



i. If server is not set up, refer to directions in corresponding video OR the following

Complete the "Webct Server Settings". The "Login" page is always the same as shown on item

1. Complete item
2. 2 as indicated below (this represents the home page for the corresponding course). For item
3. Fill in the "Server name"
4. Fill in "Login Port", and "Server Port" as shown below (always the same for everyone).
5. Enter the "Description" to describe the WebCT server (I suggest to use what I used below).
6. Enter WebCT account ID
7. Enter Web CT account Password.
  - i. If you are using your office computer or your own home computer I strongly suggest that you keep the check box in item 8 checked to remember you account information. After completing all setting click on the "OK" button.

The screenshot shows the "WebCT Server Settings" dialog box with the following fields and annotations:

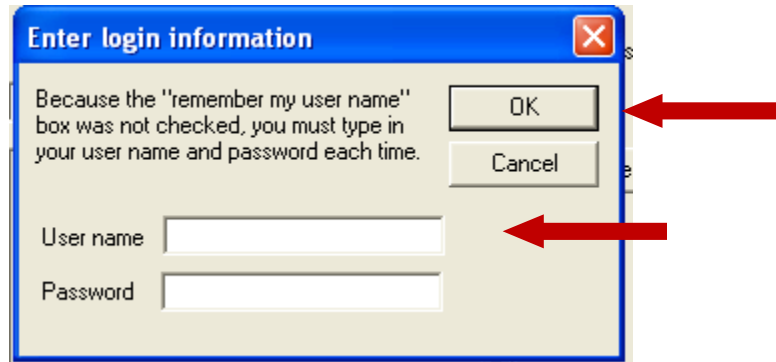
- 9**: Points to the "OK" button.
- 1**: Points to the "Address" field containing "http://www.wallaceonline.com/webct/public/home.pl".
- 2**: Points to the "Address" field containing "wallaceonline.com/SCRIPT/WEBCT\_SOLVER/scripts/serve\_home".
- 3**: Points to the "Server name" field containing "www.wallaceonline.com".
- 4**: Points to the "Server Port" field containing "80".
- 5**: Points to the "Description" field containing "WCC WebCT Server".
- 6**: Points to the "Description" label.
- 7**: Points to the "Password" field containing "\*\*\*\*\*".
- 8**: Points to the checked checkbox "Remember my User Name and Password (save them on this computer) -- If this is a shared computer, un-check this box!".

The dialog box includes an "Extract >>" button, "Cancel", and "Delete" buttons. The "Secure Server?" checkbox is unchecked. The "Login Port" field contains "0".

8. Enter WebCT Login Information

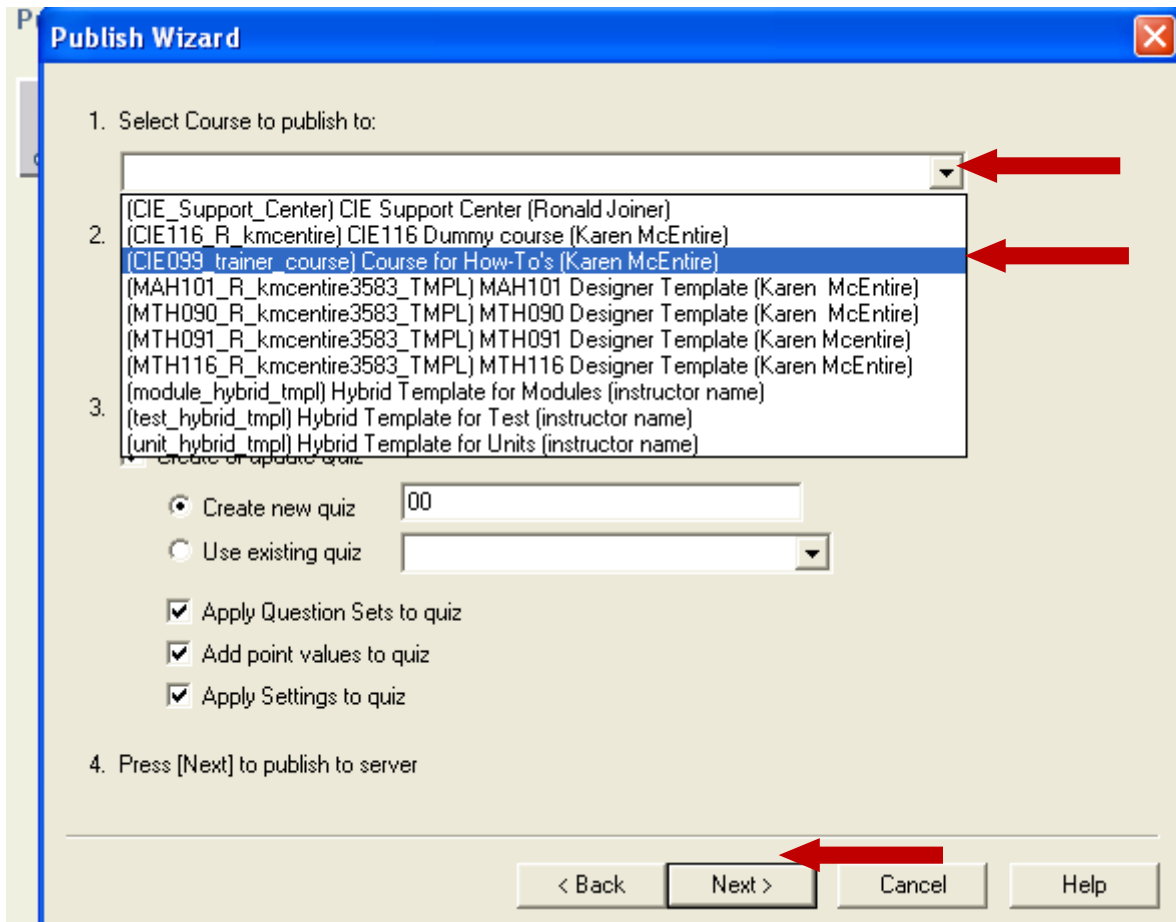
- a. User name
- b. Password

9. Click <OK>



10. Arrow down to choose the course to publish quiz to

11. Choose the course



12. Name the Category
13. Check create or update Quiz
14. Click radio icon by Create new quiz and name it
15. Check as below
16. Click <Next>

The screenshot shows the 'Publish Wizard' dialog box with the following configuration:

- 1. Select Course to publish to: (CIE099\_trainer\_course) Course for How-To's (Karen McEntire)
- 2. Category to publish to Questions:
  - Create a new category: 00
  - Use an existing category: [empty]
- 3. Create or update a Quiz / Survey (optional):
  - Create or update Quiz
    - Create new quiz: 00
    - Use existing quiz: [empty]
  - Apply Question Sets to quiz
  - Add point values to quiz
  - Apply Settings to quiz
- 4. Press [Next] to publish to server

Buttons at the bottom: < Back, Next >, [disabled], Help

Red arrows point to the course dropdown, the 'Create a new category' radio button, the 'Create new quiz' radio button, the 'Add point values to quiz' checkbox, and the 'Next >' button.

17. The following will appear

The status window displays the following text:

```
1. The status window below will update after each step of the  
-- Start WebCT Publish --  
Quiz: 00  
Category: 00  
  
Preparing Quiz  
Preparing Category  
Preparing Category - 2  
Uploading Questions  
Uploading Questions - 2  
Adding Questions to Quiz/Survey  
Adding Points and/or Settings  
  
Completed successfully.
```

A red arrow points to the 'Preparing Category - 2' line.

18. Login to web CT and check for Quiz
19. Click on <quizzes> icon within course and quiz will be there
20. Done at this point unless quiz icon was not previously created.

**View Designer Options**

Homepage > **practice 1**

**Quizzes/Surveys** | Question Database

To view additional Quiz, Question and Student Information, click on Subr

1 Available | 0 Due soon

Display:

---

00

Availability: Unavailable

Duration: Unlimited | Points: / 10

Results:

---

**practice 1**

Availability: July 15, 2008 2:25pm - Unlimited

Duration: Unlimited | Points: / 100

Results:

21. If quizzes icon had not previously been created,
  - a. Click <add a page or tool> on main page

**Go Here**



idden)



idden)

**Actions**  
 ✦ indicates a selection is required from the main frame.

**Options: Links**

**Options: Textblocks**

- b. Click Quizzes or Surveys under Evaluation and Activity

**Add Page or Tool**  
 Select a page or tool to add to your course.

Pages	Course Content Tools	Communication Tools	Evaluation & Activity Tools
Organizer Page	Syllabus	Discussions	Quizzes/Surveys
Single Page	Content Module	Mail	Self Test
URL	Glossary	Chat	Assignments
	Image Database	Whiteboard	Student Presentations
	Index	Calendar	Student Homepages
	<b>Content Utilities</b>	Student Tips	
	Search		
	Compile		

- c. Title the icon
- d. Click on Organizer page
- e. Uncheck "show item title"
- f. Click custom icon radio circle and <browse> to choose Icon as shown in h below
- g. When h complete Click <Add>

**Add Quizzes/Surveys**

1. Enter a title for this item:
2. Decide where to show the link to this item.
  - On the *Course Menu*, visible on all pages. Link will appear as
  - On an *Organizer Page*:
  - Link shows item title
  - Link shows icon (select below)
    - Use default icon
    - Use custom icon
  - Choose icon:
3. Add this item to your course.

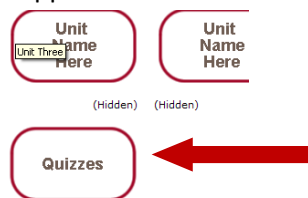
- h. Choose custom icon
  - i. Choose quizzes.gif under WebCT files; WCC images folder
  - ii. Click < Add selected >

**Upload File** To add a file from your computer, then click **Upload**. Select it in the list above and click connection, this process may take several minutes.

Filename:

Upload to:

- i. Icon Appears – double click in student view



- j. All quizzes are associated

**Quizzes and Surveys**

View class statistics for quizzes | View scores for quizzes

1 Available | 0 Due soon

Display:

**01**

Availability: Unavailable  
 Duration: Unlimited | Grade: --- / 10  
 Attempts: 0 completed, 1 remaining

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**00**

Availability: Unavailable  
 Duration: Unlimited | Grade: --- / 10  
 Attempts: 0 completed, 1 remaining