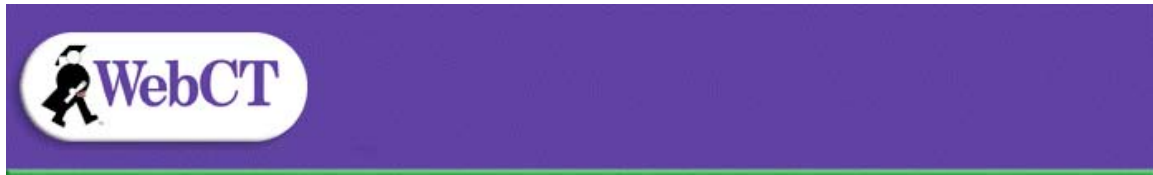


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Request a WebCT template

To request a WebCT template

1. Go to www.glendale.edu/online
2. Click the [Faculty Center](#) link.
3. Click the [Information For Faculty](#) link.
4. Click the [Request a WebCT Template](#) link. *Under Getting Started Area*

Or open the Request a WebCT Template page in your browser

http://www.glendale.edu/online/gcc_online_faculty_templaterequest.htm

5. Complete the online form (you'll be asked for the Ticket Number of the course as well as contact information)
6. Click the **Add** button.

You will receive an email within 2 working days letting you know that your course is available and providing further information about your course, such as your username and password.

Synchronize your WebCT course to allow student access

There are 2 steps that must be completed in order to give your students access to your WebCT course.

1. Students MUST REGISTER for the course in order to have access to your WebCT course. Access to WebCT will be provided within 24 hours of course registration.
2. You must SYNCHRONIZE your course in order for students to be given access to it. When you synchronize your course you ensure that your WebCT course is in sync with the registration information the college has for your course.

By synchronizing your WebCT course, you give access to any student registered in your course. You MUST synchronize your course in order for your students to have access to your WebCT course.

You can synchronize your course beginning several days before a new semester. In the beginning of a term we suggest that you synchronize your course daily in order to update students who have added or dropped your course.

To SYNCHRONIZE your course:

To SYNCHRONIZE your course all you need to do is:

1. Log in to WebCT using your name and password
2. From the Control Panel, select MANAGE COURSE
3. From Manage Course, Select ADD or IMPORT STUDENTS
4. Then in the section that says "IMPORT FROM GLOBAL DATABASE" in the "UPDATE YOUR EXISTING STUDENTS" area, type in your COURSE TICKET NUMBER
5. Click SYNCHRONIZE
6. Once you click SYNCHRONIZE, your students will be added to the course.

Add Students Screen

The screenshot shows the WebCT interface for adding students. At the top, there is a navigation bar with 'WebCT' logo and links for 'myWebCT', 'Resume Course', 'Course Map', 'Check Browser', 'Log Out', and 'Help'. Below this is a 'Control Panel' section with a 'Designer Options' dropdown. The main content area is titled 'Add Students' and contains three sections: 'Import From Global Database', 'Update your existing student list', and 'Import From File'. The 'Update your existing student list' section is circled in red and contains the text 'Enter the registered course name and click Synchronize.' followed by a text input field and a 'Synchronize' button. The 'Import From File' section contains the text 'Update existing student records by importing data from a text (.txt or .csv) file. See online [help](#) for instructions on preparing the text file.'

Tell your students how to access the course

There are a variety of support options available to you to help you introduce WebCT to your students.

- Student WebCT group training Group training is scheduled for the first 3 weeks of class. Check the [Student Orientation Page](#) for times and dates.
- WebCT Student Workers Student workers are also available upon request to come to your course and help introduce WebCT to your students. Call the WebCT Student Helpdesk x3457 to schedule an appointment.
- Online Handouts that you can print out from the Faculty Resource page to give to your students:

[How to access WebCT](#)

[How to change your password](#)

[Directions on how to take the password quiz](#)

Post your syllabus

The easiest way to put your syllabus online is to:

1. Create your syllabus in WORD.
2. Save the document as a webpage.
3. Click File on the menu bar.
4. Click Save as WebPage.
5. Type a name for your syllabus (*Make sure that the name of the file has no spaces or unusual characters, WebCT will NOT allow you to upload file names with spaces in the name.*)
6. Upload your Syllabus File to WebCT either using WebDAV. ([see detailed instruction handout](#)) or use the Wizard to upload directly to the WebCT File Manager.
7. Place the Syllabus File on the Syllabus Tool (if you use the Wizard it will automatically walk you through the process)

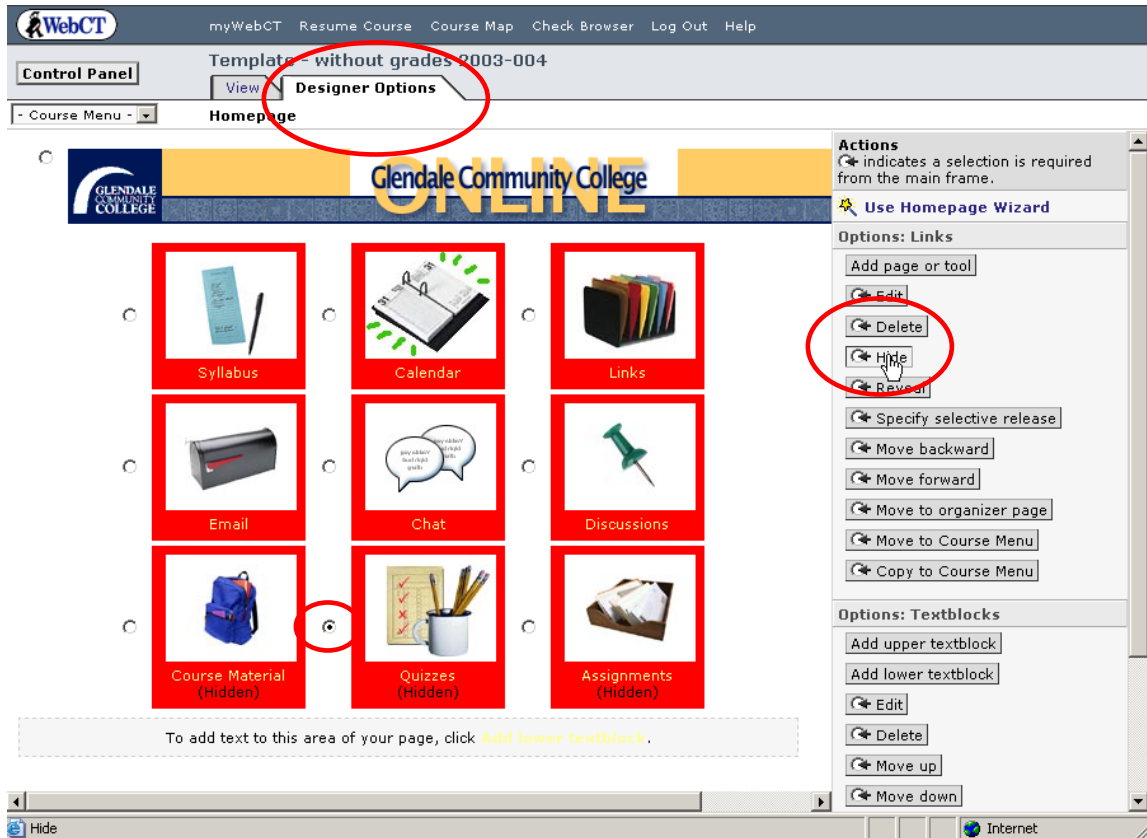
Turn off any tools that you do not want to use

If you are not adding course materials or assignments, make sure to turn off these tools by either deleting or hiding the tools from your course. You can always reveal or add tools later.

Unused tools leave to confusion both for you and your students.

To turn off unused tools:

1. Login to your course.
2. From the Homepage, Click the **Designer Options Tab**.
3. Click the radio button next to the tool you want to delete or hide.
4. Click **Delete** or **Hide** from the ACTION MENU to the RIGHT.



If are new to using WebCT and you want a quick web-enhanced course, feel free to stop now. At this point you will be able to provide to your students with:

- An online syllabus with detailed information on the course.
- Communication tools so that they can email each other, participate in online discussions, and chat with one another. You can even decide to hold online office hours. Just tell your students what time you plan on being online in the Chat Room (make sure to tell them which one).
- A Calendar, populated with important Glendale Community College dates, that students can use to keep track of their own appointments and
- An online gradebook that is for you anytime, anywhere---all students registered for your course are automatically put into your online gradebook when you synchronize your course. You can use this gradebook to keep track of students progress even if you are not using webct for quizzes etc.

Using Wizards to Add or Develop Tools

If you are new to WebCT you will want to use the Wizards to walk you through how to Add the following Tools:

- Syllabus
- Content Module
- Organizer Page
- Discussions
- Chat
- Mail
- Calendar



Whenever you see the *magic star wand*, you can use a wizard to guide you.

You can also use the Wizards to develop the tools once they are on the Homepage. To do this, just click on any of the above tools from your WebCT course Homepage while in Designer Options. You will be prompted to use the Wizard.

For instance, below is how the **Discussion Wizard** appears. **Clicking on the Use Discussion Wizard** will prompt you through a series of steps that will actually build your discussion with you.

myWebCT Resume Course Course Map Check Browser Log Out Help

Template - without grades 2003-004

Control Panel View Designer Options

- Course Menu - Homepage > Discussions

Discussions

Compose message Search Topic settings

Click on a topic name to see its messages.

<input type="checkbox"/> Topic	Unread	Total	Private	Anonymous	Locked
<input type="checkbox"/> Main	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Notes	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All	0	0	Update		

Actions

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

Use Discussions Wizard

Options

Create topic

Rename topic: [] Go

Delete topic

Delete all messages from the selected topic.

Delete messages

Organize

Move item up by: 1 Go

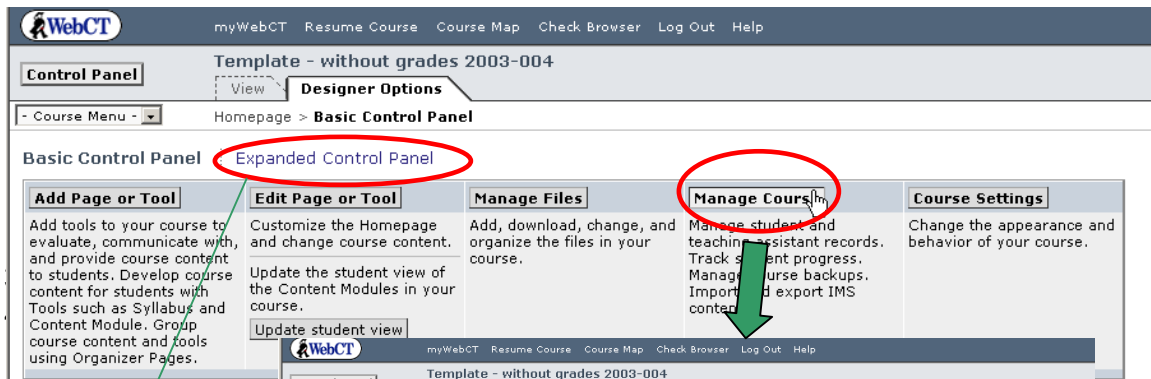
Move item down by: 1 Go

Your Online WebCT Gradebook

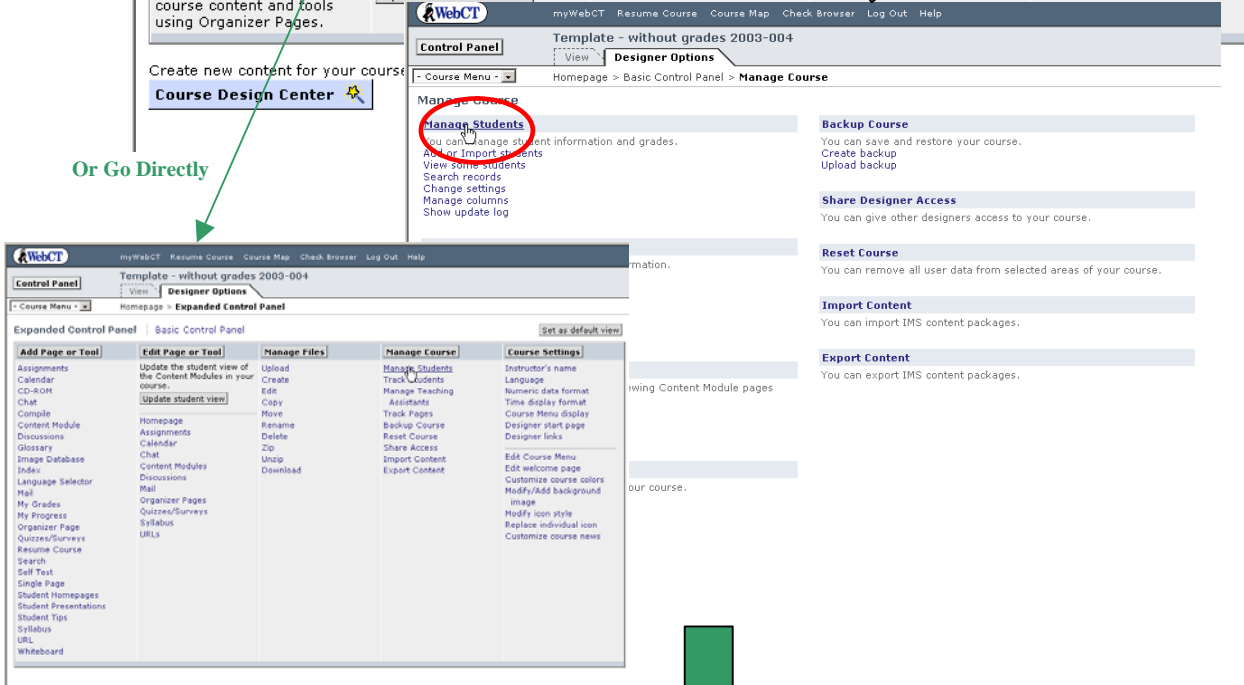
The online gradebook is a secure, password-protected way to record your grades and have access to your gradebook anytime, anywhere. You can enter data for student information, assignments, or anything else you want to keep track of. You can even use it to calculate your students overall grades.

To access your Student Gradebook

1. Login to your course.
2. From the Homepage, Click **Control Panel** and then Click on **Manage Course**



Or Go Directly



Control Panel | Designer Options

Homepage > Expanded Control Panel > Manage Course > Manage Students

Manage Students

Actions

Options: Records Options: Advanced Organize

Select action Select action Go Select action Go

Page: All Records 1 - 47 of 47 [Total: 47]

First Name	Last Name	User ID	Password Quiz	Computer Use Survey	102 Paper Tue/Thu
ALMANT	SHOQUITS	1034770
ALVARO	OSORNO	1020024
ANGINEH	NAKOPIAN	1019996
ANI	SEFERVAN	9603667
BIATNA	ALEKIANIAN	1026398
BOB	CHA	1016708
BOURAIMA	ASSANI	9915194
CARMELO	CONTI	1025007
CARMEN	RUIZ	1016375
CATHOLINE	OSSY	1060538
CHRISTINE	WHISLER	1013587
CYNTHIA	BARRAGAN	1040346
DANA	TIZENOR	9912672
DARLENE	SIERRA	1034315

The WebCT gradebook includes all students registered in your course. Add additional columns to track the information you want.