EDIT COURSE DATA
WEBSTUDY LIGHT USERS

Login to your WebStudy account.

On the Welcome Page under SELECT COURSE choose the course you would like to edit.

Click the EDIT COURSE Data tab to access the button.

You will be taken to a new screen with that has a box with six tabs. Some of the fields have been populated by the Distance Learning Department and cannot be edited.

To display a photo in the Front Page area of the Course Event Summary page, click on Upload Front Page Images (optional), Browse... for the file, and click SUBMIT.

On the Course Frontpage tab, you may enter frontpage text by clicking on the button. A text box will appear so you may add a personal message. This will remove the standard message that reads, “Welcome to your online classroom!”
Please click the TIMELINE tab on the right to begin.” We recommend that your personal message directs students to the ______ tab. Click OK to save your changes.

Welcome to Public Speaking online!

To begin click on the Timeline Tab to the right. Be sure to read all documents carefully and keep track of due dates.

On the ______ tab, you may add a course summary, prerequisite description, and any other information by clicking on the button. A text box will appear so you may add the information. Click OK to save your changes.

Suggestions: You may copy and paste the course description and prerequisite information from the College catalog located on the website http://camdencc.edu/communications/College-Publications.cfm. The section for Any Other Information is an excellent area for the Student Learning Outcomes from the Master Syllabi. Full-time faculty may access this information on the College Share Drive. Adjunct faculty may contact their department secretary and request this information.
Course Description

Course Summary:
Public Speaking introduces the principles and techniques of formal communication. Attention will be given to speaker-listener relationship management and choice of ideas, selection and organization of materials, and use of language and non-verbal elements. Particular attention will be paid to the principles and skills of persuasion and delivery skills as well as audience analysis. Formal presentations will be required.

Prerequisites Description:
Public Speaking is a 3-credit course. Students must have successfully completed or exempted Reading Skills III (ENG-013) and Writing Skills III (ENG-023) prior to enrolling in this course. If you do not meet the prerequisites, please meet with an advisor to review your schedule.

Any Other Information:
Upon completion of this course, the student will be able to:
- Assess the elements of the speech communication process.
- Construct any type of speech utilizing the three major elements of a speech: introduction, body, and conclusion.
- Demonstrate their critical thinking through the analysis of supporting materials.
- Differentiate between an informative, persuasive, and commemorative speech.
- Develop speech management techniques to lessen speech anxiety.
- Demonstrate the process of effective rehearsal and delivery using the skills of proper language, non-verbal communication, vocal variety, and effective use of visual aids.
- Express their ethical responsibilities as both speaker and audience.

On the Evaluation tab, you may enter text that describes your evaluation (grading) policy. As a WebStudy Light User, you will not have access to the full grade book.

Evaluation

Evaluation Description:

Grading System:

Include all grades

Show running average details:

Show total details:

On the Additional Information tab, you have many options to customize your course.
Students can see expanded syllabus: Setting this option to YES will allow students to access the Expanded Syllabus through the See Expanded Syllabus link at the top of the Timeline. Note: Instructors will see the link regardless of the setting.

Show Syllabus Files on Timeline: Select YES if you choose to upload your Syllabus using the “Manage Syllabus files” button.

Click the “Manage Syllabus files” button to browse for and attach your syllabus file.

Uploading the Syllabus file through “Manage Syllabus files” will cause a link to appear at the top of the Timeline that students can click on to open the Syllabus.

Click the button to save changes to the Course Information.

Additional information:
- Allow students to post links:
- Students can see expanded syllabus:
- Course Level:
- Department:
- Academic Calendar Session:
- Timezone of the course:
- Grading basis setting:
- Allow students to see all additional myWebstudyTutor:
- Enable myWebstudyTutor:
- Enable Turnitin:
- Show toecs in gradebook:
- Suppress section numbering:
- Show Syllabus Files on Timeline:
- Manage Syllabus files.

Additional Information
How To Edit Timeline Sessions & Items

The Timeline is where you can set up sessions that “chunk” the materials and gradable items in your course into logical units grouping all items due together with the associated Materials.

You have many options using the RTF Editor boxes to customize your Timeline sessions and make them appealing to today’s visually oriented students.

Please see How To Exclude-Include Course Tabs for more information on Tabs.

The default view is to have all sessions Collapsed so only the title and visibility indicator are shown. To open one session, click the “Plus” icon.

To open All sessions, click the “EXPAND ALL” link to the left of the tab area.

To Edit the Session Description

Click on the Timeline tab. Hover your mouse over the gray gear at the right end of the session title line, and click the “Edit this session” button. Note: If you do not see the gears, please make sure your Personal/Preferences “Permanent edit mode is on by default” option is set to On.
The Description tab is selected, revealing the RTF editor box.

Timeline > Edit this session

Learning objectives both at the course and module level form the basis for all materials, activities and assessments in your online/hybrid course. Good learning objectives should meet the following criteria:

- the course learning objectives describe outcomes that are measurable.
- the module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives.
- all learning objectives are stated clearly and written from the students' perspective.
- instructions to students on how to meet the learning objectives are adequate and stated clearly.

Type the text or Paste from a plain text editor like Microsoft NotePad, or RTF editor like Microsoft WordPad.

Important Note: while it is possible to copy and paste directly from a word processor like Microsoft Word – it is NOT advised. Copied text from Word brings with it a large amount of embedded formatting codes designed to tell a Printer how to print the document. **Pasting into a WebStudy RTF editor box is creating text on a webpage.** This means when the page is displayed, the Browser (Internet Explorer, Firefox, Chrome, Safari, etc.) will try to interpret the codes as HTML codes designed to tell the Browser how to display the page online, producing unpredictable results – especially when you are trying to edit the text later. (To view the HTML source code for a Timeline session description, click on the “View/Edit Source” icon <> on the toolbar.)

If you feel you must paste from Word, PLEASE use the “Paste from Word” icon on the toolbar. This will strip out most of the printer codes – see screenshot next page.

See “How to Properly Use RTF Editor” document for more Details and Illustrations.
Click “Paste from Word”, then use Ctrl-V to paste the text into the window. Then click “ok”.

To Format the Session Description

Once the Text is in the Description, you can use the icons on the Toolbars to Format the Text. For example you can change the Size, the Font and/or the Font Color, Bold, Italic, or Underline of selected text.

You can also add numbering or bulleted to selected lines of text, as well as indent lines and justify text., and correctly HTML format subscript and superscript characters.
Special Characters and Math Symbols

Use the "Special Characters" icon $\Omega$ to insert correctly HTML formatted characters such as foreign language letters and fractions.

To insert correctly HTML formatted Math symbols, use the "Equation Editor" icons $\pm$ $\cdot$ $\times$.

**Tip**
- Using the Equation Editor* and Special Characters tools in the RTF Editor for Timeline, Forum and Assignment Descriptions, and Exam Questions will help ensure they will be displayed correctly in any Browser.

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To Add a Hyperlink to a Session Description

Learning objectives both at the course and module level form the basis for all materials, activities and assessments in your online/hybrid course. Good learning objectives should meet the following criteria:

- the course learning objectives describe outcomes that are measurable.
- the module/unit learning objectives describe outcomes that are measurable and consistent with the course-level objectives.
- all learning objectives are stated clearly and written from the students' perspective.
- instructions to students on how to meet the learning objectives are adequate and stated clearly.

Type the text you want students to click on, and then Select the text (shown highlighted in blue above).

Next open a new tab or window and Navigate to the page you want to link to. Copy the webpage URL.

Then switch back to the WebStudy tab, and click the “Hyperlink” icon (shown selected on the top row of the toolbar above).

Step 1: right-click and Paste the URL in the upper right box, then click the “insert” button. The http:// portion of the URL moves to the right Source: box automatically after clicking Insert.

Step 2: Select “Blank” from the drop-down Target list. Click the “apply” button, then click the “ok” button.
To Insert a Picture into a Session Description

Because WebStudy is a secure site, and most Browsers are increasing their level of security, the best way to incorporate images in the WebStudy Timeline is to save them as pictures (.gif, .jpg or .png) on your PC, then upload them to WebFiles. This assures they will be in the correct format and saved within the secure site.

Tip

You can use Microsoft Paint to easily crop portions of images. Images also appear larger on the webpage, so PowerPoint is a great tool to use for resizing images and saving them as pictures (shown below):

About 1" in height or less is the best size for images used in the Timeline.

Pictures can also be inserted in Assignment Descriptions, Forum Descriptions and even Exam Questions from WebFiles.
Once you have your image formatted and saved, upload it to WebFiles.

Click on “WebFiles” in the toolbar at the bottom of the WebStudy page.

If this is the first picture you are uploading, you will need to enter a Category name. In the example at left, the Category name “Pictures” has been entered.

Next, Browse for and Open the picture file saved on your PC.

Once you can see the filename and path to the left of the Browse button, click the “SUBMIT WEBFILE” button.

You will see the picture listed in the Pictures category with a small thumbnail view and the filename. The pictures saved in WebFiles are available to be inserted in any of your courses.

The best way to get a picture from WebFiles into a Timeline session, Forum, or Assignment Description, or an Exam Question is to locate the cursor arrow where you want the picture to go, click on “[link]” at the right end of the picture title line, then click the “To RTF” button.

Tip: If you want the picture centered or right-justified, click the Center or Right Justify icon on the RTF editor toolbar to position the insertion point BEFORE clicking the “To RTF” button!

Pictures Saved and Inserted in this way are correctly formatted for the Web and will not cause security problems in any browser.
If you want text to appear to the right or left of the picture, use a Table.

Welcome to Online Course Design

The instructions included here should make it clear how to get a sense of the various course components. A statement should introduce the student to the course and its components; in the case of a hybrid course, the statement should highlight the relationship between the face-to-face and online components.

This session typically includes a syllabus for the course. It may also include the names of the textbooks required and any other materials or equipment required.

The above example shows a Table of 1 row and 2 cells.

Click to select the cell you want to insert the picture in (Note: Center justify is selected in this example).

Open the WebFiles window (if not already open), locate the image you want, then use the “[link]” and “To RTF” button to insert the picture.

Next, click in the other cell and Type (or paste from Notepad, WordPad, or Paste from Word option) the text you want to associate with the picture.

Note: the size of the cells will automatically adjust as text is added.
This session typically includes a syllabus for the course. It may also include the names of the textbooks required and any other materials or equipment required.

You can then format the text as desired.

The default is to outline the cells with a black line, however you can edit that by clicking on the "Edit Table" icon on the Toolbar, and under Properties select "No Border".
To Edit Session Availability and/or Visibility

Hover your mouse over the gray gear 🔄 at the right end of the session title line, and click the "Edit this session" button. **Note:** You can also set Calendar, Available & Expiration dates for sessions in the Timeline Matrix.

Click the “Activation/visibility” tab to reveal the options.

**Timeline › Edit this session**

- I Display the session (unless deactivated by activation dates): Yes
- Calendar Placement Date (optional): 06/20/2012 02:19:27 PM
- Available Date (optional): (no date assigned)
- Expiration Date (optional): (no date assigned)
- I Previous session is prerequisite? No

I Display the session (unless deactivated by activation dates): The default is Yes. To Hide this session from students change the setting to “No”.

Calendar Placement Date (optional): Entering or Selecting a Date/Time here will list this session on that calendar date in the Course Calendar (on the Course Events Summary Page).

Available Date (optional): Entering or Selecting a Date/Time here will prevent students from seeing or accessing this session UNTIL the Date/Time entered.

Expiration Date (optional): Entering or Selecting a Date/Time here will prevent students from seeing or accessing this session AFTER the Date/Time entered.

I Previous session is prerequisite? The default is No. Changing this option to “Yes” will cause a message to appear in this session (in student view) if all assignments, exams, and forums have not been completed in the previous session.

**Note:** It DOES NOT prevent the next session from appearing and being accessible, and it does not depend on a passing grade having been achieved in any item.

**Tip**

Most Instructors set Activation Times at 12:00:01 AM and Expiration Times at 11:59:59 PM so that items are available for the entire date indicated. Most students expect this, so if your times are different, make sure they are clearly explained to students.
To Add/Edit Session Items

Hover your mouse over the gray gear at the right end of the session title line, and click the "Edit this session" button. OR

Click the "Edit" button to the right of the "Session items" area of the Timeline session.

Timeline > Edit this session

Materials (1)

- Handouts: Basic WebStudy Navigation for Students
- Handouts: Forum Grading Rubric
- Handouts: Syllabus and Course Schedule

Click the "Coursework" tab to reveal the available items.

In the example above, the "Materials" tab is selected showing 3 possible Materials. The second one listed "Handouts: Forum Grading Rubric" is already included in the current session – shown by blue highlighting and a check in that item’s checkbox.

To Add an item not already in the session – click on the name of the item, or click the checkbox for that item.

To Remove an item already in the session – click on the name of a highlighted item or click the checkbox to uncheck it.

The number in parentheses after each item type, Materials(1) for example, shows how many items of that type are included in the current session.

Follow the above procedure to Add or Remove Exams, Quizzes, Surveys, Assignments, Forums, and/or Videos.
How to Upload Materials to WebStudy.

Click on the Materials tab. Note: All files uploaded to the Materials tab in a particular course are also saved in the WebStorium.

Definition of terms and tools:

Material = course content: a document, presentation, hyperlink, audio/video etc.

Category = in the Materials tab, is like a folder to organize the materials. A Category is required for each material.

Materials Home Toolbar

<table>
<thead>
<tr>
<th>New</th>
<th>Search</th>
<th>MATERIAL TITLE</th>
<th>expand all categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>collapse all categories</td>
<td>show all descriptions</td>
<td>hide all descriptions</td>
<td></td>
</tr>
</tbody>
</table>

Instructor Documents

You can enter a file name or keyword(s) to Search for a particular material.

When there is more than one category, you can hover your mouse over the View Options icon to “expand all categories” (the default) which shows all uploaded files by category, “collapse all categories” which shows only the category titles, “show all descriptions” which shows any optional category descriptive text, or “hide all descriptions” which shows only the category titles.

To create a New Category:

Hover your mouse over the “New” button at top left of the Materials Home page and click “Create a new category”. This opens the editing frame on the bottom half of the screen.

<table>
<thead>
<tr>
<th>Title Of The Category:</th>
<th>is required. Type a unique name for this category.</th>
</tr>
</thead>
</table>

The Category’s description: is optional. You can type descriptive text for the category.

Click the “Submit” button to save the category.
To upload a New Material:

Hover your mouse over the “New” button at top left of the Materials Home page and click “Author a new material”. This opens the Create a new material editing frame on the bottom half of the screen.

Material title: is required. Type a unique name for this material. Note: Materials are sorted within category title by material title. Using a naming convention can control the order.

Author: By default, the current instructor is the Author of the material. The original author who uploaded the material has authority to Edit the material. Note: If the course is replicated to another instructor, that instructor will not be able to edit files uploaded by the current author. You can change the Author name, but the instructor who uploaded the material is still the only one who can edit the material (unless a co-instructor is allowed through the Material access option). Another instructor can delete the material from the course if the course is replicated or exported to them.

Material type: Select one from the drop-down list.

- Simple Text: plain text files (.txt) files. This is the default type.
- Web Page files: a simple file saved as a webpage.
- External Web Page: a hyperlink to a webpage on the internet.
- CourseLive audio/video: a recording of a CourseLive conference.
- Upload file: a word processor document (.doc, .docx), PowerPoint presentation (.ppt, .pptx, .pps, .ppsx), spreadsheet (.xls, .xlsx), etc.
- Offline – not on the web: this is a material that is not available online through WebStudy, a handout given out in a hybrid course classroom, for example.

Material access: Select one from the drop-down list.

- Private: This material can only be used in your courses.
- Public: This is the default access. Any materials with this access can be searched for and included in other instructors’ courses.
- Public - editable by co-instructor: If there is a co-instructor assigned to your course, they will be able to edit the material.

Material description: Click on the “Expand material description” link to open an editor box where you can type optional descriptive text for this material.

INCLUDE IN COURSES

You will see a list of all your courses, with the current one highlighted. A category for the material must be selected or created here. You can also select other courses to add this material to from this course list, by clicking on the \[\text{+}\] (plus icon) to open the category selection options for that course too.
Online Course Design

1. Put into an existing category: To put the new material in an existing category, select it from the --select a category-- drop-down list. OR,

2. Create a new category (enter title): You can create a new category to put the new material in by clicking on the radio button, and typing a unique title for the new category. Important: If adding a new category, the radio button must be clicked.

If creating a new category, once you have clicked the radio button another option will appear allowing you to type the optional category description.

Optional new category description: If desired, click on the “Write the new category description” link to open an editor box where you can type the descriptive text.

ASSIGN TO APPLICABLE SUBJECTS

Clicking the checkbox to the left of a particular subject is optional and will allow searching for this material by subject in the WebStorium Library.

Scroll to the bottom of this page, and click the “Submit” button to save the definition of this material.

This opens the upload contents frame. You will see the following message –

Your input was successful.

(the original information on the page is updated).

You can now continue to upload the contents of this material.

Click the “upload contents >>>” button to display the appropriate frame depending on the Material type. This step is where you actually upload the file(s).
Simple Text

plain text files (.txt) files. This is the default type.

Plain Text and/or External Web Page

Type the text and click the "Submit" button to Save. IMPORTANT: if copying and pasting from a word processor (Microsoft Word for example) use the "Paste from Word" icon (5th from the left, top row). This will remove unnecessary embedded printer codes that can cause problems if they are interpreted incorrectly by the browser when displaying the page.

Web Page files

a simple file saved as a webpage.

Your Web Page Files

- Add a File Name: [Browse...]
- Add a File Name: [Browse...]
- Add a File Name: [Browse...]
- Add a File Name: [Browse...]
- Add a File Name: [Browse...]
- Add a File Name: [Browse...]
- Add a File Name: [Browse...]

Manage Existing Files

If you erase the file name (so that it's input window is empty), the file will be deleted.
If you insert a new file name, the file name will be changed to the new name.

Browse for all files related to this web page, and click the "Submit" button to Save.

External Web Page

a hyperlink to a webpage on the internet.

External Web Page

- The page address (URL): [http://]

Type or paste the URL for the web page. Click the "Submit" button to Save.
CourseLive audio/video  a recording of a CourseLive conference.

Record audio/video material

* RECORD AUDIO/VIDEO *

Click on the "RECORD AUDIO/VIDEO" link to open the record window. Please see the "How To Record CourseLive Audio Video" document for detailed instructions on how to record.

Upload file  
a word processor document (.doc, .docx), PowerPoint presentation (.ppt, .pptx, .pps, .ppsx), spreadsheet (.xls, .xlsx), etc.

Upload the file

To edit contents of your file, you have to make all changes in the file locally and upload it again.

** File Name:  

** Text to accompany the file:

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NOTE: The upload may take several minutes depending on the network use and the size of the file, during which the screen might be blank.

Browse for your file and double-click on it, or single-click and click the Open button, to select the file. You will see the file name appear in the box to the left of the “Browse” button. Note: you can type an optional text description for this Material, BUT although you will be able to see it in the Materials tab, the students will not see it when they click on the material link in the Timeline.

Offline – not on the web  
this is a material that is not available online through WebStudy, a handout given out in a hybrid course classroom, for example.

You will see the message: “This material is off-line. Its content cannot be edited.”
Once the item(s) are uploaded you will see them appear on the Materials Home page.

You can click on the “Open” button to the left of any item to open the item and check that it is loading properly.

Note: If you click on the Open button and see a blank page with the message “the file does not exist”, it means that you have saved the definition of the Material, but have not successfully uploaded the file itself.

Please see the “How To Edit Existing Materials in WebStudy” document for more detailed information about the Materials Home display.
How To Create/Edit WebStudy News messages

Click the tab.

Students access News messages from the News tab, so it should be visible to students if you want to post News messages.

To create a new News message

Click the “New” Post a news message button.

This opens the “Add a new post” frame in the bottom half of the screen.

Activate on: Type, or Select from the Calendar, the date/time you want this message to appear in the News tab.

Deactivate on: Type, or Select from the Calendar, the date/time you want this message to appear in the News tab.

Delete on: If a date/time is entered here, the message will disappear from the News tab after that date/time has passed.

Is the news urgent: Select “Is not urgent” or “Is urgent” from the drop down list.

Put into a new category: Entering the name of a category here allows you to group News messages by a heading or topic.

Announcement must be confirmed: If this option is set to YES, students will see the message displayed as the first page they see after selecting your course, and they will have to click the “I confirm that I have read” checkbox before they can access their Welcome/Events Summary page to get into your course.

Reconfirmation period: If confirmation is required, you must also select a reconfirmation period for this message. Select how often you want students to reconfirm from the drop down list.
The news message: Type, or copy and paste your message in the RTF Editor box. IMPORTANT: if you are copying and pasting, you must use the Paste from Word icon on the Toolbar to paste. Otherwise, embedded formatting codes in the pasted text can be misinterpreted by the Students' browser and it can prevent students from accessing your course!

Please see “How to Properly Use the RTF Editor” document for specific details.

Mary Jones

Click the “Submit” button to save your message.

You will see a message that your submission was successful, and then you will see your message listed on the News page:

In the above example the message is in the [Untitled] category, because no Category name was specified when the message was created.

The next new message will appear at the top of the list (or category). All messages will remain visible in the News tab unless a “Delete on:” date/time has been specified and that date/time has passed.
What the Student sees:

The student needs to click the checkbox confirming they have read the message, and then click the Next button to enter the course.

Note: Because News messages are date and time dependent, they are not replicated when the course is replicated. You will need to enter any News messages for a new semester in the new course shell after replication.