

Competencies

After reading this document, you will be able to:

- ▶ Manipulate the Wizards available in the Course Design Center and throughout the course as needed to design in WebCT

About Wizards

The wizards enable you to design and customize your course by following step-by-step prompts that allow you to easily select among WebCT's various options. As you use the course design wizards, please keep the following in mind:

- ▶ The wizards guide you through each task by highlighting the button you should click. Other buttons are disabled.
- ▶ To begin using any of the wizards enter **Control Panel** (upper left corner), then choose **Course Design Center**

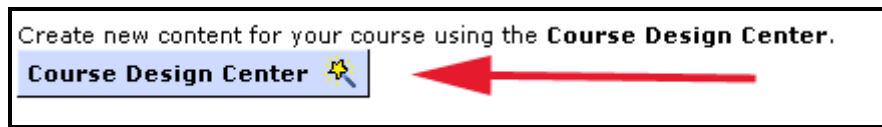


Figure 1: The Course Design Center Button

- ▶ Working in select tools, you may choose **Design Options** and choose to use the wizard from the right side menu.
- ▶ Advanced design features are disabled in the wizards. When you become more familiar with building a course, you can go to the advanced features by clicking the **Designer Options** tab.
- ▶ To discontinue the wizards without saving your work, click **Exit Course Design Center**. You can return to the wizards later by clicking the **Designer Options** tab.
- ▶ Return to a wizard any time by clicking the **Designer Options** tab while you are in the tool. You will see a button with a wand and the name of the appropriate wizard.

Available Wizards

There are three types of wizards available for you to choose from. These wizards are available both from the Course Design Center and from the Actions menu in the appropriate tool view.

- ▶ Customizing your course
- ▶ Adding Course content
- ▶ Activating communication tools

Customizing your course

To Use the Homepage Wizard

- 1 Choose **Control Panel**, then choose **Enter Course Design Center**, and choose **Homepage**
- OR -
- 2 On your course homepage, click **Designer Options**. From the right side menu, click **Use Homepage Wizard**
 - 3 Select the appropriate choice
 - 4 Follow the on screen prompts

Organizer Page

You can organize similar tools in your course by grouping them on the same organizer page. Your WebCT course can contain elements such as a syllabus, glossary, and content. To create these elements in your WebCT course, you use the corresponding WebCT tool. For example, to create a course syllabus that provides course information, goals, and policies, you use the *Syllabus* tool. Or, to create a glossary of terminology used in the course, you can use the *Glossary* tool. You can organize similar tools in your course by grouping them on the same organizer page. For example, you can group content-related tools, such as *Syllabus*, *Glossary*, and *Content Module* on an organizer page named *Content Tools*. Organizer pages are customizable.

To Use the Organizer Page Wizard

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Organizer Page**.
- 2 Follow the on-screen prompts.

Adding course content

Syllabus

Use *Syllabus* to customize a course syllabus or to upload your own syllabus in a text or HTML file.

To Use the Syllabus Wizard

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Syllabus**.
- 2 Follow on-screen prompts.

Content Module

Use *Content Module* to organize and deliver course content to students in a structured, logical sequence.

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Content Module**.
- 2 Follow the on-screen prompts.

Activating communication tools

Discussions

Use *Discussions* to initiate both public and private discussions on topics pertaining to your course.

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Discussions**.
- 2 Follow the on-screen prompts.

Mail

Use *Mail* to send, receive, reply to, and forward messages to other members of your course.

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Mail**.
- 2 Follow the on-screen prompts.

Calendar

Use *Calendar* to communicate course events, such as an upcoming quiz, to course members or to schedule personal events.

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Calendar**.
- 2 Follow the on-screen prompts.

Chat

Use *Chat* to have real-time conversations with other course members.

- 1 Choose **Control Panel**, then **Enter Course Design Center**, and choose **Chat**.
- 2 Follow the on-screen prompts.

Wizards as Defaults

When adding or editing a page or tool, you can choose to use Wizards as a default or disable them as a default through the **Use a Wizard when available** checkbox. When checked, this box will enable wizards on this view as a default.

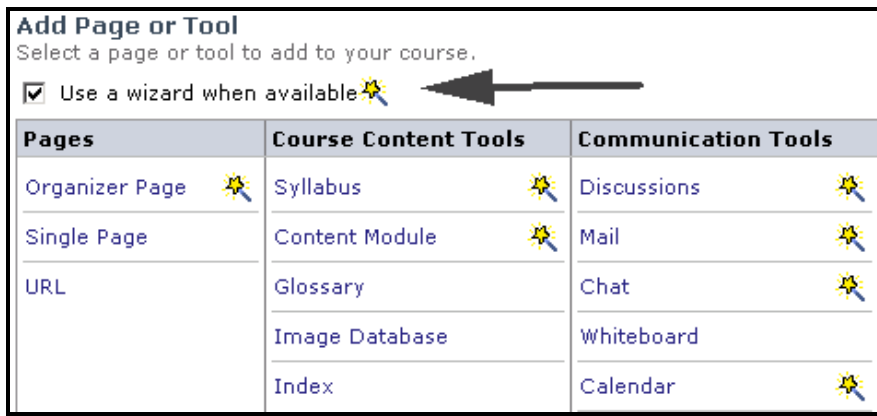


Figure 2: The *Use a Wizard when available* checkbox