What can you do with WebCT? Here is a list of various WebCT Tools that you can add to any course for a more dynamic and exciting learning experience. To access the tools listed to your course, click on the “Add page or tool” button on your Course Homepage’s Actions Panel. If you need help using these tools, don’t hesitate to contact us at webct@kings.edu.

Pages
In many cases uploading assignments or files as Word documents (.doc) isn’t always the best way to get the message out to your students. If a student doesn’t have Word, they may be unable to open your document. For this reason, try to use .rtf or save your document as a Web Page (.htm, .html).

Single Page- To save your document as a web page, see the packet called “Saving a Word Document as a Web Page”. If you are adding a web page to your course homepage, it is best to add it to the default MyFiles folder in WebCT. You can access the folder by clicking the Control Panel, then “Manage Files.”

Organizer Page- An organizer page is like the course homepage. It's a collection of links and/or icons that lead to more information.

URL- If you have information posted on an external site/server, like Faculty web space, you can link over to it using this method.

Course Content Tools
Syllabus- This tool walks you through a wizard that creates a digital syllabus. Most professors use their syllabus from class in a Web Page format (see above).

Content Modules- Perfect for managing large amounts of information, the Content Module lets you compile several things related to a lesson into one location. If your regular lessons ran with a presentation, list of keywords, link to a website, and post-quiz, then you could post links to all of the information in a content module. It’s great for organization.

Glossary- If you have a list of key terms for your course, you can list them here.

Image Database- Some courses require use of images for projects, you could store them all in one location with this tool.

Index- Manually construct an index of what pages may relate to certain keywords.

Content Utilities
Search- Allow students to search your course

Compile- This is helpful for multiple short pages or notes that you want to compile into one printable page.

Resume Course- Some content modules can be time sensitive. Resume Course lets you come back to a content module part way through if you leave in the middle.

CD-Rom- Some courses work with CDs in their books. You can point to certain files on a CD using this tool.

Communication Tools
Discussions- A discussion tool helps with reactions to readings or talk about topics outside of class. The bulletin board fashion of post and reply makes it perfect for posting at any time that is convenient for the user.

Mail- WebCT Mail is exclusive to WebCT. You cannot email anyone who is not in your class. You can, however, email everyone in your class or specific people in a group project if you wish.

Chat- Create a chatroom for your class to meet in on snow days or for certain groups to meet in for group meetings. Instructors can view logs of all conversations.

Whiteboard- Access a virtual whiteboard with your students. This is a rarely used tool, despite its possible advantages in interactivity.

Calendar- Use the calendar to plan out your semester by the day, week, or month.

Student Tips- You can post a “tip of the day” that will help students or post little known facts about a topic.

Evaluation & Activity Tools
Quizzes/Surveys- Test your students online with a multitude of options. Matching, multiple choice, and essay questions are just a few of the possible methods you can use for evaluation.

Self Test- Allow students to get immediate feedback in a question/answer setting with this tool. It is great for exam preparation.

Assignments- Use the assignment dropbox to have students turn in assignments or paper drafts online in any format. This is a common method of assignment submission. Assignments can have a due date so they can be late or cutoff after a certain date and time.

Student Presentation- Students can make their own online presentations here. This tool is rarely used.

Student Homeworks- For the frequently-meeting online course, this gives students a place to show off themselves.

Student Tools
My Progress- Students can track where they have been as easily as you can with this tool.

My Grades- If you keep your online gradebook up with your written one, students can view their grades as they get them. It is an easy way to get the frequent “What’s my final grade?” question to go away.

Language Selection- Parle français? Here’s where you can select a different language for your content. Though it will not display your content in a new language, buttons and WebCT commands will be changed to your selected language.