

No More Copy Costs!

Putting Class Materials online

What would you like to put online?

- Syllabus and Course Policies
- Quizzes
- Lectures
- Handouts

Sample Work in progress

Here's what I wanted to do:

- **Put the syllabus and course policies online**, so that in case students lost their copy, or we had to change assignments, they would always be up to date.
- **Stimulate Better In-class Discussions:**
One of the things I wanted to do was to insure that students had read the assignment. So I required a discussion post before they came to class.
- **Put class materials online** that students could see if they missed class. Each time I had class, I would put important lecture materials into a viewable format, and put them on the website. Graphics add color to the presentation, and PowerPoint lets them see main points without a lot of HTML work.
- **Put Quizzes and Exams online** to save valuable in-class time.

What format would be best for those materials?

- Text document as a web page?
 - Loads immediately
 - No third-party software needed
- A PDF file (text and PowerPoints)?
 - PowerPoints as well as text documents can be saved to PDF.
- A link to another website?

What do you want students to be able to do with the material?

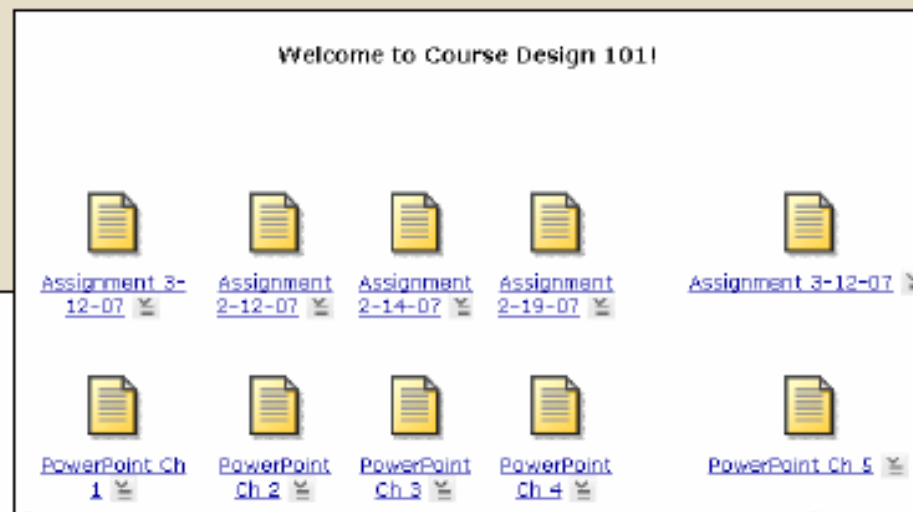
- Print it out (PDF recommended)
- Access it for reference (reading online) – HTML page or PDF
- Work with it online--discussions, chat groups (Type materials into forum.)

How to

Add Text Files to WebCT

Planning: If you add text files to WebCT

- The temptation is to simply drop materials, as many as necessary, on the homepage.



This leads to page clutter, and makes students scroll to find materials

A better way:

- Plan to arrange online materials so that they are easy to find

Use folders to group materials

- **By type of materials** (PowerPoint presentations, Lecture Notes, Sample Problems)
- **By weeks or units** (all materials for one unit grouped into Unit folder).

If you organize by types of materials:

Add a folder for each type of material.

The screenshot shows a Blackboard LMS interface. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. The main header reads 'Faculty Development - Demo GSU Base Template'. Below this, the user's location is 'Home Page'. A navigation bar contains buttons for 'Add File', 'Create Folder', 'Add Content Link', and 'Page Options'. The course title is 'Governors State University ONTL 653 SA' with the instructor 'Barbara Mandel'. A large welcome message says 'Welcome to Producing Digital Content!'. At the bottom, there are four links with folder icons: 'ONTL653 Syllabus', 'PowerPoints', 'Handouts', and 'Problem Solutions'. A left-hand sidebar lists various course tools like 'Course Content', 'Announcements', 'Assessments', etc.

Your homepage might look like this:

To Add a folder, click Create Folder:

The screenshot displays the Blackboard LMS interface for a course titled "Faculty Development - Demo GSU Base Template". The interface includes a top navigation bar with "Build", "Teach", and "Student View" tabs. On the left, a "Course Tools" sidebar lists various options such as "Course Content", "Announcements", "Assessments (H)", "Assignments (H)", "Calendar", "Chat (H)", "Discussions (H)", "Learning Modules (H)", "Mail (H)", "Media Library (H)", "Search (H)", and "Roster". The main content area shows the "Your location: Home Page" and a toolbar with "Add File", "Create Folder", "Add Content Link", and "Page Options" buttons. The "Create Folder" button is highlighted with a red rectangular box, and a mouse cursor is pointing at it. Below the toolbar, the course information is displayed, including the "Governors State University" logo, the course name "Governors State University ONTL 653 SA", and the instructor's name "Instructor: Barbara Mandel". At the bottom, a large white box with a black border contains the text "Welcome to Producing Digital Content!".

The Create Folder screen appears:

Build **Teach** **Student View** **Faculty Development - Demo GSU Base Template**

Course Tools

- Course Content
- Announcements
- Assessments (H)
- Assignments (H)
- Calendar
- Chat (H)
- Discussions (H)
- Learning Modules (H)
- Mail (H)
- Media Library (H)
- Search (H)
- Roster
- SCORM (H)
- Syllabus
- Web Links (H)

Your location: [Home Page](#) > **Create Folder**

Create Folder

*Title: ←

Description:

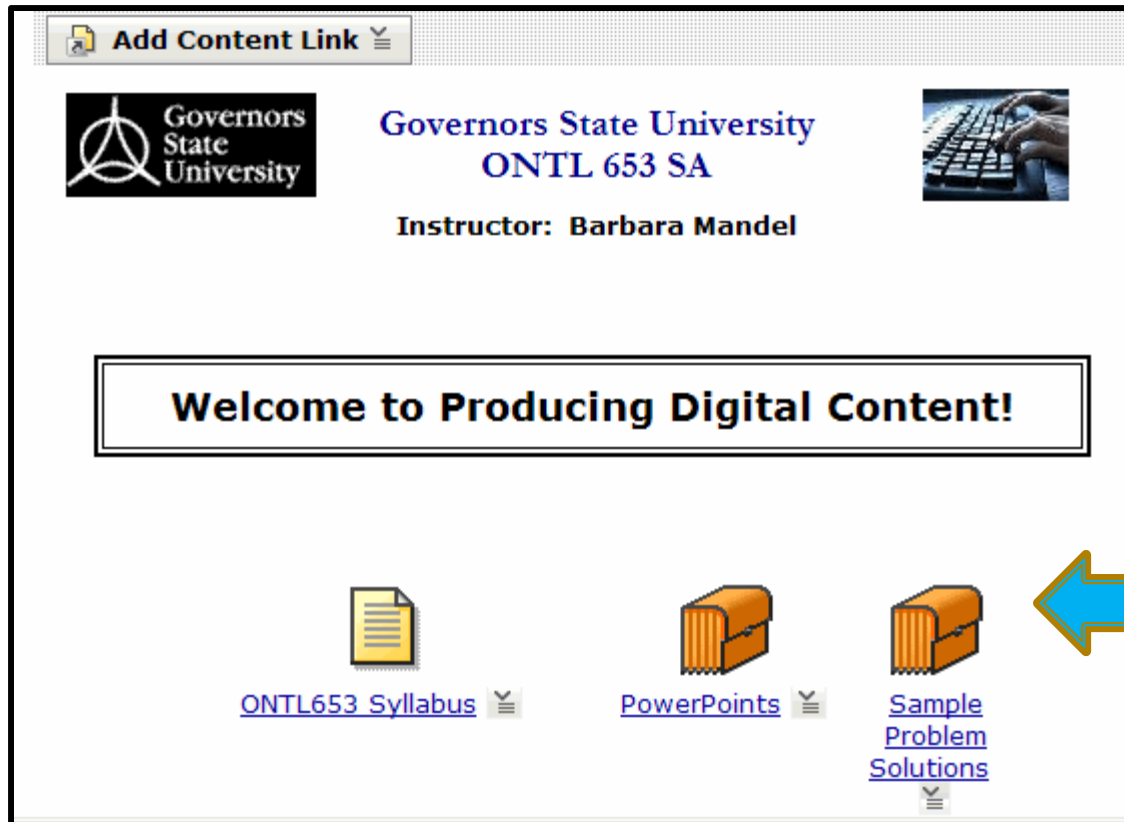
Item Visibility: Show Item
 Hide Item

[+ Add Another Folder](#)


[Save](#) [Cancel](#) **Click Save**

* Required field

The new folder appears on the homepage:




Add Content Link


 **Governors State University**


Governors State University
ONTL 653 SA


Instructor: Barbara Mandel



Welcome to Producing Digital Content!

 [ONTL653 Syllabus](#)



 [PowerPoints](#)

 [Sample Problem Solutions](#)

To add materials to the folder:

Click the folder icon:




Your location: **Home Page**



 **Governors State University** 

Governors State University
ONTL 653 SA

Instructor: Barbara Mandel





Welcome to Producing Digital Content!


  

[ONTL653 Syllabus](#)  [PowerPoints](#)  [Sample Problem](#)

A new Page appears:


< Your location: [Home Page](#) > **PowerPoints**

 **Add File**  **Create Folder**  **Add Content Link**  **Page Options**


 **Governors State University**

Governors State University

Online Course Site

 **Adding Files**

You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.





 **Creating Folders**


You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Click Add File:




Your location: [Home Page](#) > **PowerPoints**


 **Add File**  **Create Folder**  **Add Content Link**  **Page Options**

 **Governors State University**

Online Course Site

 **Adding Files**

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 **Creating Folders**

You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

Select Browse for Files:



Your location: [Home Page](#) > **PowerPoints**

Add File **Create Folder** **Add Content Link** **Page Options**

Browse for Files

Create File

Governors State University

Online Course Site

Adding Files

You can create files or add existing files on your computer, such as lecture notes and slide shows, to your course. To create or add files, click the **Add File** button.

Creating Folders

You can create folders and use them to organize your content and files. To create folders, click the **Create Folder** button.

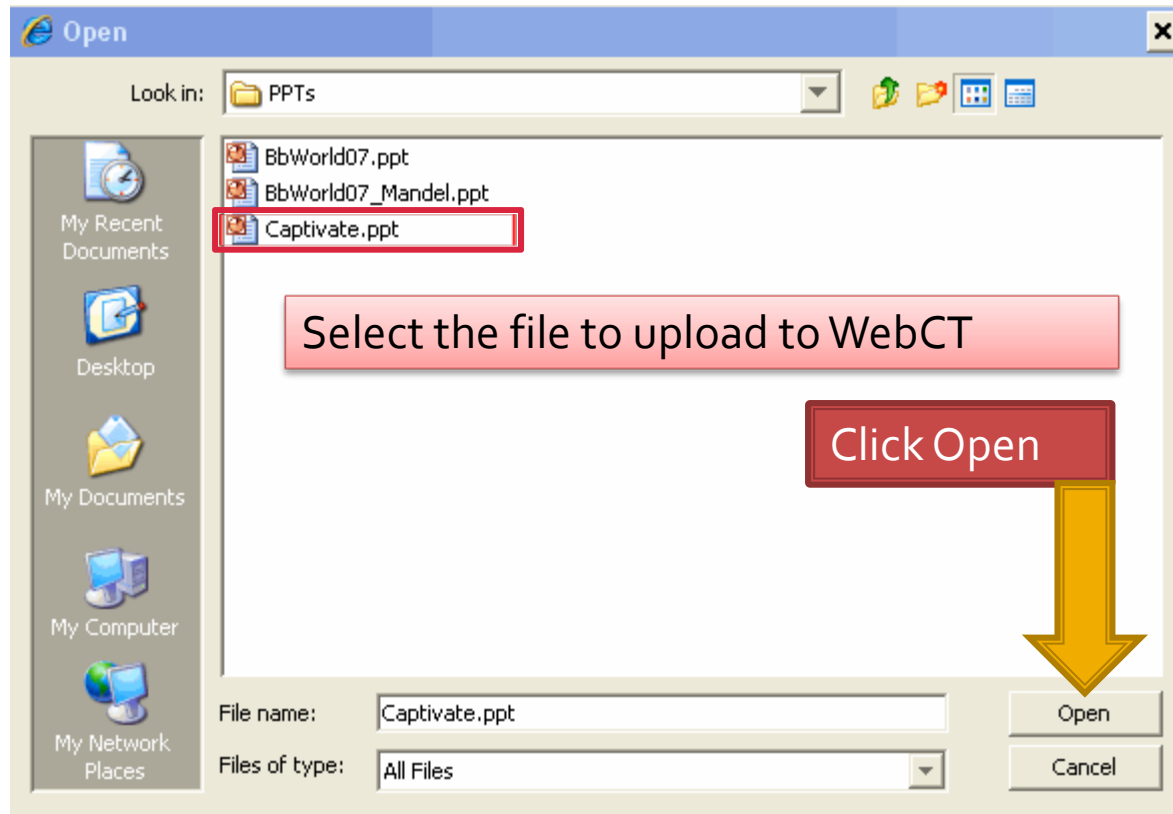
The Get Files screen appears:

Click My Computer

The screenshot shows the 'Get Files' interface. On the left sidebar, there are three options: 'My Files', 'Class Files', and 'My Computer'. The 'My Computer' option is highlighted with a red rectangular box, and a large yellow arrow points to it from the left. The main content area shows the current location: 'Faculty Development - Demo GSU Base Template'. Below this, there is a filter dropdown set to 'All Types'. The main area displays a list of files and folders:

Title	Type
horizon	Folder
Images	Folder
Keys to Success	Folder
Public Files	Folder
syllabus	Folder
citingsources.jpg	JPEG
citingsources0.jpg	JPEG
gsulogosmall.gif	GIF
keyboard.jpg	JPEG
language.gif	GIF

Navigate to find your file:



The file has been added to Folder:



The screenshot displays a web interface for a folder named "PowerPoints". At the top, the breadcrumb navigation shows "Your location: Home Page > PowerPoints". Below this is a toolbar with four buttons: "Add File", "Create Folder", "Add Content Link", and "Page Options". The main content area features the logo of Governors State University on the left and the text "Governors State University" and "Online Course Site" on the right. At the bottom, a file named "Chapter 1 PowerPoint" is listed with a document icon. A large yellow arrow points from the left towards the file icon.

Your location: [Home Page](#) > **PowerPoints**

 **Add File**  **Create Folder**  **Add Content Link**  **Page Options**

 **Governors State University**

Governors State University
Online Course Site

 [Chapter 1 PowerPoint](#) 

Organizing by Weeks or Units

If you organize by week or unit:

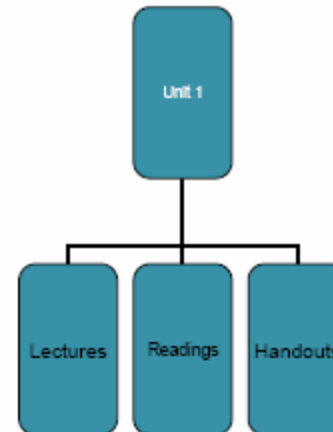
Layer materials using Learning Modules:

- Create **Course Materials folder** on the Homepage



Course Materials

- Organize content by unit folders on a secondary page.
- Add appropriate materials (Learning Module)








The units page might look like this:

[Add File](#) [Create Folder](#) [Add Content Link](#) [Page Options](#)

Course Materials

You will find all of the course materials listed below. Click the Unit icon to access the readings and Assignments.

 Introductions Introductions	 Foundations of Curriculum Unit 1	 Curriculum Process Unit 2	 Curriculum Management Unit 3	 Current Trends in Curriculum Unit 4
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This is how a Learning Module looks:

The screenshot displays the 'Student View' of a 'WebCT6 Precourse - Spring 2008'. The interface includes a top navigation bar with 'Build', 'Teach', and 'Student View' tabs. A breadcrumb trail indicates the current location: 'Learning Modules > Lesson 2 > Introduction'. A left-hand navigation pane titled 'Table of Contents for Lesson 2' lists several links: 'Introduction', 'Survey-Quiz', 'Navigation', 'Are you ready for an Online Course?', 'Online Learning', 'Success', 'Netiquette', 'Computer Needs', and 'Lesson Summary'. The main content area features a large heading 'Lesson 2' and a section titled 'Lesson Overview :'. The overview text reads: 'What kind of learner are you? Do you know how to be successful in an online course? If you're not sure, that's ok; this unit will give you an opportunity to explore the answers to the introductory questions. The best feature of this unit and course is that there are no grades, and no pressure. You will be able to explore and examine how ready you are to take an online course and explore the course by taking a short survey. You will have an opportunity to review some great advice on how to be a successful online student. Then learn what software programs your course may or may not require. And, of course, we will discuss netiquette - the rules of the road for communicating properly online.'

Build Teach Student View WebCT6 Precourse - Spring 2008

Your location: [Learning Modules](#) > [Lesson 2](#) > Introduction

Lesson 2

Lesson Overview :

What kind of learner are you? Do you know how to be successful in an online course? If you're not sure, that's ok; this unit will give you an opportunity to explore the answers to the introductory questions. The best feature of this unit and course is that there are no grades, and no pressure. You will be able to explore and examine how ready you are to take an online course and explore the course by taking a short survey. You will have an opportunity to review some great advice on how to be a successful online student. Then learn what software programs your course may or may not require. And, of course, we will discuss netiquette - the rules of the road for communicating properly online.

Trusted sites 100%

If you would like to know how to create a Learning Module:

- please check the Faculty Development course available on your MyWebCT page.

Other Options: Quizzes

Quizzes may be uploaded to WebCT easily if you have the quiz in digital format (Word file).

Advantages of web-based quizzes:

- Tests can be set for particular dates and times;
- Objective quizzes are graded immediately;
- Question order and answer order can be randomized.
- You can create question sets so that no two students get exactly the same questions.

Other Options: Quizzes

- We recommend using Respondus to transfer your digital quiz into WebCT.
- Directions and tutorials for uploading quizzes are available on the eLearning website, under Faculty Tutorials.