

WebCT

Adding Learning Resources to your Modules

This guide is aimed at tutors who would like to add learning resources to their modules on WebCT. It instructs how to upload materials to WebCT, and how to make links to the material so that students can view them.

STEP 1: Initial check

To add content to a module, you need to be enrolled on WebCT as a **Section Instructor** so that you have access to the **Build** tab. Check to see if you have this by going to your module page and looking in the top left of your screen for the three tabs shown in **Figure 1**.

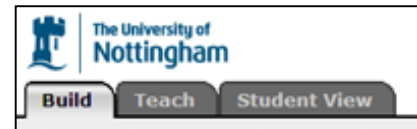


Figure 1

If you do not have these tabs, get in touch with Yvonne or Cherry in the Web and Media Team.

STEP 2: Upload files to the WebCT File Manager

To add files to your module, first you need to upload the files into the **File Manager** for your WebCT module.

1. Click on the **Build** tab
2. Click on **File Manager** in the **Designer Tools** menu in the left column

This takes you to the File Manager screen where you will see a number of folders listed.

3. Click on the folder where you would like to store the files e.g. the **learning-resources** folder
4. Click on the **Get Files** button shown in **Figure 2**

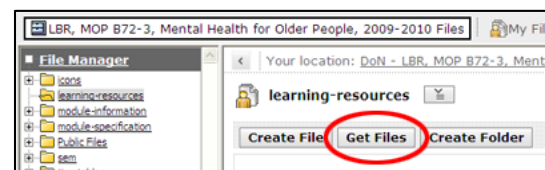


Figure 2

A new window will open which lets you choose files from other WebCT modules, or from your computer. If the files you want to add are on your computer:

5. Click on the **My Computer** option at the left of the window
6. Browse your computer to find the file(s) that you would like to upload (you can select more than one file at a time) and click **Open**

The file(s) will be uploaded and you will see them listed within the File Manager screen.

STEP 3: Create links to your files

Now that your file(s) are uploaded you can create links so that your students can see them. Until you do this, students will not be able to see your files.

1. When you access parts of WebCT that take up a lot of your screen, like the File Manager, the menu on the left is reduced to a narrow strip showing only icons. Expand the menu by clicking arrow icon shown in **Figure 3**
2. Click on the **Course Content** option in the **Course Tools** menu in the left column
3. Click on the folder where you would like to add the files e.g. the **Learning Resources** folder
4. Click on the **Add File** button, then select **Browse for Files**, as shown in **Figure 4**



Figure 3

A new window will open showing the files and folders within your WebCT module.

5. Select the folder that you uploaded your files to, e.g. the **learning-resources** folder

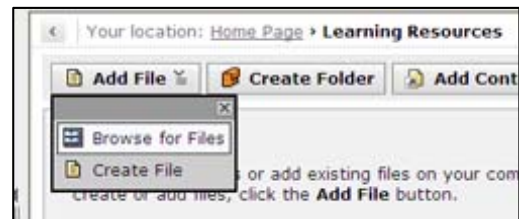


Figure 4

You should see the file(s) that you uploaded in the list.

6. Tick the box next to the file(s) you would like your students to see and click **OK**

A link to your file(s) will be shown on the module page.

STEP 4: Check your links

To test your links to make sure that your files are opening correctly and your students can see them:

1. Click on the **Student View** tab at the top left of the screen
2. Click on the folder where you added your files, e.g. the **Learning Resources** folder
3. Click on one of the files you have just added

This will open the file. If you can see and open your files in the Student View, so can your students.