

Linking Content to Your Course

If you have uploaded the file successfully to the file manager you just need to link it to your course content. The content module tool in WebCT will make your notes look like an outline and it offers easy course navigation for your students. It will allow you to indent to emphasize chapters or units

Upload Files to the File Manager:

1. Under Designer Links, click on 'Manage Files.'
2. On the Right panel, click "Upload"
3. Click the button that says "Browse..."
4. Find your .html documents in the location where you saved them on your hard drive.
5. Click the "Upload" button.
6. You will now see your file under "My Files" in the file manager.

Create a course content link:

1. In the Designer Options tab, select "Add page of tool" link under Designer Links.
2. Click on "Content Module" under Course Content Tools.
3. Give your page a title and check the boxes to create links on the Course Menu and on an Organizer page.
4. Add checkmarks next to "link shows item title" and "link shows icon".
5. Click "Add"

Add Files:

1. Click on the course content icon you just created with the above instructions. You should see the icon on your homepage.
2. When you have clicked into your blank content page, you will see nothing in the window. Select the Designer Options tab if you are not already in it.
3. In the right column click on "Add files"
4. A box will appear that shows all of the files you uploaded to the file manager. (Please note: you may only see html files depending on the selection noted.)
5. Select the one you plan to link to your course content and click Add.
6. Once you have uploaded all your files to the content module, you can reorganize the files, rename them, move them up or down, indent, etc.

DON'T FORGET TO UPDATE STUDENT VIEW OR STUDENTS WILL NOT SEE NEW FILES:

1. In the Content Module link, click on "Update Student View" from the right panel.
2. Click "update all"