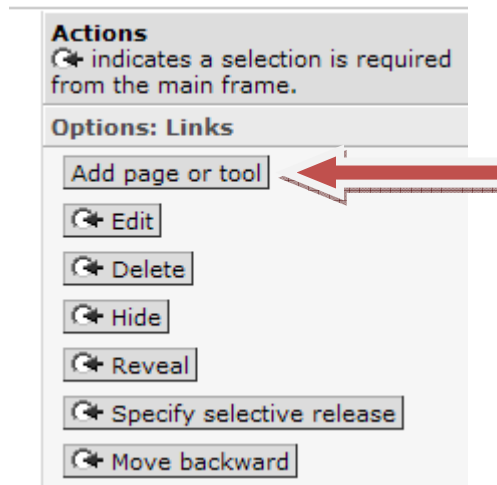


How to Add the Assignments Tool in WebCT 4

This page will tell you how to add the Assignments Tool 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 Assignments

| Communication Tools | Evaluation & Activity Tools |
|---------------------|-----------------------------|
| Discussions | Quizzes/Surveys |
| Mail | Self Test |
| Chat | Assignments |
| Whiteboard | Student Presentations |
| Calendar | Student Homepages |
| Student Tips | |

Step 3:

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

Add Assignments

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.

