
Leverage WebCT Vista Features

Your migrated course most likely utilizes several WebCT tools, but you may wish to add some newly available tools, such as Announcements or Group Sign Up Sheets. Some newly improved tools, such as gradable Discussions or Assignments, may also enhance your course.

In successful online courses, learners are not passive receivers of information, clicking from page to page. Rather, they are required to interact with the content in meaningful and relevant ways.

What can you do with your course that generates the desire to learn more? How can you make that “Aha!” moment happen online? How can you encourage them to help each other learn? These are the intangible features that make the difference between reading web pages and experiencing engaging learning.

To help foster student learning and success:

- Provide clear instructions and content
- Promote active learning
- Encourage collaborative learning
- Design for diverse learning styles
- Provide frequent opportunities for assessment and feedback

These principles can guide your use of WebCT and the tools you choose. Keep them in mind as you review the following checklists for choosing WebCT tools that will help you accomplish course goals and objectives.

Orientation

As a rule, assume students **do not** know where they're going in an online course and that they depend on you for guidance. Provide clear instructions and repeat information in different locations (e.g. syllabus, calendar, discussions, content) to make sure that the message is received.

Would you like your students to...	Tool to Use
<input type="checkbox"/> Know how to use WebCT tools used in the course	Add the Student Tutorial Learning Module to your course (contact webct@unm.edu for more information)
<input type="checkbox"/> Know how to begin working in the course immediately when they log in?	Course Content Home Header
<input type="checkbox"/> Be informed of important announcements upon logging in?	Announcements
<input type="checkbox"/> Access all tools for the course in one location?	Course Menu
<input type="checkbox"/> Access a course syllabus? The Syllabus tool can be used to either create a syllabus or upload an existing syllabus.	Syllabus
<input type="checkbox"/> Be informed of dates for assignments, quizzes, and course activities? Calendar can also be a central tool for organizing your class by linking to specific content pages and activities.	Calendar
<input type="checkbox"/> Know where an icon will take them before clicking it?	Link Annotations

Communication Tools

Whether you are teaching a distance course or using WebCT to enhance a traditional face-to-face class, WebCT's communication tools encourage cooperation and student-to-student interaction.

Collaborative learning strategies in the virtual classroom can include debates, group projects, case study discussions, simulation and role-playing exercises, sharing of solutions, and collaborative composition of essays or research plans.

Would you like your students to...	Tool to Use
<input type="checkbox"/> Access a global view of mail categorized by course?	Mail on My WebCT
<input type="checkbox"/> Click on a user's name anywhere it appears in the course and send a Mail message immediately?	PeopleLinks
<input type="checkbox"/> See if others are logged in at the same time and send an invitation to chat?	Who's Online
<input type="checkbox"/> Engage in online discussions, debates, and class community?	Discussions
<input type="checkbox"/> Be directed to a specific online discussion topic in close proximity to related course content? Linking to Discussions within a Learning Module is no longer limited to the "Notes" topic.	Discussion link in Action Menu or Table of Contents
<input type="checkbox"/> Be evaluated based on discussion participation?	Gradable Discussions
<input type="checkbox"/> Choose a collaborative group to belong to and have a communication space in which to share ideas?	Sign Up Sheets for Groups - with private Discussions and Chat rooms
<input type="checkbox"/> View announcements in a central location? These are housed in an archive for easy viewing by students. They can be created in advance for later release or delivered as pop-ups upon log in.	Announcements
<input type="checkbox"/> Communicate synchronously in a text-based environment? Examples include office hours, study groups, guest speakers, debates, Q and A sessions, and virtual field trips.	Chat
<input type="checkbox"/> Communicate synchronously in an image-based environment? Students can share images, create sketches and diagrams, and map out information.	Chat/Whiteboard

Content in Your Course

WebCT can accommodate a variety of content types. Course information, class notes, PowerPoint presentations, images, multimedia, and external links to other web sites can be used to provide a wealth of information to your students.

Would you like your students to...	Tool to Use
<input type="checkbox"/> Study terms and definitions? The media library allows you to create collections of multimedia entries. Entries can be automatically hyperlinked to words throughout the course content.	Media Library
<input type="checkbox"/> Have key words in content hyperlinked to multimedia for active learning?	Link to Media Library entries from text
<input type="checkbox"/> Search a multimedia collection?	Media Library
<input type="checkbox"/> View sequential content, such as chapter or unit notes? Learning Modules can include HTML pages, assessments, discussions, chat rooms, assignments, WebLinks, self tests, and media library collections.	Learning Module
<input type="checkbox"/> Actively interact with your content? Links to several tools (e.g., assignments, assessments, discussions) can be placed in a Learning Module's table of contents.	Learning Module
<input type="checkbox"/> Have conveniently placed links to items such as self tests, media library collections, discussions, and learning goals right on a learning module page?	Action Menu
<input type="checkbox"/> See all URLs you provide in a central location, rather than sprinkled throughout the course? When a Web Link (URL) is added to the course, it is automatically added to a comprehensive list.	Web Links
<input type="checkbox"/> See content only after certain tasks are complete or a specific date has arrived?	Selective Release
<input type="checkbox"/> Allow students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from WebCT?	Local Content

Student Tools / Study Aids

You can provide student tools and study aids to your students to help them locate information or track their progress.

Would you like your students to...	Tool to Use
<input type="checkbox"/> Be able easily print the course information for off-line review? Create Printable View can be accessed in Calendar, Discussions, Mail, Notes, Syllabus, and Learning Modules.	Create Printable View
<input type="checkbox"/> View their grades?	My Grades
<input type="checkbox"/> View information on their participation in the course? This includes tracking information on Discussion postings, content pages, and other tools?	My Progress
<input type="checkbox"/> Allow students to store their own files?	My Files
<input type="checkbox"/> Take notes on the content for their private use?	Notes
<input type="checkbox"/> Quickly locate topics in the course?	Search
<input type="checkbox"/> Have a better sense of what is available before a link is accessed? Instructors can annotate the icons and links on the course content home and within folders.	Link Annotations
<input type="checkbox"/> Have access to help when they need it?	Add a link to UNM's FastInfo help system to as a custom link in the Student Tools

Assessments and Assignments

Frequent opportunities for assessment and feedback help you and your students determine if learning objectives are being met. WebCT's Assignments and Assessments also keep students motivated and on track.

Assessment activities encourage, direct, and reinforce learning. Aside from tests and surveys, WebCT's tool suite lends itself to many other ways of measuring and observing knowledge transfer.

Would you like your students to...	Tool to Use
<input type="checkbox"/> Review key concepts with ungraded assessments?	Self Tests
<input type="checkbox"/> Receive automatic feedback based upon their assessment answers?	Self Tests Quizzes
<input type="checkbox"/> Receive and submit electronic assignments?	Assignments
<input type="checkbox"/> Produce and publish to the class a product or performance that is relevant to real-life experience?	Assignments with publish feature
<input type="checkbox"/> Save their assignment work so that they can revise and submit it only when they are ready.	Assignments
<input type="checkbox"/> Have the opportunity to correct errors and improve a piece of work based on constructive feedback?	Assignments
<input type="checkbox"/> Collaborate to produce and share group projects and presentations online?	Group Assignments with publish feature
<input type="checkbox"/> Work in collaborative groups? Each group can be assigned separate instructions. Groups may also publish their work.	Assignments assigned to groups
<input type="checkbox"/> Choose which collaborative group to work with?	Group Sign-Up Sheets
<input type="checkbox"/> Complete anonymous surveys? These may be used to help assess student attitudes on course topics or their satisfaction with the course.	Surveys
<input type="checkbox"/> Take online quizzes and tests as part of your course? Additional question types now include Combination, Jumbled Sentence, True/False, and Fill in the Blank.	Quizzes

Instructor Time Savers

WebCT makes it easier and more efficient for you to manage day-to-day tasks, track student progress, and manage grades.

Would you like to...	Tool to Use
<input type="checkbox"/> Have grades automatically appear in an easy to use spreadsheet-style interface? Name columns are frozen into place as you scroll, making it easier to locate and view specific grades.	Grade Book
<input type="checkbox"/> Review assignments easily? The Assignment Dropbox's tab structure organizes assignments in one place so you can see which ones have been submitted, not submitted, graded, and published.	Assignment Dropbox
<input type="checkbox"/> Review and "hand back" assignments to students with comments and attachments? You can return an edited copy of the assignment and engage in this iterative review cycle until the assignment is complete.	Assignment Dropbox
<input type="checkbox"/> Be able to review assignment submissions offline?	Assignment Dropbox
<input type="checkbox"/> When grading quiz questions, be able to see every student response to a particular question at one time in order to evaluate the response in the context of other responses?	Assessment Manager
<input type="checkbox"/> Evaluate student responses anonymously to reduce bias?	Assessment Manager
<input type="checkbox"/> Have a record of changes made to grades in case of a future grade challenge? When a grade is changed, it is automatically added to an audit history of grade changes.	Audit History
<input type="checkbox"/> Access student tracking with one click? In addition to contacting students using PeopleLinks, instructors can access student performance statistics by clicking on a student's name wherever it appears.	PeopleLinks
<input type="checkbox"/> Create and manage class groups? A central Group Manager tool helps you create groups and set up private group discussions and chat rooms in one easy step.	Group Manager