

Competencies

After reading this document, you will be able to:

- ▶ Create and customize Content Modules

Content Modules

Content Modules provide a way of grouping relevant course content together. In general, WebCT course content consists of content pages which can include lecture notes, multimedia presentations, assignments, and quizzes. You can organize content pages into a *Table of Contents*, which provides students with a guide to the sequence of study. The hierarchical structure also makes it easier for students to find specific course content.

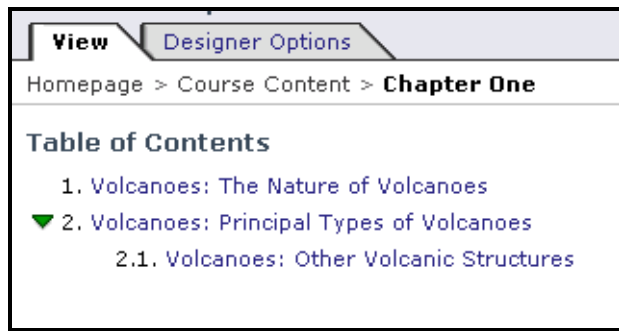


Figure 1: Table of Contents for a Content Module

You create the Table of Contents by adding headings and subheadings. You can then add content within this hierarchy. The content files appear as hyperlinks in the Table of Contents. This provides students with easy access. When a student clicks on a hyperlink, WebCT displays the content pages that you have created.

As a designer, you access a content page by clicking on its hyperlink in the *Content Module* Table of Contents. You can then use the *Main Options* and *Other Options* to organize the content page for your students.

Adding and Deleting Content Module Items

You can add and delete course content from your Content Module at any time. In addition, you have the option of adding a quiz or survey to a given Content Module. You can also delete content from your Content Module.

To add an item

- 1 Select the specific content module where you would like to add the content. Click **Designer Options**.

- 2 Under the **Options: Table of Contents** heading, select **Add Files**. The *Add Files* screen displays and gives you the option of showing only *HTML and Text files* or *all files*. Depending on the option selected, the appropriate files display in the *Filenames* box.
- 3 Click the file that you would like to add and then click **Add**.



Note Before adding a file to a Content Module, you must use *File Manager* or *Create and add HTML file* to place files into your course folder. You can also select **Browse** at the bottom of the *Filenames* box. This will allow you to browse for a file on your local computer, enter it into *Manage Files*, and select it.

- 4 If you want to replace an existing file or heading with the new item, check the *Replace the file selected in the Table of Contents* check box.



Note With WebCT 4.x, a quiz or an HTML file can now be added to a content module multiple times. This means that you can now insert an important handout or quiz more than once; however, you also might need to be more careful that you do not do so unintentionally.

To add a quiz

- 1 Under **Options: Table of Contents**, select **Add Quiz**. The *Add Quiz* screen displays the quizzes that are available in your course.



Note Use *Quiz* or *File Manager* to add quizzes to your course folder.

- 2 Under *Add Quiz*, select a quiz from the *Quiz name* drop-down list.
- 3 In the *Quiz title* text box, type the title that will appear in the Table of Contents.
- 4 If you want to replace an existing file or heading with the quiz, check the *Replace the file selected in the Table of Contents* check box.
- 5 Click **Preview** if you want to view the quiz before you add it to the module.
- 6 Click **Add**. The revised Table of Contents appears.

Updating the Student View

You can update the student view after you make changes to content pages that are accessible to your students. You must update the student view when you:

- upload a newer version of a course file
- modify the text of a file
- modify colors, counters, or background images of content pages
- modify the action menu on a content page (for example, by adding a quiz).

To update the student view

- 1 In either Content Module or a content page, click **Designer Options**.
- 2 Click the **Update Student View** link at the top of the page.
- 3 Under *Update Student View of Content Pages*, select the type of update that you want.

Update entire course: all content pages and action menus are updated. This option can take several minutes to complete, depending upon the number of content pages that have to be updated.

Update changes to text, colors, and Action Menu: all action menus are updated, along with any content pages that have changed.

- 4 Click **Update**. The *Update Student View Report* screen appears, detailing the progress of the update.