Queen Margaret University College
EDINBURGH

The University of Nottingham

Tutor guide to WebCT 6

1st Edition

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Production Team at Queen Margaret University College

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1. Introduction

This document has been developed to give an overview of WebCT Campus Edition 6. It is based on a guide that was developed by the University of Nottingham Information Services Learning Team. Context-sensitive help is also available in WebCT, there is a link to this in the top right hand corner.

1.1 Change of terms in WebCT 6

Unless stated otherwise, “course” means a VLE course. This could be the equivalent of a single module, level, programme or combination of these.

WebCT 4	**WebCT 6**
Compile Tool	Create A Printable View
Content Module	Learning Module
Glossary	Media Library
Home Page	Course Content Home
Image Database	Media Library
Lower Textblock	Footer
Manage Files	File Manager tool
Organiser Page	Folder
Upload (file)	Get File
Upper Textblock	Header
URLs	Web Links tool
View (tab)	Student View (tab)

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2. Using WebCT 6

2.1 Roles in WebCT 6

In WebCT 4 there were three role types:

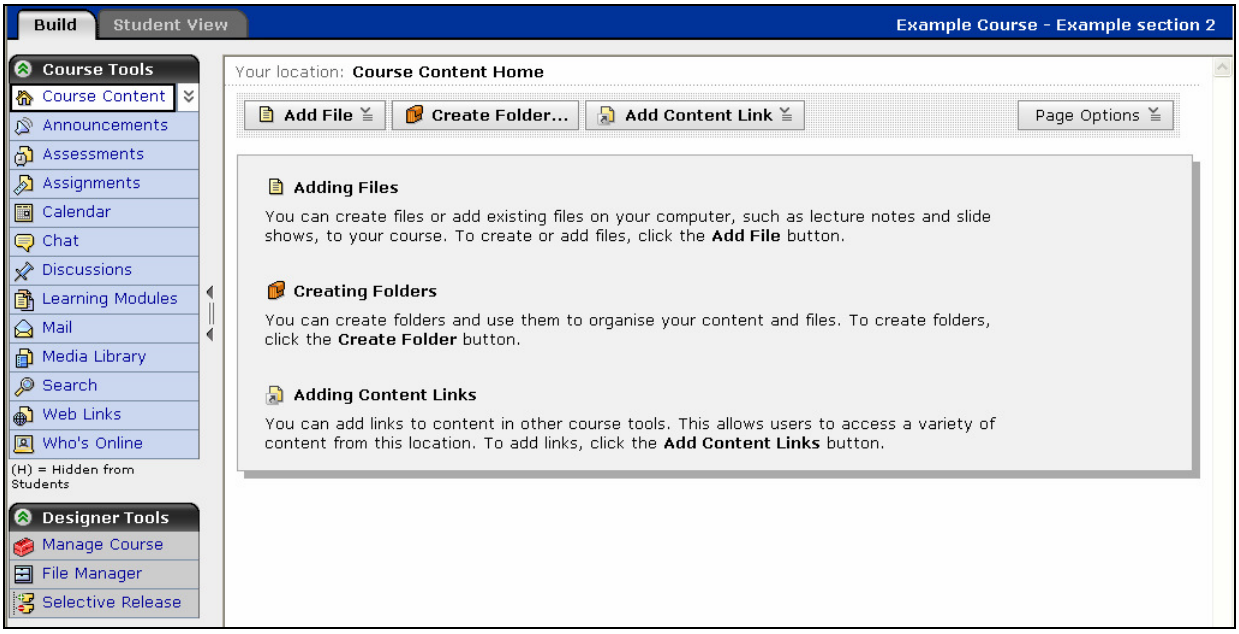
- Designer – builds and teaches on a course
- Teaching Assistant – assists with teaching of a course
- Student – takes course as a matriculated student.

In WebCT 6 more role types have been added to give extra functionality:

- Designer – course building functionality
- Instructors – teaching functionality
- Teaching Assistant – assist instructors in course delivery and grading
- Student – take courses and receive a final grade
- Auditors – take courses but do not receive a final grade.

At QMUC most tutors will be given both the Designer and Instructor roles as they both build and teach on a course.

The following screen-shot shows a course in WebCT 6 which is being accessed by a **Designer**. Notice that the **Designer** has access to two tabs, called **Build** and **Student View**.



The **Designer** can access the **Designer Tools** menu:

- Manage Course
- File Manager
- Selective Release

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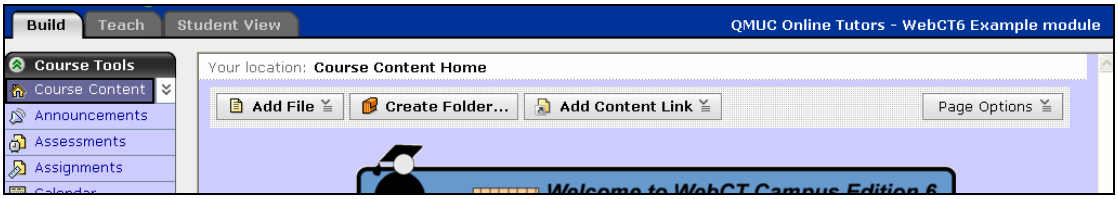
The following screen-shot shows a course in WebCT 6 which is being accessed by an **Instructor**. Notice that the **Instructor** has access to two tabs, called **Teach** and **Student View**.

The **Instructor** can access the **Instructor Tools** menu:

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Notes
- Selective Release

Remember, at QMUC most tutors build a course and teach it, so will be assigned to a course as both a **Designer and an Instructor** and will see three tabs **Build**, **Teach** and **Student View**.



The **Student View** tab allows the tutor to see your course as a student would. In WebCT 6 the **Student View** option offers greater functionality than in the previous version. This view creates a demo student ID and allows you to take quizzes and assignments etc. as if you were a student.

For example you would use this view if you wanted to check that a file had been correctly uploaded and was available to the students. Notice in the screen-shot below, that the left hand menu has been minimised so there is more room to read the file on screen.

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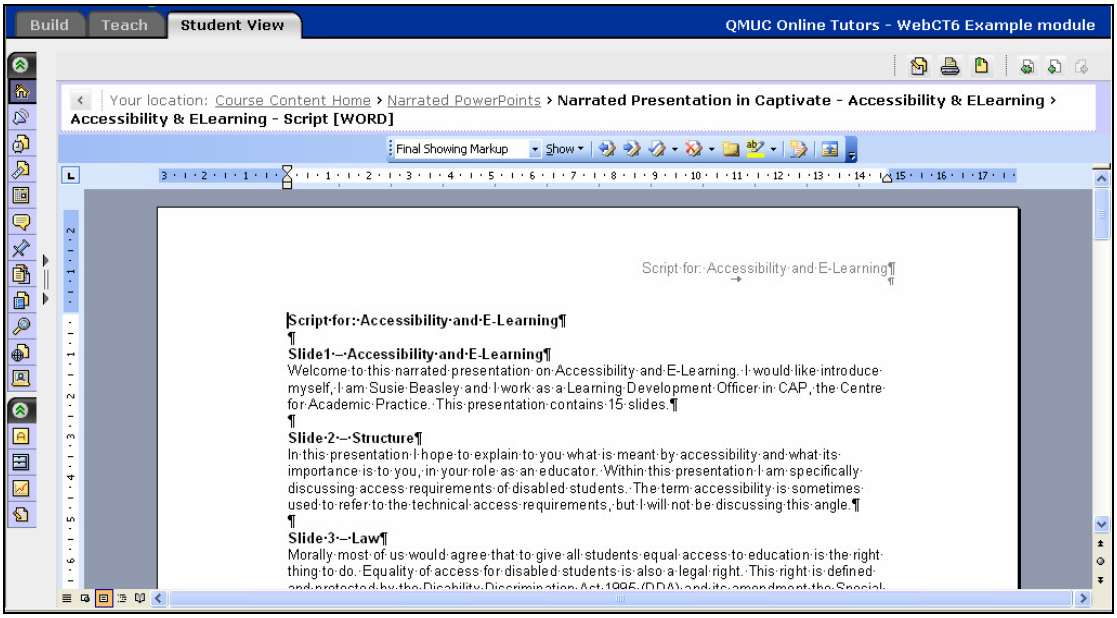
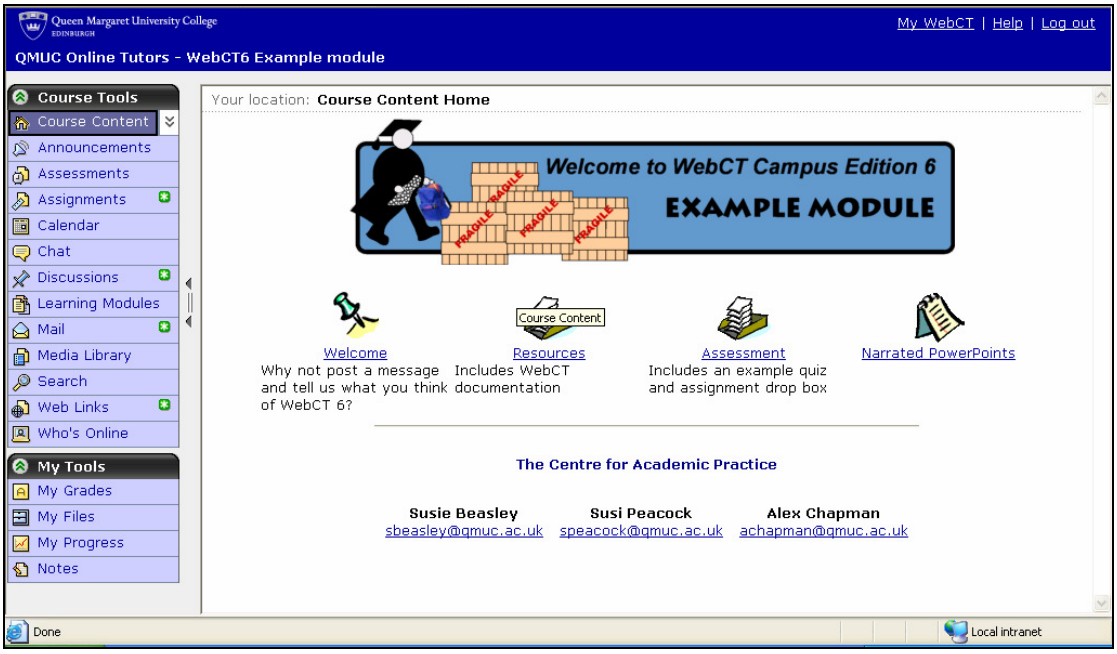


When a student logs into WebCT they will not see any tabs on the top menu.



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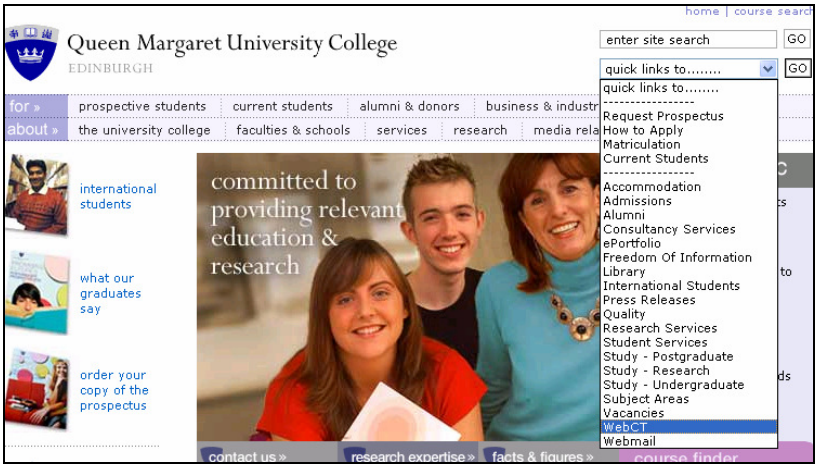
2.2 How to log in

Start up Internet Explorer and type the following Web address in the address line of your web browser:

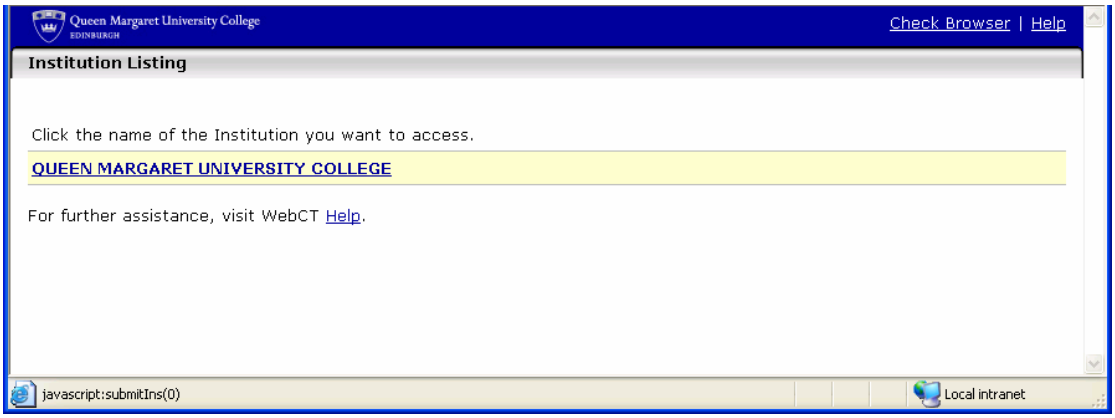
https://learn.qmuc.ac.uk/

Alternatively a **quick link** to WebCT will be available from the QMUC Home Page in September from:

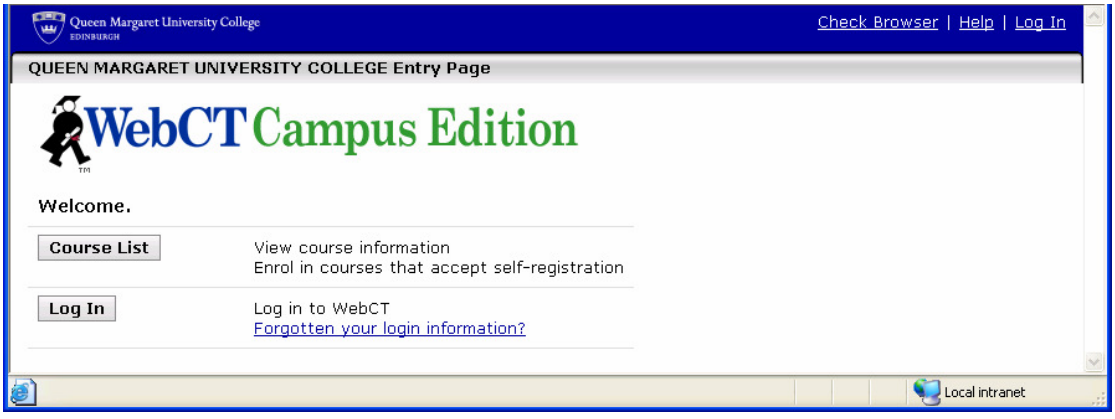
http://www.qmuc.ac.uk/



The following screen will open. Next click the link for **Queen Margaret University College**.



The following screen will open. Next click on the button **Log In**.



Note: As WebCT is on a secure server your firewall or anti-virus software may give you a number of security warnings. Please click **OK** to continue.

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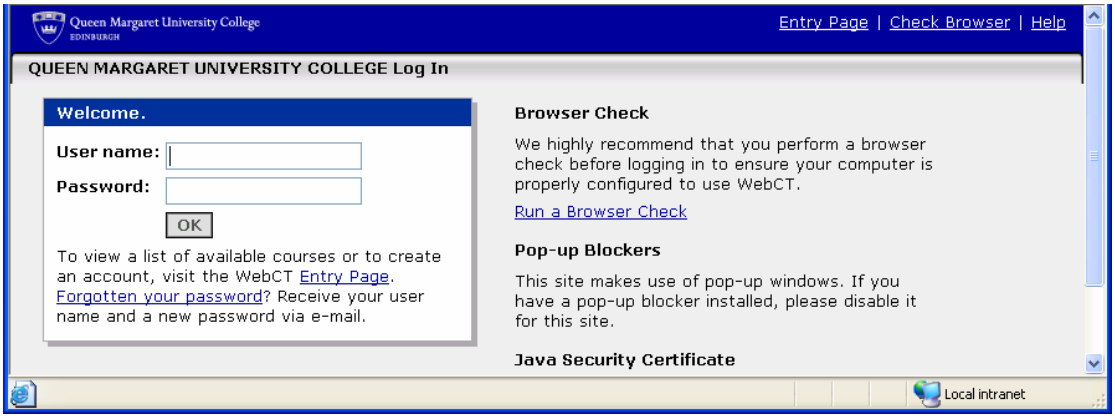
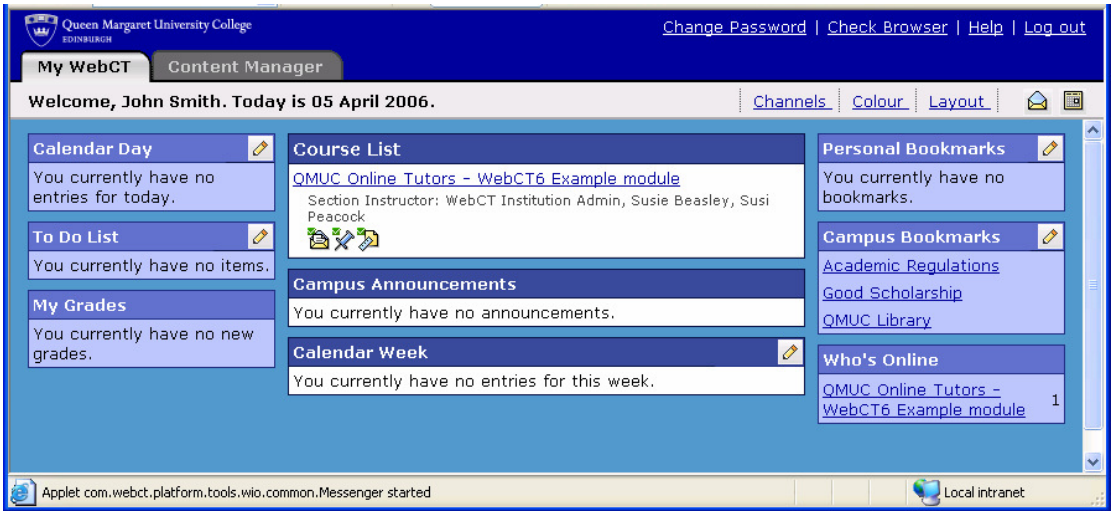
The following screen will open type in your **User name** and **Password** and click OK.



After you have typed in your username and password, you will see a new screen, called **My WebCT**. This will be similar to the screen below:



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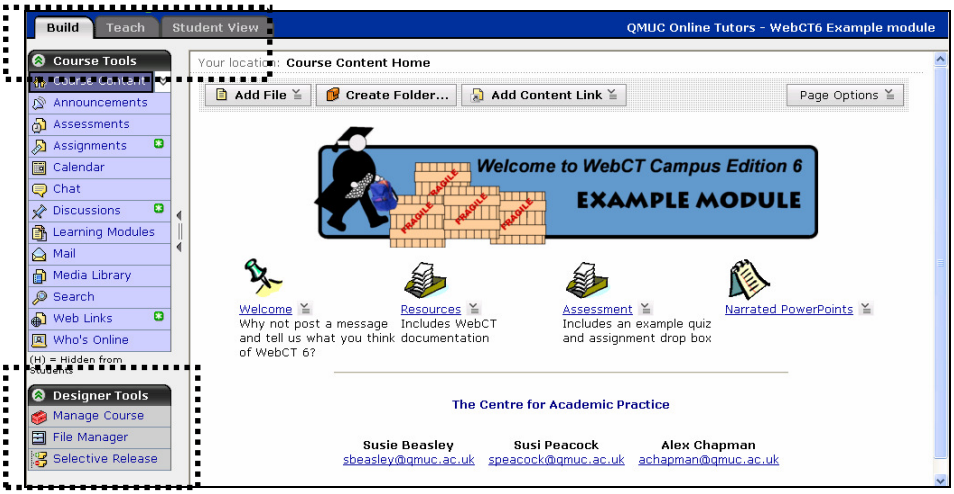
2.3 The interface and navigation

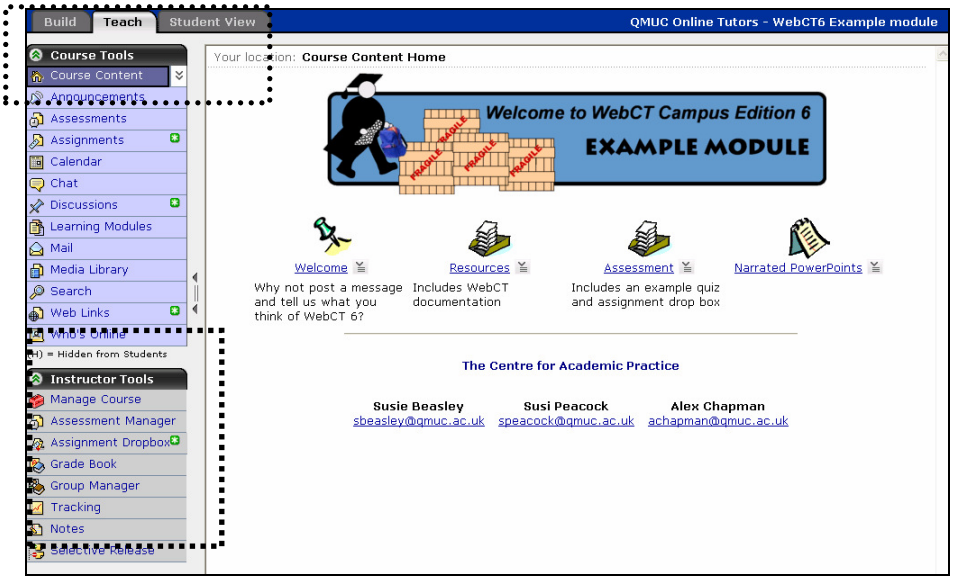
When you are logged into WebCT 6 as an **Instructor/Designer** you will see three tabs available: **Build**, **Teach** and **Student View**. From the **Build** tab you can access the **Designer Tools** menu



The **Designer Tools** menu has the following options:

- Manage Course
- File Manager
- Selective Release

From the **Teach** tab you can access the **Instructor Tools**



The **Instructor Tools** menu has the following options:

- Manage Course
- Assessment Manager
- Assignment Dropbox
- Grade Book
- Group Manager
- Tracking
- Notes
- Selective Release

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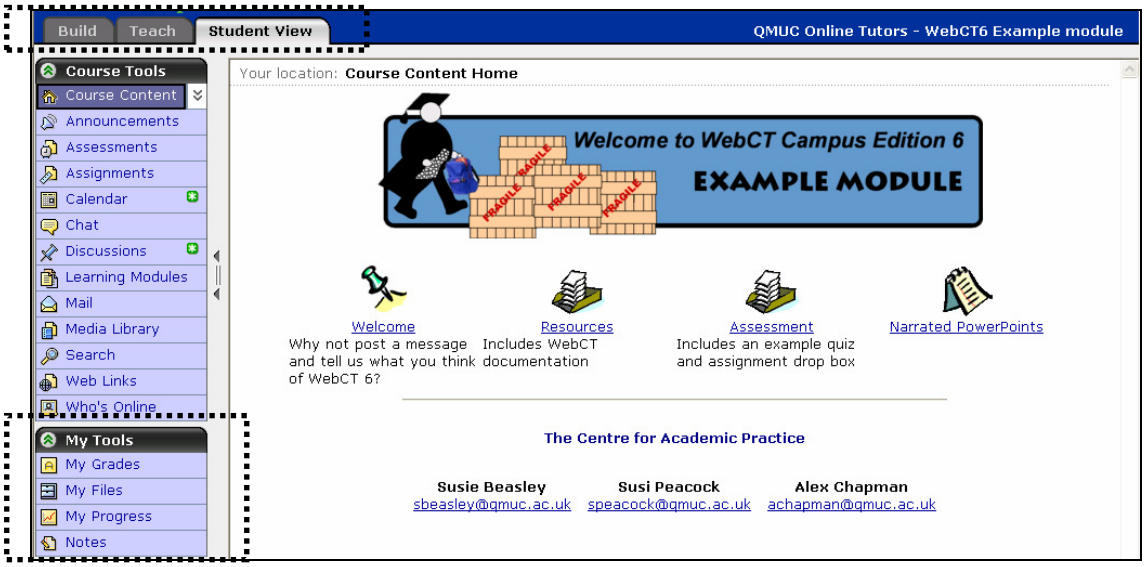
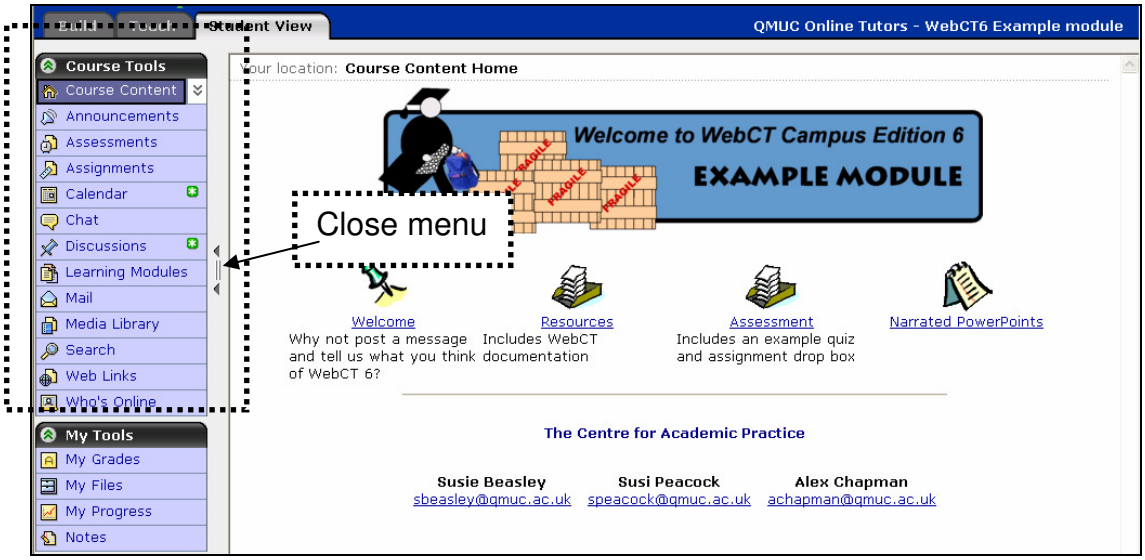
From the **Student View** tab you can access the **My Tools** menu



The **My Tools** menu has the following options:

- My Grades
- My Files
- My Progress
- Notes

From each view you can see the **Course Tools** menu.



The **Course Tools** menu and the **My Tools** menu for the students shows only the tools that you, as the **Designer**, have chosen to include in the course. The side menu is now always available to the students and this is to make the navigation more consistent between modules. You can use the arrow icon to the right to close the menu so you only see the icons which means it takes up less space.

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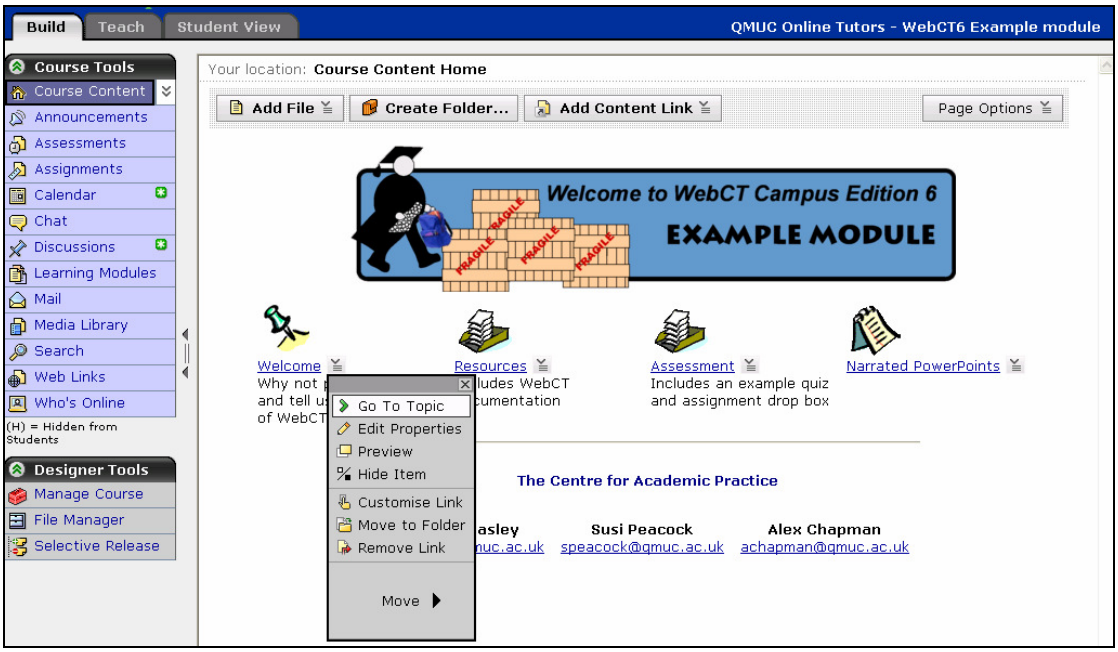
2.3.1 Action Links

WebCT 6 has introduced **Action Links**, these are available to **Designers/Instructors** to allow you to modify or check information about an element in your course. You will only see them if you click on either the **Build** or **Teach** tabs. The Action Links menu is context specific, so you only see the available options for the item it is beside. You access the **Action Links** by clicking on the button beside the items title: this opens a menu from which you access the available options.



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