

## Content Sources that are Easy to Use for WebCT

### Overview:

You can upload many file types, including Microsoft Word documents directly into WebCT using the File Manager Tool. However, we suggest that you convert your Word, Excel, or Powerpoint document into HTML by following the steps below. By converting your documents to HTML you will allow every student, including those students who do not have Microsoft Word installed on their computer, to view your document.

Uploading a document to WebCT, no matter whether it is a syllabus created in powerpoint, a Word Document, or a video requires 3 main steps.

- A. Preparing the file to be viewed online (save as HTML file)
- B. Uploading the file to the WebCT File Manager (WebDAV)
- C. Placing the file in the appropriate area of the course

### How to Make Documents Available in WebCT:

- Word & Excel
- Powerpoint Documents

### How to Find and Access Pre-created Course Materials and Content

**Publisher Material:** Contact your publisher representative directly

**e-Packs:** <http://www.webct.com/content>

An e-Pack is online material developed by our content partners and designed for use with WebCT. WebCT offers over 1,500 e-Packs in more than 50 subject areas. e-Packs make it easy for instructors to start teaching online without having to create a course from scratch. You can request to review e-packs at no charge. Students purchase e-pack similarly to a textbook. Fees are usually minimal (\$15.00 per student). **There is no charge to the instructor.**

**Merlot:** <http://www.merlot.org/>

MERLOT is a free and open resource designed primarily for faculty and students of higher education. Links to online learning materials are collected here along with annotations such as peer reviews and assignments. Most of the material can be used free of charge. Learning materials will specify copyright use.

**Xanadu Site & Tour:** <http://www.xanadu.com/support/cptour.shtml>

XanEdu's houses a collection of digital content, a provides a service to faculty to create fully-customizable CoursePacks. A CoursePack is your collection of required or supplemental readings. It can contain our content and yours. CoursePacks are made up of articles chosen by the instructor to provide to their students. Coursepacks can be made available digitally, in print, or both. Coursepacks can be made available online or through the bookstore. Xanadu will also copyright clear any material you wish to use in your course. This is free of charge and takes 2-6 weeks. Fees for coursepacks are determined by cost of each article usually ranging from .50 to 3.50 per article. No fee is charged to the instructor.

### Viewers

Viewers enable people who don't have Office programs to see your files. By having your students download free viewers they can view your Word, Excel, and Powerpoint documents even if they do not have the program on their computer.

<http://www.microsoft.com/office/000/viewers.asp>

<http://office.microsoft.com/downloads/>