

Course Settings

About Course Settings

Course Settings allows you to set the course default for the appearance of your course pages, such as the color scheme, the background image, the icon style and image you use as a link.

In this one area, you can easily set or edit the look of the whole course, without having to change every page individually. Specific pages can be customized, overriding the course default setting. If any setting is not page-specified, then the course default setting is adopted.

In addition to setting the course default settings for your course, you can also do the following from the *Course Settings* screen:

- hide, reveal, or indent the *Course Menu*
- create or edit a *Welcome Page* for your course
- set *Course News*
- edit the *Course Menu*
- set the instructor name
- choose the language
- modify the background image, colors, and icons for your course

Setting the Instructor Name

This name will appear in both the student's and instructor's views of:

- myWebCT
 - Mail
 - Discussions
1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
 2. Under *Instructor's name*, in the text boxes, enter the name as you want it to appear. You can use titles (e.g. Dr. Jones) or first and last name (e.g. Casey Jones).
 3. If more than one instructor teaches the course, space out the names between the first and last name fields. Separate names with commas
 4. Scroll to the bottom of the screen, and click **Update**. The *Course Settings* screen refreshes and the instructor's name is updated.

The Course Menu

Hiding the Course Menu

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Course Menu*, select *Hide Course Menu frame*.
3. Click **Update**. The *Course Settings* screen refreshes and the *Course Menu* is now hidden on all screens in your course.

Hiding the Course Menu in a drop-down menu

You can hide the *Course Menu* in a scrollable drop-down list displayed under *Control Panel* on each screen in your course.

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Course Menu*, select *Hide Course Menu frame, but keep a drop-down menu for navigation*.
3. Click **Update**. The *Course Settings* screen refreshes and the *Course Menu* is now contained in a drop-down menu.

Revealing the Course Menu

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Course Menu*, select *Show Course Menu frame*.
3. Click **Update**. The *Course Settings* screen refreshes and the *Course Menu* is now displayed on every screen.

Note: The *Course Menu* can be hidden on individual pages by clicking the triangle icon next to *Course Menu*. When this option is used, the *Course Menu* collapses into a drop-down menu. Clicking the triangle icon again reveals the *Course Menu*.

Hiding a Course Menu link

You can hide a link from students if you have prepared something in advance, and you don't want students to access it yet.

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Edit Course Menu*, click **Edit Course Menu**. The *Edit Course Menu* screen appears.
3. Under *Course menu links*, select the link that you want to hide.
4. Under *Options*, click **Hide link**. The *Edit Course Menu* screen refreshes and the link you selected now displays an "H" next to it. The *Course Menu* in designer view continues to display the link; an "H" next to the link indicates that it is hidden from students.

Revealing a Course Menu link

When you want students to see a previously hidden link, you can reveal it.

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Edit Course Menu*, click **Edit Course Menu**. The *Edit Course Menu* screen appears.
3. Under *Course menu links*, select the link that you want to reveal.
4. Under *Options*, click **Reveal link**. The *Edit Course Menu* screen refreshes and the link is no longer hidden.

Course News

Course News appears as a series of icons next to the heading, *News* on the *myWebCT* screen. It notifies users:

- of content additions to *Assignments, Calendar, Discussions, Mail, My Grades, Quiz and Survey*.
- when quizzes, surveys, and assignments must be submitted within the next 48 hours.
- when assignments are late but can still be submitted.

You can select how each tool's *Course News* is displayed.

1. From the *Control Panel*, click **Course Settings**. The *Course Settings* screen appears.
2. Under *Customize Course News*, click **Customize course news**. The *Customize Course News* screen appears.
3. Select how you would like each tool's *Course News* to display on the users' *myWebCT*. From the drop-down list, select from:
 - *Do not display*
 - *Display with link*
 - *Display without link*
4. Click **Update**. The *Course Settings* screen appears.