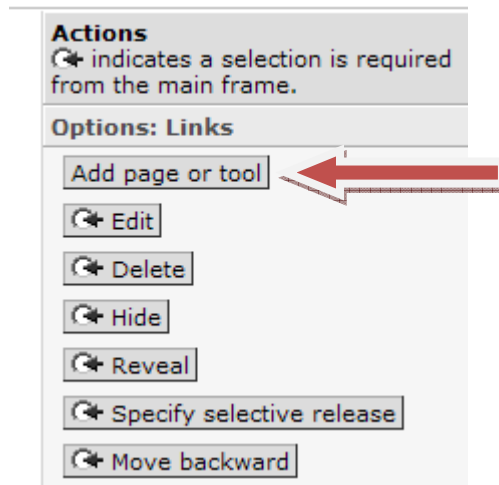


How to Add the Index Tool in WebCT 4

This page will tell you how to add the Index 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 Index

Add Page or Tool

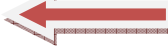

Select a page or tool to add to your course.

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 Index. Select where the tool is to show up. Click “Add” to complete the addition.

Add Index

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.

