

Adding an Organizer Page (Folder), Page (File), or URL (Link)

Add a Organizer Page

1. Click on “Add Page or Tool”.

2. Click on “Organizer Page”.

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

3. Name your organizer page and select a place to put it, click "Add".

Add Organizer Page

- Enter a title for this item:
- Decide where to show the link to this item.
 - On the *Course Menu*, visible on all pages. Link will appear as text.
 - On an *Organizer Page*:
 - Link shows item title
 - Link shows icon (select below)
 - Use default icon
 - Use custom icon
- Add this item to your course.

Choose icon:

Create a Page

1. Click on "Add Page or Tool"

2. Click on "Single Page"

Add Page or Tool
Select a page or tool to add to your course.

Use a wizard when available

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys	My Progress
Single Page	Content Module	Mail	Self Test	My Grades
URL	Glossary	Chat	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
CD-ROM				

3. Name your page, and select "Browse..." to view WebCT file manager.

Add Single Page

1. Enter a title for this item:
2. Enter the information for the Single Page.
Page filename: **Browse...**
Open in: New browser window Same browser window
 Show navigation buttons
3. Decide where to show the link to this item.
 On the *Course Menu*, visible on all pages. Link will appear as text.
 On an *Organizer Page*:
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
Choose icon: **Browse...**
4. Add this item to your course.

4. Click "Browse..." to upload your file to the WebCT file manager.

File Browser
Select a file. Tip: To view a file, click .
If the file you need does not appear in the list below, upload it first, then select it.

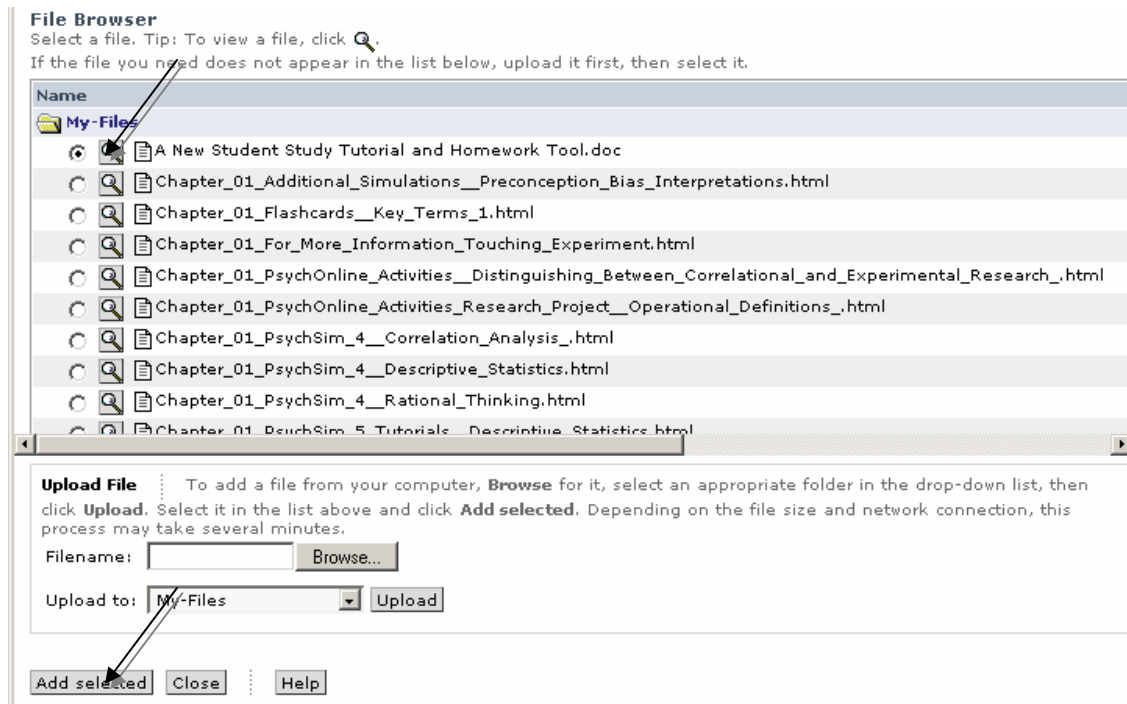
Name
My-Files
<input type="radio"/> A New Student Study Tutorial and Homework Tool.doc
<input type="radio"/> Chapter_01_Additional_Simulations__Preconception_Bias_Interpretations.html
<input type="radio"/> Chapter_01_Flashcards__Key_Terms_1.html
<input type="radio"/> Chapter_01_For_More_Information_Touching_Experiment.html
<input type="radio"/> Chapter_01_PsychOnline_Activities__Distinguishing_Between_Correlational_and_Experimental_Research_.html
<input type="radio"/> Chapter_01_PsychOnline_Activities_Research_Project__Operational_Definitions_.html
<input type="radio"/> Chapter_01_PsychSim_4__Correlation_Analysis_.html
<input type="radio"/> Chapter_01_PsychSim_4__Descriptive_Statistics.html
<input type="radio"/> Chapter_01_PsychSim_4__Rational_Thinking.html
<input type="radio"/> Chapter_01_PsychSim_5_Tutorials__Descriptive_Statistics.html

Upload File : To add a file from your computer, **Browse** for it, select an appropriate folder in the drop-down list, then click **Upload**. Select it in the list above and click **Add selected**. Depending on the file size and network connection, this process may take several minutes.

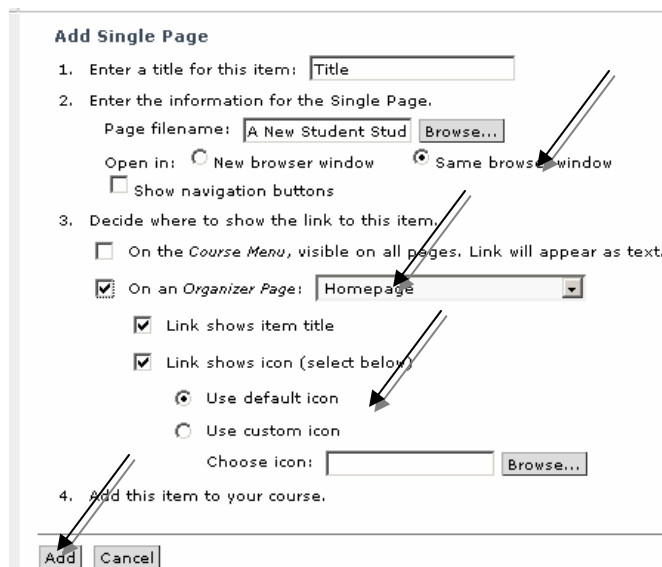
Filename: **Browse...**

Upload to:

5. The document you uploaded should be automatically selected. Click “Add Selected” to continue.



6. Select how you want the page to appear (as a “popup” in its own window, or in the WebCT frame), where you want it to appear (on which “Organizer Page”), any special icons you would like for it, and then click “Add”.












How to Add a Link (URL)

1. Click on "Add Page or Tool"
2. Click on "URL"

Add Page or Tool

Select a page or tool to add to your course.

Use a wizard when available 

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools	Student Tools
Organizer Page 	Syllabus 	Discussions 	Quizzes/Surveys	My Progress
Single Page	Content Module 	Mail 	Self Test	My Grades
URL 	Glossary	Chat 	Assignments	Language Selector
	Image Database	Whiteboard	Student Presentations	
	Index	Calendar 	Student Homepages	
	Content Utilities	Student Tips		
	Search			
	Compile			
	Resume Course			
	CD-ROM			

3. Enter the Title of the Web site, the URL, how you want the page to appear (as a "popup" in its own window, or in the WebCT frame), where you want it to appear (on which "Organizer Page"), any special icons you would like for it, and then click "Add".

Add URL

1. Enter a title for this item:
2. Enter the information for the URL.
Address:
Open in: New browser window Same browser window
3. Decide where to show the link to this item.
 On the Course Menu, visible on all pages. Link will appear as text.
 On an Organizer Page:
 Link shows item title
 Link shows icon (select below)
 Use default icon
 Use custom icon
Choose icon:
4. Add this item to your course.

How to Remove an Item from WebCT

1. Click on the radio button next to the item you want to remove then on "Delete".

Control Panel Psychology, 7e by Myers: SADY04

View Designer Options

Course Menu Homepage

Homepage
BFW Training Materials

Psychology, Seventh Edition

Welcome
to the WebCT resources for *Psychology, Seventh Edition* David G. Myers. These resources are designed to help students review key concepts from the textbook through interactive exercises and learning tools.

Instructor Resources (Hidden)

Student Resources

BFW Training Materials

Actions
☛ indicates a selection is required from the main frame.

Use Homepage Wizard

Options: Links

Add page or tool

Edit

Delete

Hide

Reveal

Specify selective release

Move backward

Move forward

Move to organizer page

Move to Course Menu

Copy to Course Menu

Options: Textblocks

Add upper textblock

Add lower textblock