Designing in WebCT Vista
An Introduction
WebCT Vista 3.x
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ABOUT THIS WORKSHOP

In this Workshop, you'll become familiar with the WebCT Vista designer interface as you build a simple template or section. Focusing on the Build tab, you will:

- customize the Home Page by adding and editing headers.
- create and add simple components.
- customize the look of your course.

Topics

Topics include:
- The Build Tab: Basic View
- The Course Toolbar
- The Home Page
- Headers and Footers
- Components
  - Adding URLs
  - Creating Discussion Topics
  - Adding Content Files
- The Syllabus
- The Build Tab: Content Inventory and Power View
- Course Customization

Learning Outcomes

After completing this module, you will be able to:

- identify the functions of the Build View sub tabs.
- add and edit headers and footers.
- select tools that will appear on the Course Toolbar.
- add components to the Home Page.
- add descriptions for components.
- create a Syllabus.
• use Customization to modify page layouts.
THE BUILD TAB: BASIC VIEW

The Build tab is where designers construct a course by enabling tools, creating and organizing content, and dynamically releasing content with Selective Release. The Build tab contains three sub-tabs: the Basic View tab, the Power View tab, and the Content Inventory tab. Each sub-tab offers different methods for accomplishing similar designer tasks.

The Basic View Tab

The Basic View screen contains the following:

- **Add to Course Toolbar**, which allows you to select tools to be added to the Course Toolbar.

- **Course Toolbar**, which provides a functional preview of the Course Toolbar that students will see.

- **Add to Home Page**, which allows you to add existing components or create new ones and add them to the Home Page simultaneously.

- **Home Page**, a functional preview of the Home Page as students will see it.

- **Designer Toolbar**, which contains links to File Manager, Content Import, and Search.

Terms to Know
<table>
<thead>
<tr>
<th>Tool</th>
<th>A tool is something that is used to design and organize content. For example, the Discussions tool allows you to create discussion topics and categories; the Assignments tool allows you to create quizzes and surveys. In general, tools can only be added to the Course Toolbar.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component</td>
<td>A component is the individual item (e.g. a discussion topic, a quiz) that you create with a tool. In general, components can only be added to the Home Page or other organizer pages.</td>
</tr>
</tbody>
</table>
THE COURSE TOOLBAR

Let’s start building our course by selecting which tools will be available from the Course Toolbar. Students see the Course Toolbar on every page of their course and can use it to go directly to the main page of a tool.

The following tools can be added to the Course Toolbar:

- Announcements
- Assessments
- Assignments
- Calendar
- Chat/Whiteboard
- Discussions
- File Manager
- Local Content
- Mail
- Media Library
- My Grades
- My Progress
- Notes
- Search
- Syllabus
- Who’s Online
- Assessments
- File Manager
- Local Content
- Notes
- Search
- Syllabus
- Calendar
- Chat/Whiteboard
- Assessments
- File Manager
- Local Content
- Notes
- Search
- Syllabus
- Calendar
- Chat/Whiteboard
- Assessments
- File Manager
- Local Content
- Notes
- Search

Note:

- If your course was based on a template, the template designer may already have added some tools to the Course Toolbar.
- If some tools are unavailable, your administrator has disabled them.

Adding tools

You select tools to be added to the Course Toolbar from Add to Course Toolbar. Your administrator selects the tools that appear and the order in which they appear.

⇒ To add tools from the primary list, next to Add to Course Toolbar, click the tool name. The tool is added to the Course Toolbar.

⇒ To add tools from the More Tools list, click More Tools and from the menu click the tool name. The tool is added to the Course Toolbar.
Moving and Removing Tools

⇒ To move tools, from the Course Toolbar, click the tool that you want to move, and from the menu that appears, click the Move Left or Move Right icon.

⇒ To remove a tool, from the Course Toolbar, click the tool that you want to remove and select Remove.

Changing Settings

You can use the Toolbar Settings to change the label of the tools on the Course Toolbar from both image and text, to image only or text only.

⇒ To change the tool labels:

  1. Click Toolbar Settings.

  2. Under Labeling, select the label type and click Save Values.

Hands-On Practice: Working with the Course Toolbar

- Add several tools to the Course Toolbar.
- Reorder the sequence of the tools on the Course Toolbar.
- Use the Student View tab to preview the Course Toolbar.
HOME PAGE

The Home Page is the first screen that a student sees upon entering a course. By default, the Home Page is empty. You can build your Home Page by adding:

- Headers or Footers that provide information or instructions.
- Components, which are the individual items that you create using tools. For example, a quiz is a component that you create with the Assessments tool.
- Organizer Pages, which are similar to the Home Page but are not created by default. You can use them to group and present components.
HEADERS AND FOOTERS

Headers and footers can contain plain text, hand-coded HTML, or HTML that you create using the HTML Creator. You can only have one header and footer per page. You can choose whether the header or footer is the default for the entire course.

⇒ To add a header or footer:

1. Click Click here to add header to page or Click here to add footer to page.

2. Next to HTML Creator, select On. The HTML Creator launches.

3. In the HTML Creator editing area, enter the content and/or select the image that you want to appear in the header or footer.

4. If you want to, select Use this as the default header for the entire course.

5. Click Save.

⇒ To edit a header or footer, click its Edit icon.

Hands-On Practice: Editing the Home Page Header

Edit the existing Header on the Home Page so it is specific to a course you might teach and directs students to what they should do to start working in the course.
COMPONENTS

From the Home Page, you can add existing components or you can create new ones. Remember that components are the individual items that you create using tools. For example, a discussion topic is a component that you create using the Discussions tool.

Adding URLs

⇒ To add an existing URL:

1. Under Add to Home Page, click **URL**. The URL section expands, displaying the URLs that have already been created.

2. Select a URL and click **Add Selected**. The URL is added to the Home Page.

⇒ Creating and adding a URL:

If the URL is not in the inventory, you can create it.

1. Under Add to Home Page, click **URL**.

2. Click **Create URL**.

3. Complete the fields for the Title and the URL address. You do not have to type http://. Copying and pasting the URL from your site ensures accuracy.

4. Click **Save**. The link is added to the Home Page and to the URL inventory.
Hands-On Practice: Adding URLs to the Home Page

- Add a URL from the existing inventory to the Home Page.
- Create a URL and add it to the Home Page.

Creating and Adding Discussion Topics

⇒ Creating and adding a discussion topic:


2. Click Create Discussion Topic. The Create Discussion Topic screen appears.

<table>
<thead>
<tr>
<th>Create Discussion Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Settings</td>
</tr>
<tr>
<td>*Title: Discuss French New Wave Cinema</td>
</tr>
<tr>
<td>Description: Please be prepared to post your opinions by watching 3 or 4 of the films on our viewing list.</td>
</tr>
<tr>
<td>Topic is gradable (a column is automatically created for this topic in Grade Book)</td>
</tr>
<tr>
<td>Grade Book column title: Discuss French New Wave</td>
</tr>
<tr>
<td>Numeric grade: Out of</td>
</tr>
<tr>
<td>Alphanumeric grade</td>
</tr>
<tr>
<td>Editable posts (allow Students to edit their messages in this topic after posting them)</td>
</tr>
<tr>
<td>Locked (topic is in read-only mode)</td>
</tr>
<tr>
<td>Anonymous (author names are not displayed)</td>
</tr>
<tr>
<td>More Options (expand this area to see more options)</td>
</tr>
</tbody>
</table>

3. In the Title text box, enter a name for the topic.

4. If desired, complete the Description text box. The description appears beneath the topic title, allowing you to provide students with further details or instructions about the topic.

5. Click Save. The discussions topic is created and added to the Home Page.

Creating and Adding Content Files

⇒ To create and add a content file:
1. Under *Add to Home Page*, click **Content File**. The Content File section expands.

2. Click **Create Content File**. The Create File screen appears.

   ![Create File](image)

   3. If you want to use the HTML Creator, select **On**.

   4. Complete the Title, Content, and File Name text boxes.

   5. Click **Save**. The Content File is created and added to the Home Page.

### Adding to the Home Page versus Adding to the Course Toolbar

- If you add a component to the Home Page, when students click its link they can only access the specific component of that tool. For example, when students click a Chat and Whiteboard icon on the Home Page, they go directly to the chat and whiteboard room that was added to the page.

- If you add a tool to the Course Toolbar, when students click the tool icon, they enter the tool's main page and can access all available components. For example, when students click Chat and Whiteboard, they access the Chat and Whiteboard tool's main page, which displays all chat and whiteboard rooms.

### Component Descriptions

You can add descriptive information about a component.
To add a description:

1. Click the component’s **Add/Edit description** icon. A text box appears.

2. Enter text and click **Save**. The description is added.

---

**Hands-On Practice: Adding component descriptions**

- Add a description to the discussion topic component
THE SYLLABUS

The Syllabus tool provides a framework in which you can build a syllabus for your course. You can:

- add information about your course. Each piece of information is called an item. Pre-defined items include course goals, grading policies, and required texts. You can rename the pre-defined items and you can also create custom items.
- arrange the order of the items.
- choose whether the item is made visible to students.

Both designers and instructors can create and modify the Syllabus.

The Syllabus Interface

The Syllabus screen contains four sections:

- **Move** allows you to re-arrange the order of the items.
- **Title** contains the titles of the items that have been added to the Syllabus. By default, the Syllabus is pre-populated with the section information and the section instructor.
- **Visible** indicates whether the item is visible to students.
- **Actions** contains icons which allow you to perform actions on an item.
Building a Syllabus

⇒ To build a syllabus:

1. From the Basic View tab, from Add to Homepage, click Syllabus and then click Create Syllabus. The Syllabus appears, with the section information and section instructor items already populated.

2. From the Create item drop-down list, select the item type that you want to add and click the Go icon.

3. Each type of item provides different fields to complete. Complete the required fields. You can change the Heading name, if desired.
4. Click **Save**. The item is added to the bottom of the list.

### Hands-On Practice: Syllabus

- Move the Instructor Information to the top of the syllabus.
- Hide one of the items from students by editing its Visibility.
- Add a Resources item. Include information for a required textbook.
- Preview the Printable Version of your Syllabus.
THE BUILD TAB: CONTENT INVENTORY AND POWER VIEW

In addition to the Basic View tab, there are two other views in the Build tab:

- Power View
- Content Inventory

The Power View Tab

You can use the Power View tab to accomplish the same designer tasks that you did in Basic View. The Add to Course Toolbar and Add to Home Page features are identical. The major difference is that when using the Power View tab you view all the course pages in an outline view. In addition, in Power View you can:

- edit content links. This means that you are editing the link name and visibility; you are not editing the content of the component. For example, you can change the name of a link to the learning module.
- view a list of all organizer pages on which the component appears.

<table>
<thead>
<tr>
<th>Move</th>
<th>Title</th>
<th>Linked to</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home Page</td>
<td></td>
<td>Add/Edit</td>
</tr>
<tr>
<td></td>
<td>header</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A learning module about WebCT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>First Assignment</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chronicle of Higher Ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WebCT.com</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Web Resources</td>
<td></td>
<td>Add/Edit</td>
</tr>
<tr>
<td></td>
<td>footer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⇒ To view the contents of a learning module or an organizer page, click its **Expand** icon.
The Content Inventory Tab

The Content Inventory tab is divided into two panes.

The left hand pane contains a list of all the tools in your course, grouped by type: Content, Communication, and Evaluation.

<table>
<thead>
<tr>
<th>Content Tools</th>
<th>Communication Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content Files</td>
<td>Announcements</td>
</tr>
<tr>
<td></td>
<td>Calendar</td>
</tr>
<tr>
<td>Learning Module</td>
<td>Chat and Whiteboard</td>
</tr>
<tr>
<td>Local Content</td>
<td>Discussions</td>
</tr>
<tr>
<td>Media Library</td>
<td>Mail</td>
</tr>
</tbody>
</table>

Within each tool, you can:

- view a list of existing components, regardless of whether they are linked to a location in the course.

- create components and leave them unlinked. This allows components to be “under construction” without being displayed to students.

⇒ To see a tool’s inventory, click the tool name. You can add existing components to course pages, and create new components. Using Actions icons, you can preview components, view links to the component, set selective release, and delete components.

<table>
<thead>
<tr>
<th>URL</th>
<th>Title</th>
<th>Available</th>
<th>Actions</th>
<th>Actions</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chronicle of Higher Ed</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>National Library of Education</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WebCT.com</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

⇒ Add selected component to URL: Delete

Create URL

URL Tool

The right hand pane contains a list of all tools which are available to be added to the Course Toolbar and an indication of their visibility. If the tool is visible it has been added to the Course Toolbar.
To add a tool to the Course Toolbar, locate the tool name and, under Visible, click **No**. The status toggles to **Yes**, indicating that the tool will appear on the Course Toolbar.

<table>
<thead>
<tr>
<th>Course Toolbar</th>
<th>Visible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Announcements</td>
<td>No</td>
</tr>
<tr>
<td>Assessments</td>
<td>No</td>
</tr>
<tr>
<td>Assignments</td>
<td>No</td>
</tr>
<tr>
<td>Calendar</td>
<td>Yes</td>
</tr>
<tr>
<td>Chat and Whiteboard</td>
<td>No</td>
</tr>
<tr>
<td>Discussions</td>
<td>Yes</td>
</tr>
<tr>
<td>File Manager</td>
<td>No</td>
</tr>
<tr>
<td>Local Content</td>
<td>No</td>
</tr>
<tr>
<td>Mail</td>
<td>Yes</td>
</tr>
<tr>
<td>Media Library</td>
<td>No</td>
</tr>
</tbody>
</table>

**Hands-On Practice: Exploring the Power View and the Content Inventory**

- Take this time to explore the course from the various views in the Build tab. Consider which view you would prefer to build your course from.
COURSE CUSTOMIZATION

WebCT Vista allows designers to customize the look of a section or template by:

- selecting course colors.
- modifying icon sets.
- adjusting the layout of pages.

The Customization Interface

Designers can access the Course Customization menu from either the Basic or Power Views.

Course Colors

⇒ To select colors:
1. From the Course Customization menu, click **Course Colors**.

   ![](select_colors.png)

2. To change the background colors of headers/footers and the background color of the screen, move the slider.

3. Click **Apply**.

   **Modifying Icon Sets**

   You can replace the default images, change the way icons appear (image, text, or both), or select a new icon set from pre-defined icons.

   ⇒ To modify icon sets:

   1. From the Course Customization menu, click **Icon Sets**.

   2. If you want to use the existing icon set but replace an individual icon, under Current Icons Used for this Course, click the icon and select Replace Icon. The File Browser appears.

   3. Select the icon file.

   4. If you want to change the way that the icon appears, under Labeling, select whether you want image with text, image only, or text only.

   5. If you want to use a different icon set, under Change Icon Set for this Course, select the style of icons that you want to use:

   6. Click **Apply**. The icon styles are updated.

   **Modifying Page Layouts**

   You can re-arrange icons on the Home Page or organizer pages.
To modify page layouts:

1. From the Course Customization menu, click Page Layouts. This Modify Layout screen appears.

   ![Page Layout](image)

   Drop-down menu of organizer pages

   Settings for Organizer: Home Page

   Click the icons below to see the actions you can perform.

   - [art 1.html](#)
   - [art 2.html](#)
   - [art 3.html](#)
   - [art 4.html](#)

   Modern Art

   Choose a background image:

   - [Browse...](#)
   - [Tile the image](#)

   Remove Background

   Number of columns:

   ![Number of columns](image)

   - Use these settings for all organizers
   - Apply

2. From the drop-down menu of organizer pages, select the organizer that you want to modify and click the Go icon.

3. Make the desired changes to the page layouts:

   - to move the position of an icon, click the icon and from the menu, select Move Left or Move Right.

   - to change the image associated with an individual icon, click the icon. Browse and select the graphic file you want displayed for the particular link. This overrides the default icon for the component type.

   - to add a background image, under Choose a Background image, click Browse and choose a file to be used as the background. To repeat the image over the entire screen, select Tile the Image.

   - to change the number of columns of icons, from the drop-down menu, select the number of columns for the page.
• to apply the settings to the Home Page and all organizer pages, select *Use these settings for all organizers.*

**Warning:** This will override settings that you have previously applied to organizer pages.

4. Click **Apply**.

<table>
<thead>
<tr>
<th>Hands-On Practice: Customize Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Make the Table Header and Footer background color accessible by changing it to High Contrast.</td>
</tr>
<tr>
<td>• Choose an icon set for your section.</td>
</tr>
<tr>
<td>• For the Home Page, set the number of columns to 5.</td>
</tr>
<tr>
<td>• Go to the Student View tab and view your changes.</td>
</tr>
</tbody>
</table>