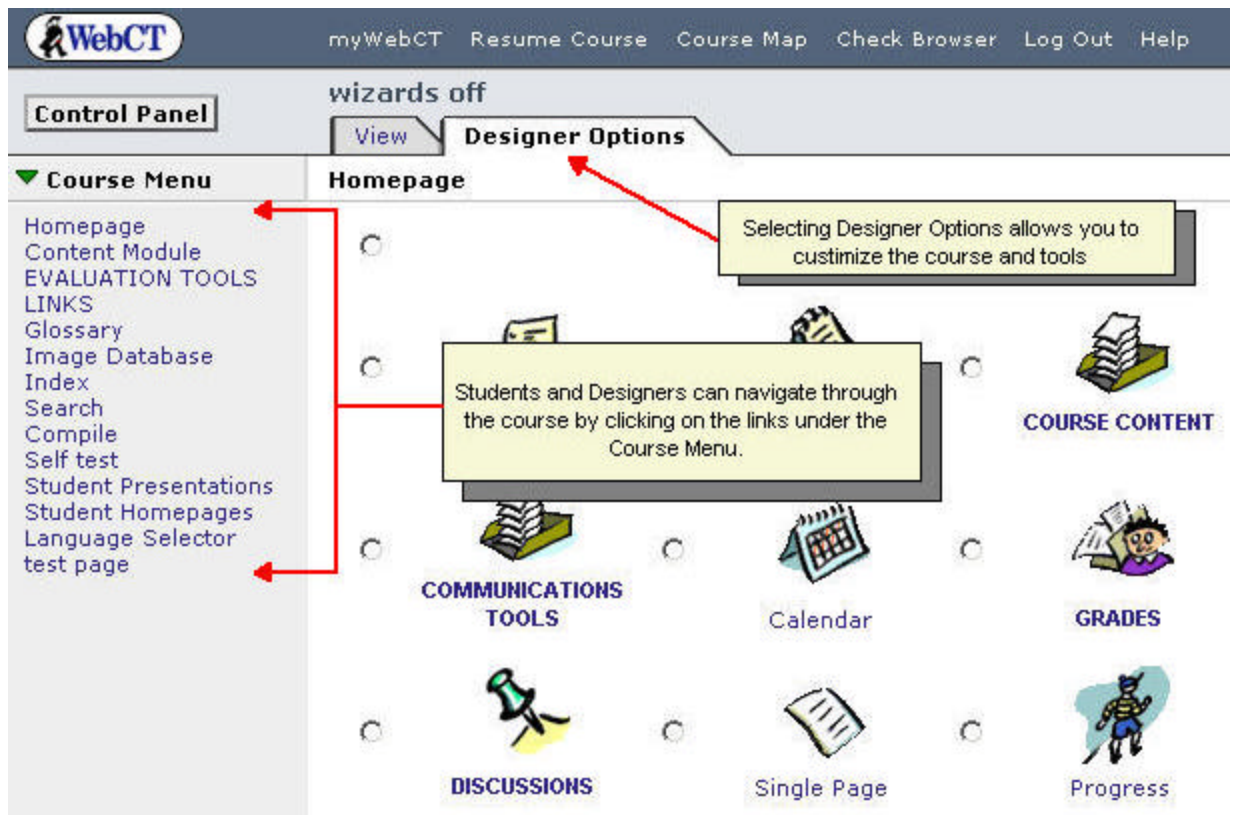


Navigating WebCT

The Homepage

From the myWebCT Home Area, click on your course.

A newly created WebCT course will be based on a "Blank" template – that is: it will **not** contain any icons as below:



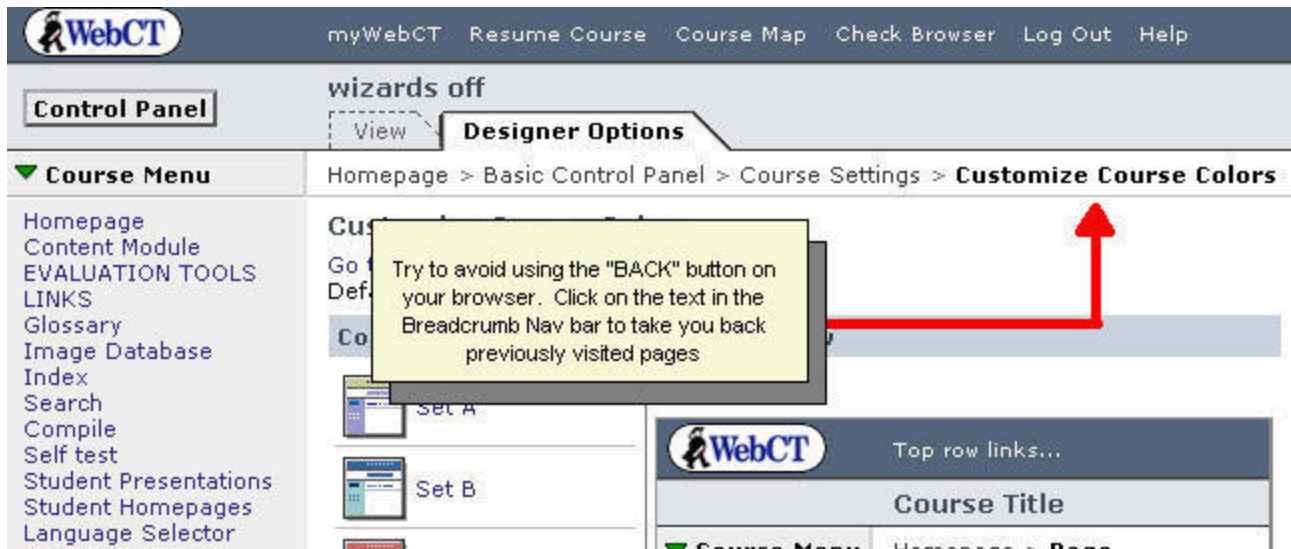
Selecting the **Designer Options** tab at the top of the window lets you access the designer options for your course. This is called the **Designer View**. The designer view allows you to modify course components (add, edit, delete, etc.).

Selecting the **View** tab hides the designer options. It also allows you to see the course and most WebCT tools as a student would.

Clicking on **View** will only approximate the function of some WebCT tools such as the Quiz/Survey and myGrades. If you are using these tools in your course, you will need to log into WebCT with your test student account.

Bread Crumb Navigation Bar

Another navigation bar that you will see in your WebCT interface is the **Breadcrumb Navigation Bar**. Use this navigation bar to avoid page expiry errors that may occur when you use your browser's **BACK** button.



The Control Panel

The *Control Panel* is the central location for all designer tools and options. From the *Control Panel*, you can do the following:

- Add Page or Tool
- Edit Page or Tool and Update student view
- Manage Files
- Manage Course
- change Course Settings

There are two different *Control Panel* views: *Basic Control Panel* view and *Expanded Control Panel* view. By default, when you click **Control Panel**, the *Basic Control Panel* displays.

Most of the WebCT functions and features can be accessed by toggling to the Designer View. To manage all features and functions of WebCT from a single screen, use the **Expanded Control Panel** (Picture on next page).

1. Click **Control Panel**. The default control panel appears.
2. Do one of the following:
 - If the current default is the *Basic Control Panel*, click **Expanded Control Panel**. The *Expanded Control Panel* appears.
3. Click **Set as default view**. The default control panel is changed.

Add Page or Tool	Edit Page or Tool	Manage Files	Manage Course	Course Settings
Assignments	Update the student view of the Content Modules in your course.	Upload	Manage Students	Instructor's name
Calendar		Create	Track Students	Language
CD-ROM		Edit	Manage Teaching Assistants	Numeric data format
Chat	Update student view	Copy	Track Pages	Time display format
Compile		Move	Backup Course	Course Menu display
Content Module	Homepage	Rename	Reset Course	Designer start page
Discussions	Assignments	Delete	Import Content	Designer links
Glossary	Calendar	Zip	Export Content	
Image Database	CD-ROM	Unzip		
Index	Chat	Download		
Language Selector	Compile			
Mail	Content Modules			
My Grades	Discussions			
My Progress	Glossary			
Organizer Page	Image Database			
Quizzes/Surveys	Index			
Resume Course	Language Selector			
Search	Mail			
Self Test	My Grades			
Single Page	My Progress			
Student Homepages	Organizer Pages			
Student Presentations	Quizzes/Surveys			
Student Tips	Search			
Syllabus	Self Tests			
URL	Single Pages			
Whiteboard	Student Homepages			
	Student Presentations			
	Student Tips			
	Syllabus			
	URLs			

The Expanded Control Panel allows you to:

- view all links in your course
- add WebCT tools
- manage and modify all WebCT functions

Simply click a link to a Tool, Utility or Designer Option to go immediately to that screen.

The Expanded Control Panel is handy and easy to use because its link appears on every screen and because it allows you to access all the tools and functions from one screen