

## Competencies

After reading this document, you will be able to:

- ▶ Differentiate between designer and student views
- ▶ Customize navigation and appearance

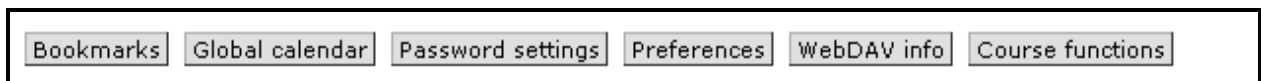
## Introduction

One quick glance at WebCT 4.x will show you that the interface has changed significantly. The purpose of this tip sheet is to go over these changes in detail so you will be able to maneuver the new version without difficulty. The handout is broken down into the following sections:

- ▶ MyWebCT
- ▶ Actions
- ▶ Menu Bar, Tabs, and Breadcrumbs

## MyWebCT

The MyWebCT section in Version 4.x looks a little different than the MyWebCT section in Version 3.8. To begin with, several of the items on the menu bar are now buttons; these include: Bookmarks, Global calendar, Password settings, Preferences, WebDAV info, and Course functions. Three links are still in the upper right menu bar and include Entry Page, Log Out, and Help. These are joined by a fourth function, **Check Browser**, which is new to WebCT Version 4.x.



*Figure 1: MyWebCT upper menu bar*

The only new aspect to the interface is that Bookmarks link, which used to be situated at the bottom of the page, is now a button at the top of the page. Clicking the **Bookmarks** button causes the Bookmarks view to display; this allows the user to change both the Institutional and Personal Bookmarks.

## Actions

After moving into the course, which defaults to Designer View, you'll find the Actions column on the far right of the screen. It appears this way throughout WebCT. This column includes all of the radio buttons which used to be grouped at the bottom of the screen in previous versions of WebCT.

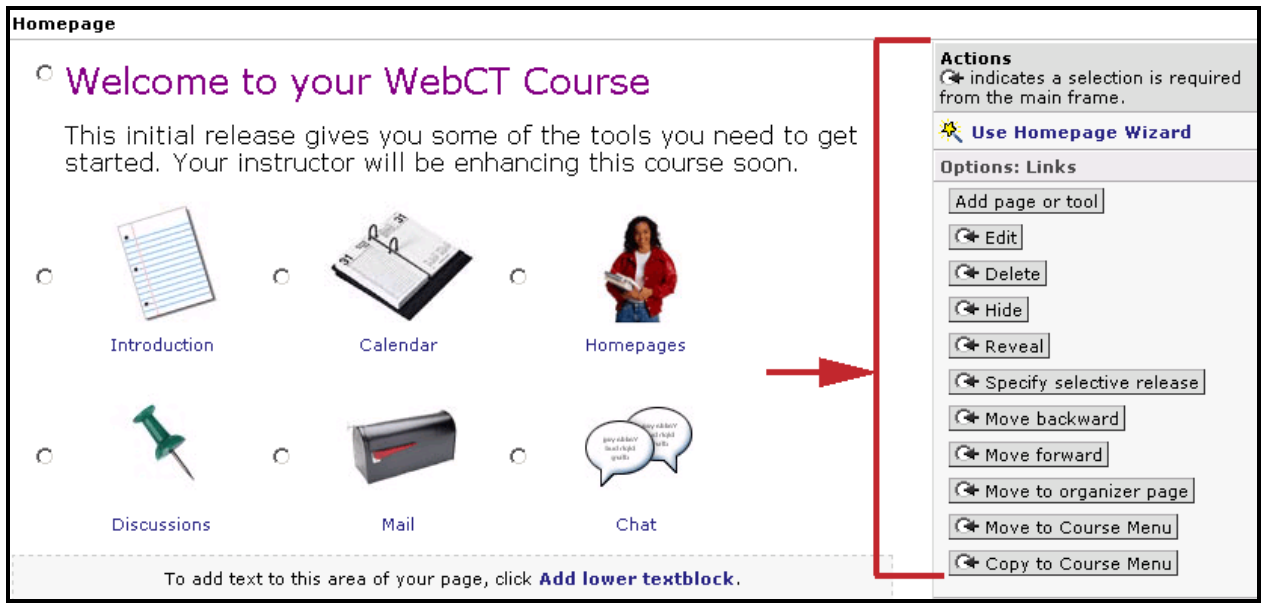


Figure 2: Homepage

You'll notice that all of the items that need to be accompanied by a selection from the central frame are paired with a black arrow pointing to the left. Those items that do not need to be accompanied by a selection from the central frame either appear without the black arrow or as simple buttons.

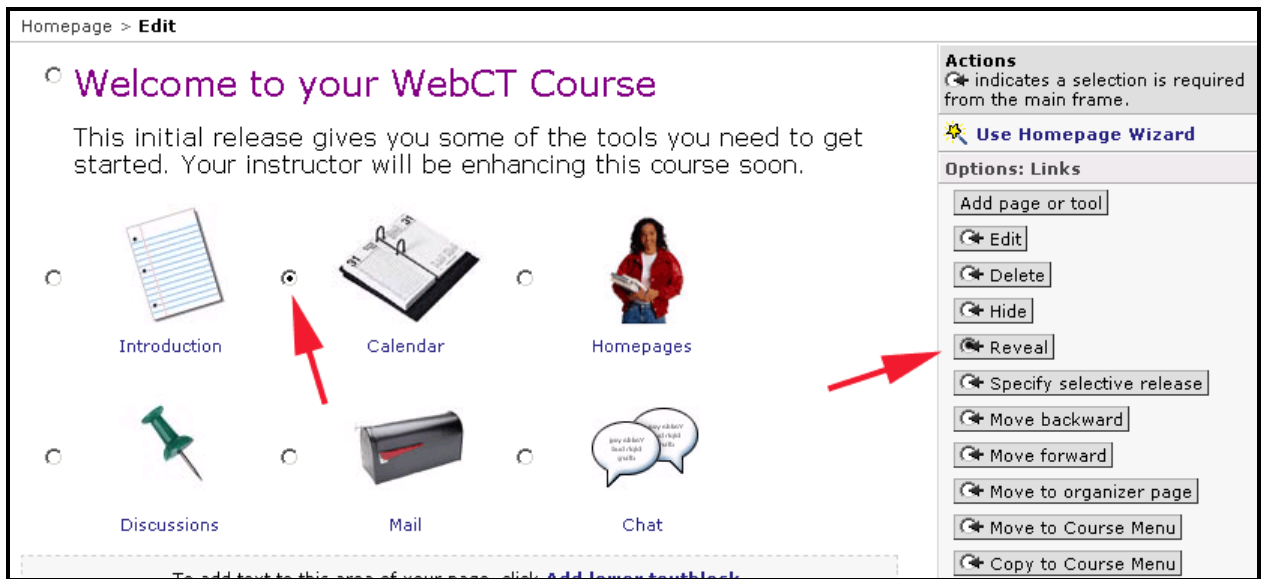


Figure 3: Homepage

If you move your cursor over any of the buttons, the mouse-over effect will cause a small box to display a description of the function of the button.

## ***Menu Bar, Tabs, and Breadcrumbs***

The interface has changed at the level of the Menu Bar, Tabs, and Breadcrumbs. The menu bar now has a link to **Check Browser**, which will be discussed in another Tip Sheet. The Tabs across the front of the screen have replaced the toggle between the Designer and Student View. Clicking the **View** tab will take you to a screen that approximates the student view; the **Designer Options** screen allows you to manipulate WebCT.



*Figure 4: Tabs*

The Breadcrumbs have also been improved to offer a strict hierarchical view of your progress through the program. As a result, items will be added to the breadcrumbs whether or not you have clicked on them. For example, if you click **Calendar** and then click on a particular day, the Breadcrumbs will display as **Calendar > View Week > View Day**, even though you did not click **View Week**.