

Upper and Lower Textblocks

About Textblocks

You can add text and images above or below the icons on the Homepage (or any Organizer Page).

- Use the Upper and Lower Textblocks to:
- Post important announcements on your homepage (e.g. class cancellation)
- Give specific instructions on how to proceed with the course (i.e. what icons to click or start with)
- Post weekly summaries of what will be covered in class
- Post weekly updates or reminders of what stage students should be at with respect to readings, assignments, projects, etc.
- Use the Lower Textblock on your homepage to provide contact information

The picture below shows an example of an Organizer Page that uses Textblocks

The image shows a screenshot of a WebCT page titled "Course Modules - Instructions". The page content is as follows:

Course Modules - Instructions

The module Pre-Tests contain questions that assess your knowledge of that particular module. Before starting a module, take the pre-test for that module. Your test results will enable you to decide what areas within the module you are strong or weak in.

Below this text are three icons of a pencil holder with pencils and a checklist, each with a label below it: [Module 1 Pre-Test](#), [Module 2 Pre-Test](#), and [Module 3 Pre-Test](#).

Below these are three icons of a blue backpack, each with a label below it: [Module 1](#), [Module 2](#), and [Module 3](#).

At the bottom of the page is the text: *If you run into any problems with this section of the course, please contact Jane Doe via WebCT email.*

Annotations on the right side of the page with arrows point to:

- Upper Textblock**: points to the introductory paragraph.
- WebCT Icons**: points to the row of icons.
- Lower Textblock**: points to the contact information at the bottom.

Adding a Textblock

This option allows you to add a textblock as a page header or a page footer to the *Homepage* or an *Organizer Page*.

1. From the *Homepage* or an *Organizer Page*, under *Options: Textblocks*, select the type of textblock:
 - To add an upper textblock, click **Add upper textblock**. The *Add Upper Text/Image in Page* screen appears.
 - To add a lower textblock, click **Add lower textblock**. The *Add Lower Text/Image in Page* screen appears.
2. Under *Layout*, from the drop-down list, select a background color for the textblock.
3. Under *Text Heading*, in the *Text* box, enter a heading.
4. Under *Text Heading*, select the *Alignment*, *Style*, *Color* and *Size* for the heading.
5. Under *Text*, in the *Text* box, enter the body text. **Note:** To format the text, you can add HTML tags to the text, or click **HTML editor**.
6. Select the *Alignment*, *Style*, *Color* and *Size* for the body text.
7. Under *Image*, in the *Filename* text box, enter the path and filename of an image file, or to select the file, click **Browse**.
8. Select the *Alignment* for the image.
9. Under *Image Caption*, in the *Image caption* text box, enter a caption.
10. Select the *Alignment*, *Style*, *Color* and *Size* for the image caption.
11. Click **Add**. A textblock is added to your *Homepage* or *Organizer* page.

Editing a Textblock

This option allows you to modify a textblock on the *Homepage* or an *Organizer Page*.

1. From the *Homepage* or an *Organizer Page*, select the textblock that you want to modify.
2. Under *Options: Textblocks*, click **Edit**. The *Edit Text/Image in Page* screen appears.
3. Edit the *Layout*, *Text Heading*, *Text*, *Image*, and *Image Caption* fields as required. For detailed instructions, see **Adding a textblock**.
4. Click **Update**. The *Homepage* or *Organizer Page* appears and the textblock is edited.

Moving a Textblock

You can only use this option if you have two or more of the same type of textblocks, e.g. two upper textblocks, and you want to change their relative positions. You cannot change an upper textblock to a lower textblock or vice versa.

1. From the *Homepage* or an *Organizer Page*, select the textblock that you want to move.
2. Under *Options: Textblocks*, click **Move Up** or **Move Down**. The *Homepage* or *Organizer Page* refreshes and the textblock is moved.

Deleting a textblock

This option allows you to remove a selected textblock from the **Homepage or an Organizer Page**.

1. From the *Homepage* or an *Organizer Page*, select the textblock that you want to delete.
2. Under *Options: Textblocks*, click **Delete**. A warning message appears.
3. Click **OK**. The textblock is deleted.

Using Textblocks for Announcements

You can add a series of text blocks within any Organizer page. Each textblock can be a separate announcement separated by date. Alternatively, consider using the Textblock feature to summarize important points. See below for an example.

Homepage > Announcements > **Week of September 8th**

Sept 9

Please note that the required text book for class has not arrived at the bookstore yet. The book should arrive tomorrow afternoon. Please ensure you buy the text book before Monday's class

Sept 13

I've been informed that the textbooks have arrived. Please ensure that you purchase your textbook by the end of the week as we will review critical activities for Chapters 2 - 4 on September 19th.

Sep 29

Great discussion today! Just to recap: the main points of today's discussion were:

1. xxxyyyzzz
2. aaabbbccc
3. mmmnnnooo

Although we discussed rrrsstt today, it really was an interesting tangent rather than something that you need to know in depth.

See you Monday!