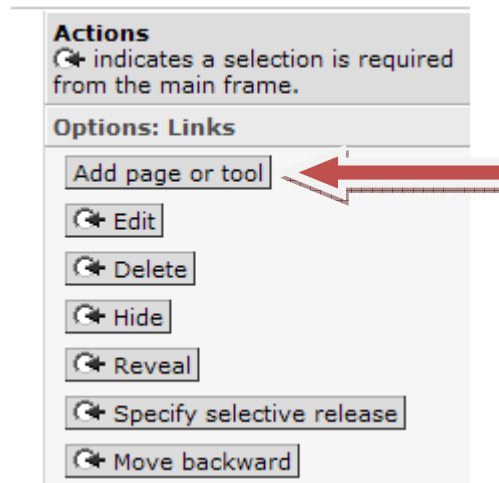


How to Add the Search Utility in WebCT 4

This page will tell you how to add the Search Utility into your WebCT 4.

Step 1:

First step is to log into WebCT, then you want to click on “Add Page or Tool”.




Step 2:

Click on Search

Add Page or Tool

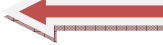

Select a page or tool to add to your course.

Pages	Course Content Tools
Organizer Page	Syllabus
Single Page	Content Module
URL	Glossary
	Image Database
	Index
	Content Utilities
	Search 
	Compile
	Resume Course
	CD-ROM

Step 3:

Enter the title for the Search. Select where the utility is to show up. Click “Add” to complete the addition.

Add Search

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 text.
 - 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.

