **Private** column and in the topic row that you want to make private. In the image above, the topics Group 1 and Group 2 are selected.

3. Click on the **Update** button beneath the **Private** column. The screen refreshes and the changes are saved. The topics selected in step 2 are made private.

Once you have made a topic private, you need to add members to the topic.

## Managing the members of a private topic:

Once you have changed a topic from public to private, you need to add members to the private topic. If you do not add members to the private topic, no-one will be able to access the private topic.

1.  Click on the **Discussions** link from the **Homepage, Course Menu** or **Organizer Page**. The **Discussions** screen is displayed.

2.  Select the private topic you are adding members to by clicking on the check box to the left of the **Topic** name.

3.  Click on the **Manage members** button. The **Private Topic** screen displays.



4.  Click on the **Select members** button. The **Member Selection** screen displays.
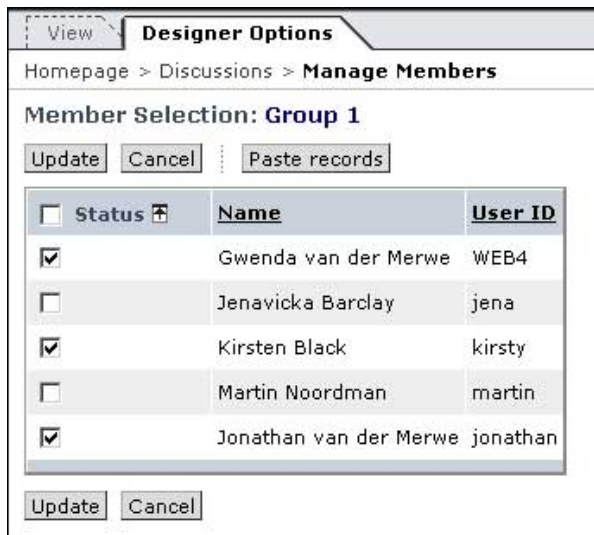


5.  Select the members you want include in this private topic by clicking on the check box next to the student name in the **Status** column.
Alternately you may click on the **Paste records** button. The students you last placed on the clipboard will be selected as members for the private topic.
6.  Click on the **Update** button. The **Private Topic** screen appears with the members displaying.

# The Presentation Tool

The Presentation tool is an excellent tool for knowledge sharing. The lecturer can divide students into groups and allocate different topics to each group. The students then have the opportunity to research the topics collaboratively, and their findings can be presented within the course. Each student can access any of the presentation topics and the information is shared.

In order for WebCT to understand the files students create, the files would first have to be converted into a language that the World Wide Web and WebCT understands. This language is known as HTML (HyperText Mark - up Language).

There are numerous applications that can be used to create the presentation pages in HTML. These include Microsoft FrontPage, Hot Dog, Adobe Pagemill, HomeSite, Dreamweaver, Netscape Composer etc. If the presentation consists of more than one file, don't forget to place hyperlinks from the starting file to the other files.

The student, after generating the presentation in a Web based application, will have to upload the presentation into the WebCT course.

## Steps for Students:

## Viewing your presentation project and group members

1.  Click on the **Presentation** link from the homepage, course menu  or organiser page. The **Student Presentations** screen displays



- The first column is the **Mail** column. To send a message to all the members of a group, click on the mail icon to the left of the group name.
- The second column is the **Group** column. To view the group members, click on the group name.
- The third column is the **Files** column. To import files to the presentation you click on the **Edit Files** link found in this column.
- The fourth column is the **Description** column containing a description of the project. Once a group has uploaded their files into the presentation

tool, the filename displays in the **Description** column and is linked to the group's presentation.

2. Click on the group name in the **Group** column to view the members of the group. The group members display in the right frame of the screen.

## Uploading the presentation files:

1. Click on the **Presentation** link from the homepage, course menu or organiser page. The **Student Presentations** screen displays.

3. Click on the Edit Files link found in the Files column. The Folders and Files screen is displayed



2. Click on the **Upload** button. The **Upload File** screen displays.
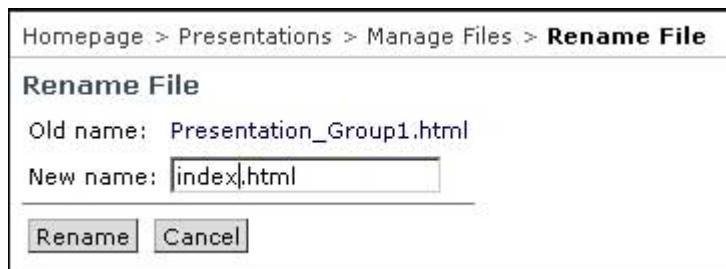


3. Click on the **Browse** button. The **Choose File** (Internet Explorer) or **File Upload** (Netscape) window displays.
4. Locate the file you need to upload, and click on the filename.
5. Click on the **Open** button. The filename is pasted into the **Upload File** screen.
6. Select the destination folder for the file you are uploading from the **Destination folder** drop-down menu.
7. Click on the **Upload** button. The file is uploaded into the **Folders and Files** screen.

If you have a number of files to upload, it would be best to zip (compress) the files and then upload the zip file. In the WebCT File Manager you can unzip the files by using the **Unzip** option.

Now that you have uploaded the file(s), you need to rename the starting file to **Index.html**. If you do not do this, no hyperlink will be created to your files, and no one will be able to view your presentation.

## Renaming the starting file to index.html

1. Click on the **Presentation** link from the homepage, course menu or organiser page. The **Student Presentations** screen displays.

2. Click on the **Edit Files** link found in the Files column. The **Folders and Files** screen is displayed.

3. Select the file you need to rename by clicking on the check box to the left of it. A tick appears in the check box.
4. Click on the **Rename** button.

```
Homepage > Presentations > Manage Files > Rename File

Rename File

Old name:  Presentation_Group1.html

New name: [index.html    ]

[Rename] [Cancel]
```

5. Type in **index.html** in the text box.

6. Click on the **Rename** button. The **Folders and Files** screen displays with the file renamed to index.html.

7. Click on the **Presentations** link in the breadcrumbs. The **Student Presentations** screen displays.

8. Click on the presentation description. The presentation opens in a new window.

## Deleting uploaded files:

While uploading files, if you upload an incorrect file or upload a file twice, you may need to delete a file.

1. Click on the **Presentation** link from the homepage, course menu or organiser page. The **Student Presentations** screen displays.
2. Click on the **Edit Files** link found in the **Files** column. The **Folders and Files** screen is displayed.
3. Select the file you need to delete by clicking on the check box to the left of it. A tick appears in the check box.
4. Click on the **Delete** button. The **Delete Files** screen displays



5. Click on the **Delete** button. The file selected in step 3 is deleted.

## Viewing the presentations:

1. Click on the **Presentation** link from the homepage, course menu or organiser page. The **Student Presentations** screen displays.

2. Click on the link in the description column to view the presentation. A new browser window opens with the student presentation.

.
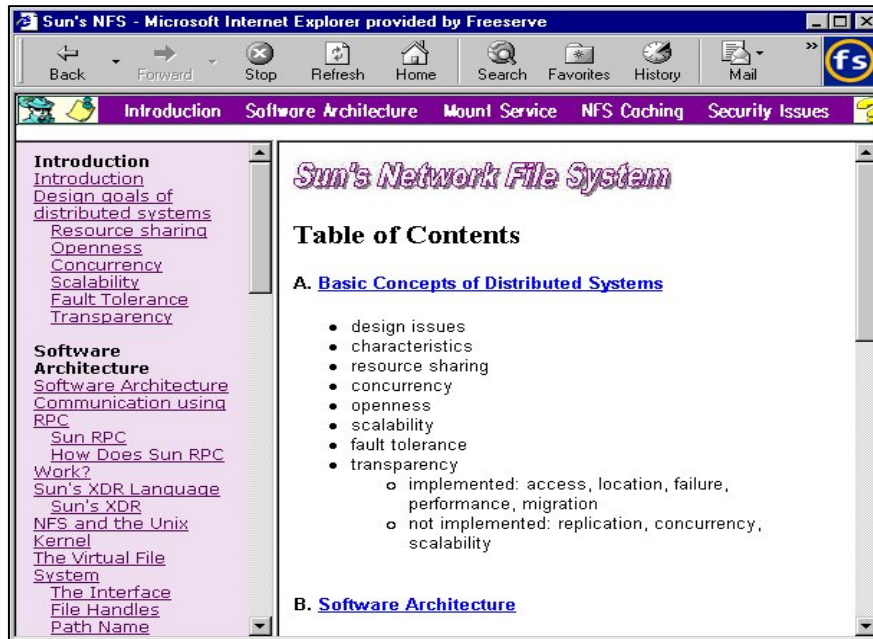


3. Click on the hyperlinked text in the left frame view the different pages.
4. Close the browser window when you are finished viewing the presentation

# Managing the Presentation Tool – Instructor Steps

## The Group Generator

There are two ways of placing students into groups.
- If the designer uses the **Group Generator**, WebCT will randomly divide the students into groups.
- If the designer wants specific students in specific groups, groups need to be created manually through the **Add group** option.

To create groups using the Group Generator:

1. Click on the **Presentations** link from the **Homepage**, **Course Menu** or **Organizer Page**. The **Group List** screen displays.



2. Click on the **Generate groups** button. The **Group Generator** screen displays.



The designer has a choice of generating the groups by the number of groups or by the number of students per group.

3.  Select the radio button to the left of the **By number of groups** option.

4.  Type in the amount of groups you require in the text box provided.
OR
5.  Select the radio button to the left of the **By number of student per group** option.
6.  Type in the amount of students per group you require in the text box provided.

> If the number of students does not divide exactly into the number of groups, there will be students left over. In the next step you need to tell the Group Generator what to do with the extra students.

7.  To the question **Where should the extra students go?** select one of the following options by selecting the radio button to the left of the option: "Add the extra students to the groups or add an extra group for the remaining students."
OR

> "Exclude the extra students. You can add them to a group later."

8.  To create **Group Discussions** select the check box to the left of **Create discussion topics for the groups** to enable WebCT to automatically create a private topic for each group in the Discussions tool.

9.  Select the check box to the left of the **Include the Instructor as a member of each discussion** option to make sure the instructor can access those private topics.
10. Click on the **Generate** button. The **Update Report** screen displays

11. Click on the **Continue** button. The **Group List** screen displays
OR
12. If you choose not to create discussion groups, the **Update Report** screen is skipped and the **Group List** screen redisplays.

# Editing the group information

From the **Group Information** screen the designer can:
- edit the students in the group,
- edit the group information, and
- access the group files.

1. Click on the **Presentations** link from the **Homepage**, **Course Menu** or **Organizer Page**. The **Group List** screen displays.



2. Select the group to edit from the **Group List** by clicking on the radio button to the left of the group name.

3. Click on the **Edit** button. The **Group Information** screen displays.  The **Group Information** is displayed on the left side of the screen and the **Class List** is displayed on the right side of the screen.



4. To edit the students in the group, click on the radio button to the left of the **Show all students** option, beneath the **Class List** heading

5. To add a student to this group select the check box in the **Status** column to the left of the student's name.  Alternatively, to remove a student from this

group, deselect the check box in the **Status** column to the left of the student's name

6.  To access group presentation submissions in **Manage Files**, scroll to the bottom of the screen and click the group name folder.  The **Manage Files** screen opens displaying the files for that group.
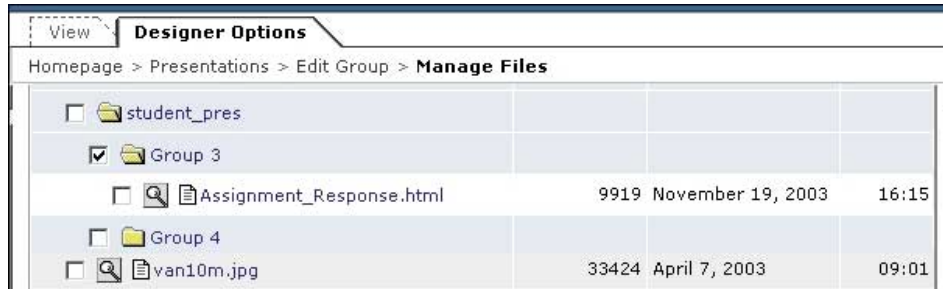


7.  Click on the **Edit Group** link from the breadcrumb navigation trail. The **Group Information** screen redisplays.

8.  You may also edit the **Group Name**, **Description**, **Topic** and **Availability** settings.

9.  Click on the **Update** button to update the changes. The **Group List** screen displays.

## Adding a group manually

The designer may add groups manually to the Student Presentation tool. In this instance the designer can choose which students will be together in each group.

1.  Click on the **Presentations** link from the **Homepage**, **Course Menu** or **Organizer Page**. The **Group List** screen displays.

2.  Click on the **Add group** button. The **Group Information** screen displays. The **Group Information** is displayed on the left side of the screen and the **Class List** is displayed on the right side of the screen.

3. Type in the group name in the **Group name** text box.

4. Type in the description in the **Description** text box.

5. Select the check box to the left of the **Create a discussion topic for this group** option to enable WebCT to automatically create a private topic for the group discussions in the Discussions tool. The name given to the group is automatically pasted into the **Name** text box, and the **Update the topic name to match the group name** check box is automatically selected.

6. Select the check box to the left of the **Include Instructor as a member of this discussion** option to make sure the instructor can access the private topics.

7. Select whether you want to make the presentation **public** (available to the entire class), **private** ( only the instructor and the group members should see the presentation), **Specify a date** that the presentations will become public, or **Use the default setting** (to change the default availability setting from Public, refer to 'Change Setting' instructions below).

8. Select the radio button to the left of the **Show all students** option, beneath the **Class List** heading. The full class list displays.

9. To assign a student to this group select the check box in the **Status** column to the left of the student's name.  Alternatively, to remove a student from this group, deselect the check box in the **Status** column to the left of the student's name.

10. Click on the **Add** button. The **Update Report** screen displays

11. Click on the **Continue** button. The **Group List** screen displays

OR

12. If you choose not to create discussion groups, the **Update Report** screen is skipped and the **Group List** screen redisplays.
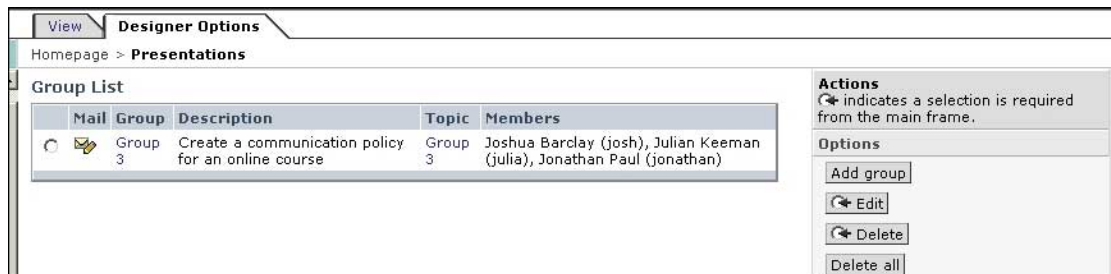
# Change settings

You can set the default availability setting for the Student Presentations tool. The options are:

- **Public**: whereby the entire class will be able to access the presentations.
- **Private**: whereby only the instructor and the members of that group can see the presentations.
- **Specify an availability date**: whereby the presentations will be made public after a specific date and time.

1. Click on the Presentations link from the Homepage, Course Menu or Organizer Page. The Group List screen displays.

2. Click on the **Change settings** button. The **Presentation Settings** screen displays.

```
┌─────────┐┌──────────────────┐
│  View   ││ Designer Options │
└─────────┘└──────────────────┘
 Homepage > Presentations > Presentation Settings

 Presentation Settings

 Set the default availability for all Presentations.
  ⦿  Public (Make the presentation available to the entire class, once the index page has been created.)

  ○  Private (Only the instructors and the members of this group should be able to see this presentation.)

  ○  Specify an availability date (Make the presentation public after the following time.)
     [--  ▼] [-- ▼] [-- ▼] [00 ▼] [00 ▼]

 [Update] [Cancel]
```

3. Select the **Public** radio button to make the presentations public.
OR
4. Select the **Private** radio button to make the presentations only available to the instructors and the members of the group that created the presentations.
OR
5. **Specify an availability date** radio button, to make the presentation available to all after a specific date and time. Select the date from the Month, Day, Year, Hour and Minute drop-down menus.

6. Click on the **Update** button. The **Group List** screen displays