Session Description:

At the end of the 2001 fall semester, the course development team of Rensselaer Polytechnic Institute’s Professional and Distance Education was assigned the responsibility of setting up and maintaining over 27 courses on WebCT. With little or no background in HTML and less than a month to do so, the team devised a set of “Cheat Sheets” that enabled them to effectively meet their responsibilities. The team revise and update the “Cheat Sheets” regularly to reflect changes in use, template or version of the software. They regularly use them in the workshops and training that they provide to faculty, teaching assistants, and students.

This session will enable participants to get an overview of WebCT 3.8 and of its most commonly used features. A lot of the seemingly complex tasks required to post and maintain a course will be demystified and useful, effective tricks and techniques will be shared with all. Some of the “Cheat Sheets” mentioned in this interactive sessions will be:

- Getting familiar with WebCT,
- Creating and editing a template
- Creating and editing an HTML page
- Using an HTML editor (the “scavenger technique”)  
- Managing files
- Using the DropBox
- Using the Bulletin Board

WebCT

“WebCT is the world’s leading provider of integrated e-learning systems for higher education. WebCT’s solutions combine the richest and most flexible pedagogical tools with content management capabilities, options for personalization and customization of the learning experience, and seamless integration with an institution's existing campus infrastructure. WebCT's e-learning systems deliver the most advanced educational technology available to support a full range of teaching and learning styles, while making the most intelligent and efficient use of an institution's intellectual and technical resources. Using WebCT allows institutions to provide more convenient and personalized learning options for students, to expand access to academic programs, and to continually improve course and degree program quality. “ (abstract from the WebCT site)
Objectives:

Participants will be able to:
  o Navigate easily WebCT
  o Identify tips and tricks on using WebCT for the first time
  o Apply the steps described in the Cheat Sheets

Audience:
Educators, administrators or supporting staff who want to use WebCT for the first time, have previously used it and need to refresh their skills.