

Pages/URLs

About Pages and URLs

Organizer Pages in WebCT allow you to organize WebCT tools and course contents. The **URL** tool gives you the ability to quickly create links to external web sites or web page just by typing in the URL. The **Add Single Page** tool allows you to create a link to a file that you have uploaded (e.g. HTML, PDF, Word)

When to Use the Pages/URL tools:

- Use organizer pages to organize your material in a context sensitive manner. For example, one organizer page could contain all course materials and resources while a second organizer page could contain marks and solutions (student's grades, assignment and quiz solutions).
- Single pages link to a file that you have uploaded such as your course syllabus, lecture outlines, enrichment material, etc.
- Create URLs within your WebCT course to McMaster sites. For example, you could make links to Library resources, pages that inform students on department specific issues, your own research and publications, seminars & colloquia presentations at McMaster that are relevant to your course, to the Registrar's, OSAP or Centre for Student Development pages.
- Create URLs within your WebCT course to external sites. For example, in an art class, you could provide resource links to museum web sites around the world.
- Create URLs to electronic books, journals, as well as other online magazines.

About Organizer Pages

Organizer Pages allow you to group course tools into subsets to help you organize the elements in your course. For example, you may want to group all your communication tools or study tools together. Links to *Organizer Pages* can appear on the *Homepage* and on the *Course Menu*. Each *Organizer Page* contains links to the tools in the grouping. To add an *Organizer Page* to your course, see **Add Page or Tool** below.

From an *Organizer Page*, you can:

- access any of the tools listed on the *Organizer Page*.
- add links to pages or tools that you want to add to the grouping.
- modify the links.
- change the appearance of the *Organizer Page*.
- create textblocks on the *Organizer Page*.
- add the *Organizer Page* and its elements to the *Course Menu*.

For users who are new to WebCT, we recommend that you use the *Organizer Wizard*. The wizard guides you, step-by-step, through the following tasks:

- Managing textblocks on the *Organizer Page*
- Selecting a background image and a banner image
- Modifying the layout of the *Organizer Page*
- Customizing the page colors on the *Organizer Page*

To access the wizard, click  *Use Organizer Wizard*.

About Add Page or Tool

Add Page or Tool allows you to add elements to your course. You can also select where links to those elements will appear. Links to **Organizer pages** can appear on the *Course Menu* and/or the *Homepage*

Links to tools, single pages, and URLs can appear on:

- the *Course Menu*
- the *Homepage*
- an *Organizer Page*

Add a Page or Tool

1. From the *Control Panel*, click **Add Page or Tool**. The *Add Page or Tool* screen appears.

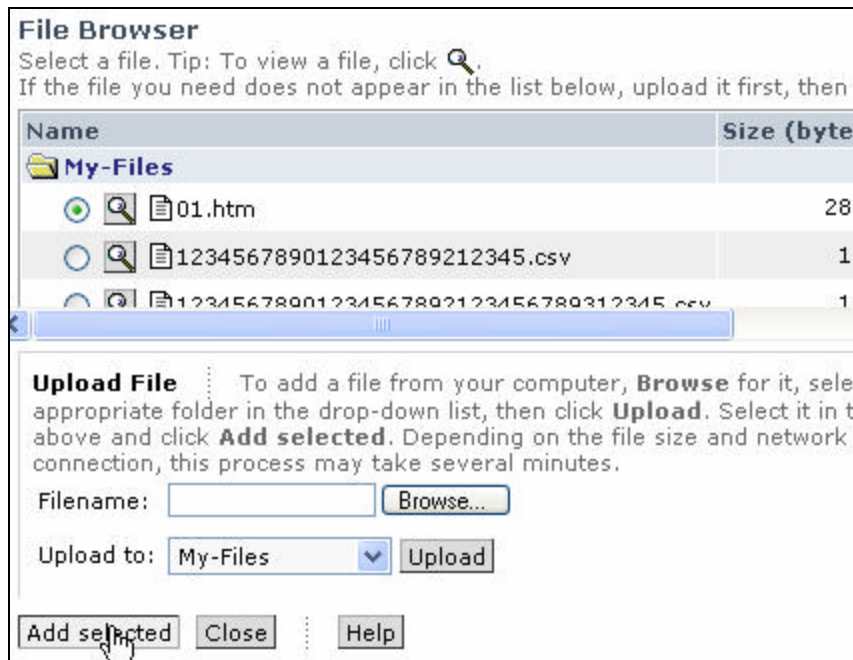
Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

2. Click the page or tool you want to add. The *Add* screen appears.
3. In the *Enter a title for this item* text box, enter the title as you want it to appear.
4. Under *Decide where to show the link to this item*, select where you want the link to be displayed. **Note:** You can select both options.
 - To add the link to the *Course Menu*, select *On the Course Menu*.
 - To add the link to an organizer page, select *On an Organizer Page*. From the drop-down list, select an existing organizer page.
5. If you selected to display the item on an organizer page, select the appearance of the link:
 - To have the link appear as text only, select *Link shows item title*.
 - To have the link appear as an icon only, select *Link shows icon*.
 - To have the link appear as an icon with a text title, select both *Link shows item title* and *Link shows icon*.
6. If you selected to display an icon, select an icon image file:
 - To use the WebCT default icon, select *Use default icon*.
 - To use a custom icon:
 - a. Select *Use custom icon*.
 - b. Next to the *Choose icon* text box, click **Browse**. The *WebCT Browser* appears.
 - c. Select the icon file. The *Add* screen appears, and the filename you selected appears in the *Choose icon* text box.
7. Click **Add**. The page or tool is added to your course. **Note:** If you have added the page or tool to an organizer page, the *Homepage or Organizer Page* appears. From there, you can edit the page or tool by clicking it.

Make uploaded files available to students

In WebCT terms, making files that you have uploaded to the **Manage Files** area available to your students is known as Adding a **Single Page**. You can add a single page of content to your course and create a link to the page from the *Course Menu*, the *Homepage*, or an *Organizer Page*.

1. From the *Control Panel*, click **Add Page or Tool**. The *Add Page or Tool* screen appears.
2. Under *Pages*, click **Single Page**. The *Add* screen appears.
3. In the *Enter a title for this item* text box, enter the title as you want it to appear.
4. Next to the *Page filename* text box, click **Browse**. The *WebCT Browser* appears. Select the file. The *Add* screen appears, and the filename you selected appears in the *Page filename* text box.



5. For *Open in*, select the browser window in which you want the page to display.
6. If you are adding a single page that contains a hyperlink to a web site or another file in your course, and you want to display *Close*, *Back*, and *Forward* navigation buttons at the top of the page, select *Show navigation buttons*. **Note:** Navigation buttons can only be displayed in a *New browser window*.
7. Under *Decide where to show the link to this item*, select where you want the link to be displayed. See Step 4 of **Add Page or Tool** for more help with this step.
8. If you selected to display the item on an organizer page, select the appearance of the link. See Step 5 of **Add Page or Tool** for more help with this step.
9. If you selected to display an icon, select an icon image file. See Step 6 of **Add Page or Tool** for more help with this step.
10. Click **Add**. The page is added to your course. **Note:** If you have added the page to an organizer page, the *Organizer* page appears. From there, you can update the link to the page by clicking it.

Adding a URL

1. From the *Control Panel*, click **Add Page or Tool**. The *Add Page or Tool* screen appears.
2. Under *Pages*, click **URL**. The *Add* screen appears.
3. In the *Enter a title for this item* text box, enter the title as you want it to appear.
4. In the *Address* text box, enter the URL address you want to add.
5. For *Open in*, select the browser window in which you want the page to display.
6. Under *Decide where to show the link to this item*, select where you want the link to be displayed. **Note:** You can select both options. See Step 4 of **Add Page or Tool** for more help with this step.
7. If you selected to display the item on an organizer page, select the appearance of the link. See Step 5 of **Add Page or Tool** for more help with this step.
8. If you selected to display an icon, select an icon image file. See Step 6 of **Add Page or Tool** for more help with this step.
9. Click **Add**. The URL is added to your course. **Note:** If you have added the URL to an organizer page, the *Organizer* page appears. From there, you can update the link to the URL by clicking it.