



## **WebCT 3.7 Campus Edition System Administrator's Guide**

Technical Communications

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# CHAPTER 1: INTRODUCTION TO WEBCT

WebCT software can be used to create entire courses online or to complement a classroom-based course. WebCT software follows a web browser (client-server) model and consists of several components:

- Apache web server software
- pre-compiled executable and Perl script CGIs
- pre-compiled executable *Chat* and *Whiteboard* servers
- *Chat* and *Whiteboard* Java Applet Clients
- data files

Instructors and students access WebCT using a web browser, such as Netscape Navigator or Microsoft Internet Explorer. Instructors can make changes to courses readily — from any web-accessible location — and can make these changes available to students immediately.

## TYPES OF WEBCT USERS

There are five types of WebCT users:

- administrators
- helpdesk users
- designers
- teaching assistants
- students

Each type of user interacts with WebCT in a different way. The following describes each type of user and summarizes their privileges.

### ADMINISTRATOR

As an administrator, you have overall control of all courses and users on the WebCT server. There is only one administrator account for each WebCT server. Many of the administrator functions can be performed through the WebCT administrator interface, which you log on to via a web browser.

Administrators can:

- create courses (Typically, they do not add content to courses but hand the courses over to designers.)
- remove courses from server
- add designers, students, and teaching assistants to the global database
- remove designers, students, and teaching assistants from the global database
- modify passwords
- modify user information
- control whether students and teaching assistants can add their own records to the global database
- select settings that affect all courses on the server (e.g., backup limit, student name, student homepages, course color)
- add designers, students, and teaching assistants to courses
- remove designers, students, and teaching assistants from courses
- add helpdesk users and assign their level of authority
- control server settings

## HELPDESK USER

Depending on the level of authority assigned by the administrator, a helpdesk user can:

- add designers, students, and teaching assistants to courses
- remove designers, students, and teaching assistants from courses
- add designers, students, and teaching assistants to the global database
- remove designers, students, and teaching assistants from the global database
- modify passwords
- modify user information

## DESIGNER

Designers are usually instructors, teaching assistants, or instructional designers. All designers can:

- add course content such as quizzes, content modules, and assignments
- grade assignments and quizzes
- set page, text, and link colors

Depending on administrator settings, designers may be able to:

- add students and teaching assistants to courses
- remove students from courses
- create shared designer access accounts that allow another user the same control as the designer
- change frame colors

## TEACHING ASSISTANT

In addition to the privileges listed below, teaching assistants have the same privileges as students. Teaching assistants can:

- grade assignments and quizzes
- change student grades

**Note:** In WebCT versions 2.X and below, teaching assistants were called graders.

## STUDENT

All students can:

- view course content, take quizzes, submit assignments, post *Mail* messages and *Discussion* topics, etc.
- if allowed by designers, manipulate content in *Student Presentation* areas

## WHAT'S NEW IN WEBCT 3.7

WebCT 3.7 Campus Edition provides the following new features and enhancements:

- Enhanced application performance to accommodate heavy traffic
- Math ML-based Equation Editor, allowing users to enter and edit mathematical notations in WebCT tools
- Centralized course backups, allowing designers to backup and restore their courses from *myWebCT*.
- Support for terms, allowing courses to be organized within school terms
- User type and course description can be displayed in *myWebCT*

## MAJOR FEATURES OF WEBCT 3.7 CAMPUS EDITION

WebCT 3.7 Campus Edition allows easier management of users and courses. It can:

- operate as a stand-alone system.
- be integrated with an existing Instructional Management System (IMS)-compliant campus information system.
- be integrated with the Campus Pipeline portal and SCT (a provider of administrative system databases for students, faculty, employees, and alumni) or with SCT alone.

## WEBCT TERMINOLOGY

This list of terms will help you to familiarize yourself with WebCT.

### **Access Code**

An Access Code is a string of alphanumeric characters and dashes that students must enter to gain access to e-Learning Resource Packs (e-Packs).

### **Access Code authentication**

Access Code authentication is the process by which an Access Code is sent from the WebCT application to a server where it can be validated.

### **Course**

A course is any course that is developed with WebCT. Courses are identified by a Course ID (see next definition).

### **Course ID**

A Course ID is a unique alphanumeric identifier for each WebCT course on the server. The WebCT administrator assigns a Course ID when the course is created.

### **Course Listing page**

The *Course Listing* page on the WebCT server displays all of the WebCT courses available on that server. Courses are organized under categories and terms created by the administrator.

### **designer shared access**

Designer shared access occurs when a course has more than one designer. The primary designer is the first designer that is assigned to the course. The primary designer can authorize other users as designers, and these users have all the same privileges as the primary designer, except they cannot authorize other users to become designers.

### **e-Learning Hub**

The e-Learning Hub at [www.webct.com](http://www.webct.com) hosts communities for all types of WebCT users. Visit the System Administrators community to find answers, post questions, and share information with your peers.

### **e-Learning Resource Pack (e-Pack)**

An e-Pack is set of customizable online course materials developed and formatted by education publishers. Instructors may use an e-Pack as the basis for a course or as a stand-alone unit. An e-Pack was formerly known as a Publisher Course or a WebCourselet.

### **global database**

The global database contains user names, WebCT IDs, user types, courses and/or registered courses for all users on a WebCT server. The global database is created and maintained by the administrator.

### **myWebCT**

A *myWebCT* is a personal homepage for each designer, student, and teaching assistant. It contains

links to WebCT courses, announcements, bookmarks, and the e-Learning Hub. A *myWebCT* is automatically created when a global database record is created.

**orphan user**

An orphan user is a student or teaching assistant who has been added to a course, but who does not have the course associated with their global database record.

**Registered Courses**

*Registered Courses* is a field in the global database that refers to any course, WebCT or otherwise, in which a student is registered at your institution. The field *Registered Courses* can help designers and administrators identify the students who belong in a particular WebCT course.

**self-registration**

Self-registration means that students are allowed to add themselves to a course. Depending on administrator settings, designers can enable self-registration.

**User ID and Password**

Depending on administrator settings, designers can add users without global database records to courses. Designers create a User ID and Password for each student. To access the course, students must use their User ID and Password.

**User Type**

*User Type* is a field in the global database that indicates a user's status in a WebCT course. The user can be designer, teaching assistant, or student. The user type is specific to a course. For example, a user can be a designer in one course and a teaching assistant in another, but not both in the same course.

**WebCourse Builder**

The *WebCourse Builder* is a tool that guides designers through adding content, tools, and students to their course. Administrator settings determine whether designers see WebCourse Builder.

**WebCT ID**

A WebCT ID is a unique identifier for each designer, student, and teaching assistant.

**WebCT password**

A WebCT password is used in combination with the WebCT ID to log on to a *myWebCT* or to a course from the *Course Listing* page.

# CHAPTER 2: INSTALLING AND UNINSTALLING

## OVERVIEW

WebCT 3.7 Campus Edition can be installed on either a UNIX or Windows machine.

This chapter contains the following sections:

*System requirements*      System requirements and recommendations for hardware.

*Installing WebCT*      Instructions for installing WebCT on UNIX or Windows.

*Uninstalling WebCT*      Instructions for uninstalling WebCT.

## SYSTEM REQUIREMENTS

Before installing WebCT, ensure that your server meets the server system requirements. Users who connect to the WebCT server must meet the client system requirements described on in this guide.

### SOFTWARE REQUIREMENTS

WebCT 3.7 Campus Edition supports the following server operating systems:

- Microsoft Windows 2000 Server SP2 and Windows 2000 Advanced Server SP2. **Warning:** Because WebCT 3.7 uses a new version of Perl (version 5.6.1), WebCT 3.7 cannot be installed alongside earlier versions of WebCT on the same Windows server.
- Red Hat Linux for Intel libc6 6.2 and 7.2
- Sun Sparc Solaris 7 and 8

**Note:** WebCT 3.7 Campus Edition does not support the following server operating systems: Red Hat Linux 5 or below; Linux systems other than Red Hat Linux; SGI IRIX; FreeBSD; Sun Solaris x86; Digital UNIX; IBM AIX; HP-UX; Tru64.

### Perl

Perl is the primary scripting/programming language for most of the programs and program modules in WebCT 3.7. Perl 5.6.1 is bundled with the WebCT distribution for Windows and UNIX. Installing WebCT will also install Perl as needed, within a WebCT directory.

For information on Perl, visit the Perl web site at <http://www.perl.com>

### Apache

The WebCT distribution files include Apache web server software. WebCT installs the Apache server within its own installation (`<webct_install_directory>/webct/server/`) and does not overwrite or modify any existing Apache server included with your operating system. For Windows users, it is strongly recommended that you run Apache as the WebCT account user. For information, visit the Apache web site at [http://httpd.apache.org/docs/win\\_service.html](http://httpd.apache.org/docs/win_service.html)

**Important:** To use ticket-based authentication, you must use the Apache web server software included in the WebCT distribution files.

## HARDWARE REQUIREMENTS

To maximize the success of your WebCT installation, WebCT Professional Services can help determine the best hardware configuration for your institution. Contact your WebCT Account Manager for more information. The following table provides a guideline for hardware requirements.

Operating System	Suggested Minimum Hardware Requirement
Red Hat Linux for Intel libc6 6.2 and 7.2	Single 1 GHz Intel Pentium III processor 2 GB RAM 72 GB Hard Disk
Sun Sparc Solaris 7 and 8	Sun Fire 280R (2 x 750 MHz Ultra Sparc III processor) 2 GB RAM 72 GB Hard Disk
Microsoft Windows 2000 Server SP2	Dual 1 GHz Intel Pentium III processors 2 GB RAM 72 GB Hard Disk <i>OR</i> Single 1.8 GHz Pentium IV processor 2 GB RAM 72 GB Hard Disk

## CLIENT SYSTEM REQUIREMENTS

On the client side, you need:

### Operating System

- Windows 98/Me/2000/XP
- Mac OS 9.x or OS X 10.1

### Browser

Windows 98/Me/2000/XP

- Netscape 4.76 and 6.2.1
- Internet Explorer 5.0 or higher, including 6.0 (**Note:** IE 5.5 SP1 is not supported)
- AOL 7.0

Mac OS 9.x

- Netscape 4.76 and 6.2.1
- Internet Explorer 5.0 or higher (**Note:** IE 5.5 SP1 is not supported)
- AOL 7.0

Mac OS X 10.1

- Netscape 4.76 and 6.2.1
- Internet Explorer 5.1
- AOL 7.0

**Note:** For all browsers, JavaScript must be enabled.

## INSTALLING WEBCT FOR UNIX

### Important:

- For portions of the installation, you need root access to your UNIX system.
- You need to create a WebCT UNIX user to install WebCT.

The installation process involves:

- installing the WebCT distribution files on your server
- installing the WebCT license server
- starting the WebCT license server
- activating each WebCT instance (copy) on your server
- starting the WebCT Apache server
- logging on to the administrator interface and changing the default password
- entering your WebCT license key
- setting the `api_secret` key (optional)
- setting your machine to autostart the WebCT server (optional)

### INSTALLATION INSTRUCTIONS

You must install both the WebCT 3.7 distribution files and the license server. After the license server is installed, you can license a WebCT instance. **Note:** You should install one license server for each machine that is running WebCT or install one license server for multiple machines as long as the license server has access to the drive on which WebCT is installed on the other machines.

#### As the WebCT UNIX user, install the WebCT 3.7 distribution file.

1. Download the distribution file from `http://www.webct.com`
2. Decompress the file by typing: `gzip -d <filename>`  
The file decompresses.
3. Untar the file by typing: `tar xvf <filename>`  
The file is untarred into a directory called `webct-3.7.0.xx`
4. Change to the directory that contains the `install` file.
5. Type: `./install`
6. Follow the on-screen instructions. The *WebCT Installation: Configuration* screen appears.
7. Read the *WebCT Installation: Configuration* screen.
  - If you want to change the installation location, type: 1 and then follow the screen prompts.
  - If you want to change the source location, type: 2 and then follow the screen prompts.
  - To proceed, type: `p`  
The *Apache Configuration* screen appears.

```

=====
>> WebCT Installation: Apache Configuration <<
=====
! Please enter the number of the value you would like to change !
! or hit [F] to continue with configuration.
=====
[1] Administrator Address:
    webct@webct.com

[2] Port Number:
    8900

[3] Server Name (eg. www.webct.com or courses.michigan.edu):
    roach.webct.com

=====
[P]roceed with Installation
[H]elp
[Q]uit WebCT installation
=====
Enter number or command:

```

8. Read the *Apache Configuration* screen.
  - If you want to modify the administrator email address, type: 1 and then enter the new email address. You can also modify the email address in the administrator interface.
  - If you want to modify the server port number, type: 2 and then enter the new port number. **Note:** The default is 8900 but the server port can be any unoccupied port.
  - If you want to change the server name, type: 3 and then enter the name.
9. To proceed, type: p  
**Note:** If you are installing on top of WebCT 2.x or below, you are prompted to check the integrity of the data.
10. When the installation is complete, the URL for the administrator server page, the administrator logon ID, and the administrator password are displayed. Make note of these.  
 The URL for the administrator server page is  
 http://<webct\_server>:<port>/webct/admin/admin.pl

**Install and start the license server.**

11. As root, create the following directory:  
 /etc/webct/
12. As root, change the owner and group of /etc/webct/ to the owner and group of the WebCT UNIX user. For example, `chown -R webct /etc/webct`
13. Log out of root.
14. As the WebCT UNIX user, change directory to:  
 <webct\_install\_dir>/webct/webct/generic/admin/
15. Decide which unoccupied port you will run the license server on. **Important:** This cannot be the same as the WebCT server's port.
16. Install the license server by running the following command:  
 ./license -install <port>  
 For example, `./license -install 5555`
17. Manually start the license server by running the following command:  
 /etc/webct/S96WebCTLICENSE start

**Note:** If you want to automatically start the WebCT server and license server when your UNIX machine is powered up or rebooted, see the section *Autostarting WebCT on UNIX* in this guide.

**Activate each WebCT instance on the machine.**

18. Change directory to <webct\_install\_dir>/webct/webct/generic/admin/

19. For each WebCT instance that will be activated, use the instance number that was provided in your Welcome Letter (for example, *When you run the license -activate command, specify 2 as the last parameter* where “2” is the instance number.)
20. Activate each WebCT instance by running the following command:  

```
./license -activate <webct_install_directory>\webct <instance number>
```

 For example, to activate the first instance of WebCT that is installed in D:\WebCT, you would enter the command `./license -activate /home/WebCT/webct 0`
21. Start the WebCT Apache server by typing:  

```
/<webct_install_directory>/webct/server/bin/apachectl start
```

### Log on to the administrator interface.

22. Start a web browser and enter the following URL:  

```
http://<webct_server>:<port>/webct/admin/admin.pl
```

 The *Enter Network Password* window appears.
23. Complete the text boxes.
  - a) In the *User Name* text box, type: admin
  - b) In the *Password* text box, type: webct
 The WebCT administrator interface appears. You are prompted to change your password.
24. Click **OK**.
25. From the *Admin* toolbar, click **Password**. The *Administrator Password* screen appears.
26. Complete the text boxes.
  - a) In the *Original Password* text box, type: webct.
  - b) Enter a new password. The password must be a minimum of five characters.
  - c) Click **Continue**. A confirmation screen appears.
27. Click **Continue**. You are prompted to log on with your new password.

### ENTERING YOUR LICENSE KEY(S)

You must enter a different license key for each WebCT instance that is installed. Ensure that the key entered corresponds to the appropriate instance.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **License**. The *License* toolbar appears.
3. From the *License* toolbar, click **Enter Key**. The *License Key Entry* screen appears.
4. In the text box, enter the license key, and click **Continue**. The license key is applied to the instance.

### Important:

- If the license server is stopped and becomes invalid, notification is emailed to the WebCT administrator and all license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled.
- If a license is within four weeks of expiring or if the user count reaches 90% of the licensed limit, notification is emailed to the WebCT administrator.
- If a license has expired, the following events occur:
 

Immediately after expiry	Notification is emailed daily to the WebCT administrator. In addition, notification appears in the WebCT administrator interface.
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Two weeks after expiry	Notification appears in the WebCT designer interface.
Four weeks after expiry	Notification appears in the student and teaching assistant interfaces. In addition, all license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled.

Email notification is sent to the administrator email address entered in *Server Settings* in the administrator interface. Ensure that the correct email address is entered and that your system's `sendmail` is properly installed and configured, or you may not receive any email notification.

## License Options

The following license options are supported:

Option	Description
<code>-activate</code>	Activates licensing for an instance of WebCT and installs the configuration file that points to the license server.
<code>-deactivate</code>	Deactivates licensing for an instance of WebCT and removes the configuration file that points to the license server.
<code>-install</code>	Installs the license server.
<code>-list</code>	Lists the currently active installations handled by the license server.
<code>-port</code>	Changes the port on which the license server operates and updates the license server configuration files. For example, if you inadvertently chose an already-occupied port for the license server, you can change it by running the command <code>./license -port &lt;new_port&gt;</code>
<code>-remove</code>	Uninstalls the license server.
<code>-shutdown</code>	Shuts down the license server.
<code>-start</code>	Starts the license server.

## SETTING THE API\_SECRET (OPTIONAL)

**Important** Change the default secret value to use the URL-based APIs or to authenticate messages from external sources.

The secret value

- is case sensitive (e.g., ALPHA39 and alpha39 are different)
- must not exceed 256 characters
- must not contain end-of-line, tab, or other control characters. **Note:** By default, the UNIX text editors `vi` and `pico` automatically add end-of-line characters. Check the file size to ensure that the number of characters equals the number of bytes.

1. Using a text editor, open `/webct/webct/generic/api/api_secret`
2. In the first line of the file, change `SECRET` to a new secret value. **Important:** For security reasons, the value `SECRET` will not work.
3. Save the file.

## AUTOSTARTING WEBCT ON UNIX (OPTIONAL)

**Note:** You will need root access.

You can customize your UNIX machine to automatically start the WebCT server and license server when your UNIX machine is powered up or rebooted.

1. As root, add the following to an autostart file:  
`<webct_install_directory>/webct/server/bin/apachectl start`  
For example, if you are using Red Hat Linux, add the startup command to the file  
`/etc/rc.d/rc.local`
2. In `/etc/<platform_startup_directory>` (for example, `/etc/rc3`), create a startup script with this content:  
`# !/bin/sh`  
`su <webct> -c "/etc/webct/S96WebCTLICENSE $*"`  
where `<webct>` is the WebCT user.
3. Save the script with a filename that identifies it as the auto startup script for the WebCT license server (for example, `S96WebCTLICENSE`)

## INSTALLING WEBCT FOR WINDOWS

WebCT 3.7 for Windows can be used for Windows 2000 Server SP2.

The installation process involves:

- installing the WebCT distribution files on your server
- installing the WebCT license server
- activating each WebCT instance (copy) on your server
- starting the WebCT license server
- starting the WebCT Apache server
- logging on to the administrator interface and changing the default password
- entering your WebCT license key
- setting the `api_secret` key (optional)
- setting your machine to autostart the WebCT server (optional)

### INSTALLATION INSTRUCTIONS

You must install both the WebCT 3.7 distribution files and the license server. After the license server is installed, you can license a WebCT instance. **Note:** You should install one license server for each machine that is running WebCT or install one license server for multiple machines as long as the license server has access to the drive on which WebCT is installed on the other machines.

#### Important:

- Because WebCT 3.7 uses a newer version of Perl (version 5.6.1), do not install WebCT 3.7 with earlier WebCT versions on the same server.
- During the installation, if you choose to start or stop any services via the Windows *Control Panel* interface instead of the Windows command line, ensure that you close the *Services* dialog box before continuing with the installation. If you do not close the *Services* dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.
- Installing the license server will create the directory `C:\winnt\webct`. WebCT will need write access to create and write to the `C:\winnt\webct` directory.

#### Install the WebCT 3.7 distribution file.

1. Download the distribution file from <http://www.webct.com>
2. Unzip the file.
3. Go to the folder containing the unzipped files.
4. Double-click `Setup.exe`  
The *InstallShield Wizard for WebCT* appears.
5. Click **Next**. The *Choose Destination Location* window appears.
6. Choose the destination for the WebCT installation. **Important:** Do not install WebCT into a directory that has spaces in the name.
  - If you want to keep the default destination folder, click **Next**. The *Setup Type* screen appears.
  - If you want to change the destination folder, click **Browse**. Select the folder and click **Next**. The *Setup Type* screen appears.
7. Click **Next**. You are prompted to select a service name.
8. Enter the name of the Apache service. The default is *Apache* but you can enter any name.

9. Click **Next**. You are prompted to enter the server port number. **Note:** The default is 8900 but the server port can be any unoccupied port.
10. Enter the server port number, and click **Next**. You are prompted to enter the host name.
11. Enter the fully qualified host name (e.g. <yourserver>.<yourinstitution>.edu), and click **Next**. The *Start Copying Files* screen appears.
12. Review the settings.
  - If you want to keep the settings, click **Next**.
  - If you want to change the settings, click **Back**.
13. The files are installed and the *InstallShield Wizard Complete* screen appears.
14. Click **Finish**.

### Install the license server.

**Important:** Installing the license server will create the directory C:\winnt\webct. WebCT will need write access to create and write to the C:\winnt\webct directory.

Bring up the Windows command line:

- a) From the Windows Start menu, click **Start → Run**. The *Run* dialog box appears.
  - b) In the *Run* dialog box, type cmd and press **Enter**. A command window appears.
15. Change directory to:  
 <webct\_install\_dir>\webct\webct\generic\admin\
  16. Decide which unoccupied port you will run the license server on. **Important:** This cannot be the same as WebCT server's port.
  17. Install the license server by running the following command:  
 license -install <port>  
 For example, license -install 5555

### Activate each WebCT instance on the machine.

18. For each WebCT instance that will be activated, use the instance number that was provided in your Welcome Letter (for example, *When you run the license -activate command, specify 2 as the last parameter* where "2" is the instance number.).
19. Activate each WebCT instance by running the following command:  
 license -activate <webct\_install\_directory>\webct <instance number>  
 For example, to activate the first instance of WebCT that is installed in D:\WebCT, you would enter the command license -activate D:\WebCT\webct 0

### Start the license server and the WebCT Apache server.

20. Start the WebCT license server by running the following command:  
 license -start  
**Important:** If you chose to start the license server via the Windows *Control Panel* interface instead of the Windows command line, ensure that you close the *Services* dialog box before continuing with the installation. If you do not close the *Services* dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.
21. If the WebCT Apache server has not started, you can start it. **Note:** It is strongly recommended that you run the WebCT Apache server under the WebCT user account.
  - a) From the Windows Start menu, click **Settings → Control Panel → Administrative Tools → Services**. The *Services* window appears.
  - b) Locate the WebCT Apache service.

- c) Right-click the service and click **Start**.

**Log on to the administrator interface.**

22. Start a web browser and enter the following URL:  
`http://<webct_server>:<port>/webct/admin/admin.pl`
23. The *Username and Password* window appears.
24. Complete the text boxes.
  - a) In the *User Name* text box, type: `admin`
  - b) In the *Password* text box, type: `webct`  
The WebCT administrator interface appears and you are prompted to change your password.
25. Click **OK**.
26. From the *Admin* toolbar, click **Password**. The *Administrator Password* screen appears.
27. Complete the text boxes.
  - a) In the *Original Password* text box, type: `webct`
  - b) Enter a new password. The password must be a minimum of five characters.
  - c) Click **Continue**. A confirmation screen appears.
28. Click **Continue**. You are prompted to log on with your new password.

**ENTERING YOUR LICENSE KEY(S)**

You must enter a different license key for each WebCT instance that is installed. Ensure that the key entered corresponds to the appropriate instance.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **License**. The *License* toolbar appears.
3. From the *License* toolbar, click **Enter Key**. The *License Key Entry* screen appears.
4. In the text box, enter the license key, and click **Continue**. The license key is applied to the instance.

**Important:**

- If the license server is stopped and becomes invalid, notification is emailed to the WebCT administrator and all license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled.
- If a license is within four weeks of expiring or if the user count reaches 90% of the licensed limit, notification is emailed to the WebCT administrator.
- If a license has expired, the following events occur:

Immediately after expiry	Notification is emailed daily to the WebCT administrator. In addition, notification appears in the WebCT administrator interface.
Two weeks after expiry	Notification appears in the WebCT designer interface.
Four weeks after expiry	Notification appears in the student and teaching assistant interfaces. In addition, all license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled.

Email notification is sent to the administrator email address entered in *Server Settings* in the administrator interface. Ensure that the correct email address is entered and that your system's `sendmail` is properly installed and configured, or you may not receive any email notification.

## License Options

The following license options are supported:

Option	Description
<code>-activate</code>	Activates licensing for an instance of WebCT and installs the configuration file that points to the license server.
<code>-deactivate</code>	Deactivates licensing for an instance of WebCT and removes the configuration file that points to the license server.
<code>-install</code>	Installs the license server.
<code>-list</code>	Lists the currently active installations handled by the license server.
<code>-port</code>	Changes the port on which the license server operates and updates the license server configuration files. For example, if you inadvertently chose an already-occupied port for the license server, you can change it by running the command <code>license -port &lt;new_port&gt;</code>
<code>-remove</code>	Uninstalls the license server.
<code>-shutdown</code>	Shuts down the license server.
<code>-start</code>	Starts the license server.

## SETTING THE API\_SECRET (OPTIONAL)

**Important** Change the default secret value to use the URL-based APIs or to authenticate messages from external sources.

The secret value

- is case sensitive (e.g., ALPHA39 and alpha39 are different)
- must not exceed 256 characters
- must not contain end-of-line, tab, or other control characters. **Note:** By default, the UNIX text editors `vi` and `pico` automatically add end-of-line characters. Check the file size to ensure that the number of characters equals the number of bytes.

1. Using a text editor, open `/webct/webct/generic/api/api_secret`
2. In the first line of the file, change `SECRET` to a new secret value. **Important:** For security reasons, the value `SECRET` will not work.
3. Save the file.

## AUTOSTARTING WEBCT ON WINDOWS (OPTIONAL)

You can set Windows to automatically start the WebCT Apache server when Windows is powered up or rebooted.

1. From the Windows Start menu, click **Settings** → **Control Panel** → **Administrative Tools** → **Services**. The *Services* window appears.

2. Right-click the **Apache** service and select *Properties*. The *Apache Properties* window appears.
3. Click the **General** tab. In the *Startup type* drop-down list, select *Automatic*. Click **OK**.

## INSTALLING A WEBCT PATCH

1. Download the patch from `http://www.webct.com`
2. Save the file to the WebCT installation directory and unzip it there.  
**Note to UNIX users:** Install the patch as the owner of the WebCT installation directory. Do not install as root.
3. Follow the instructions provided in the `readme.txt` file.

## UNINSTALLING WEBCT

### UNIX

#### Uninstalling WebCT for UNIX

WebCT for UNIX is contained in one directory.

1. Stop the WebCT Apache server by typing:  
`<webct_install_directory>/webct/server/bin/apachectl stop`
2. Remove the WebCT installation directory by typing:  
`rm -r <webct_install_directory>/webct`
3. Remove any autostart scripts from your server.

### WINDOWS

#### Uninstalling WebCT for Windows

WebCT 3.7 can be uninstalled using *Add/Remove Programs*.

1. Ensure that the Apache service is removed. **Important:** If you renamed the Apache service, you will have to manually remove it by completing the following steps:
  - a) From the Windows Start menu, click **Settings** → **Control Panel** → **Administrative Tools** → **Services**.
  - b) Find the name of Apache service. You can find the name in  
`<webct_install_directory>\webct\server\service_name`
  - c) Bring up the Windows command line. (Click **Start** → **Run**. In the *Run* dialog box, type `cmd`, and press **Enter**. A command window appears.)
  - d) Change to the WebCT installation directory by typing:  
`cd <webct_install_directory>\webct\server`
  - e) Type:  
`apache -u -n "<yourservice>"` where `yourservice` is the name of the Apache service, and press **Enter**.
2. Remove WebCT.
  - a) From the Windows Start menu, click **Settings** → **Control Panel** → **Add/Remove Programs**.
  - b) Select the item for your WebCT installation.

- c) Click **Remove**. WebCT will be uninstalled. **Note:** All files created after WebCT is uninstalled will remain. These can include course information, course data, and databases.

# CHAPTER 3: UPGRADING WEBCT

You can upgrade WebCT by installing a new version of WebCT on top of an older version on the same server. This chapter provides instructions on upgrading.

If you are updating to an integrated installation of WebCT 3.7/SCT Banner or Plus, or WebCT 3.7/SCT Banner or Plus/Campus Pipeline, you must do a new installation on a new server. For instructions, see *Implementing the SCT Connected Learning Solution with Banner (Volumes I and II)* or *Implementing the SCT Connected Learning Solution with Plus (Volumes I and II)*.

For all other situations, including those listed below, contact your WebCT Account Manager for more information.

- Moving the current WebCT installation to a new disk or mount point.
- Moving the current WebCT installation to another server with the same operating system.
- Changing the operating system.
- Changing the operating system and installing a new WebCT version.
- Changing platforms.

## UPGRADING FROM WEBCT 1.3.X

WebCT 3.7 has several new features that make WebCT easier for students, designers and TAs to use. Instead of logging onto each course with a separate User ID and password, users log on once with a WebCT ID and password and can access all of their courses. The WebCT ID is stored in a global database that you, the administrator, create and maintain.

Each WebCT user has a *myWebCT*, which allows them to access all of their courses and view announcements, links, and course information. The advantage for users is that a single ID and password is used for the entire system.

To upgrade from 1.3.x to 3.7, contact WebCT Support.

## UPGRADING FROM WEBCT 2.X

Like WebCT 2.x, version 3.7 features a single logon. Users log on once with a WebCT ID (previously called Global ID) and password and can access all of their courses through their *myWebCT*. The WebCT ID is stored in a global database that you, the administrator, create and maintain.

The global database in version 3.7 is very similar to that in version 2.x. It contains five default fields: First Name, Last Name, WebCT ID, Courses, and Registered Courses. A new feature in the global database allows the user to be specified as a designer, student, or teaching assistant in each course.

For details on setting up the global database, see *Chapter 6: User Management*.

## RECOMMENDED UPGRADE STRATEGY

WebCT strongly recommends that you upgrade when there is adequate time for installation and testing, such as between terms. After testing the upgraded copy, you can upgrade your live server. WebCT will provide dual licenses for multiple version installations for testing and for completing 2.x courses.

**Important:**

- If you are upgrading on Windows, do not install WebCT 3.7 with earlier WebCT versions on the same server.
- If you are upgrading on UNIX, you can copy your existing 2.x installation to a new, separate location (either on the same server or a different one) and upgrade the copy.

---

<b>Steps</b>	<b>Section in this guide</b>
1. Back up the WebCT 2.x courses and copy them to a safe location. If you are testing the upgrade before “going live,” copy the entire WebCT 2.x installation directory to a separate location.	<i>Backing up Courses</i>
2. Backup the WebCT server.	<i>Backing up the WebCT Server</i>
3. Install WebCT 3.7. When prompted for the destination folder, select the WebCT 2.x installation directory that you want to upgrade (either the copy for testing or the live installation).	<i>Installing on Windows</i> <i>Installing on UNIX</i>
<p><b>Important:</b> During the installation, ensure that you keep the name of the existing Apache service. After the installation is complete, you can rename the Apache service (see <i>Renaming the Apache Service</i> in this guide).</p> <p><b>Warning for Windows users:</b> During the installation, if you choose to start or stop any services via the Windows <i>Control Panel</i> interface instead of the Windows command line, ensure that you close the <i>Services</i> dialog box before continuing with the installation. If you do not close the <i>Services</i> dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.</p>	
4. Configure the user settings.	<i>Configuring the User Settings</i>

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## UPGRADING FROM WEBCT 3.1.X

Like WebCT 3.1x, version 3.7 features a single logon. Users log on once with a WebCT ID (previously called Global ID) and password and can access all of their courses through their *myWebCT*. The WebCT ID is stored in a global database that you, the administrator, create and maintain.

The global database in version 3.7 is identical to that in version 3.1.x. It contains the same five default fields: First Name, Last Name, WebCT ID, Courses, and Registered Courses.

For details on setting up the global database, see *Chapter 6: User Management*.

## RECOMMENDED UPGRADE STRATEGY

WebCT strongly recommends that you upgrade when there is adequate time for installation and testing, such as between terms. After testing the upgraded copy, upgrade your live server. WebCT will provide dual licenses for multiple version installations for testing and for completing 3.1.x courses.

### Important:

- If you are upgrading on Windows, do not install WebCT 3.7 with earlier WebCT versions on the same server.
- If you are upgrading on UNIX, you can copy your existing 2.x installation to a new, separate location (either on the same server or a different one) and upgrade the copy.

---

Steps	Section in this guide
1. Back up the WebCT 3.1.x courses and copy them to a safe location. If you are testing the upgrade before “going live,” copy the entire WebCT 3.1.x installation directory to a separate location.	<i>Backing up Courses</i>
2. Backup the WebCT server.	<i>Backing up the WebCT Server</i>
3. Install WebCT 3.7. When prompted for the destination folder, select the WebCT 2.x installation directory that you want to upgrade (either the copy for testing or the live installation).	<i>Installing on Windows</i> <i>Installing on UNIX</i>
<p><b>Important:</b> During the installation, ensure that you keep the name of the existing Apache service. After the installation is complete, you can rename the Apache service (see <i>Renaming the Apache Service</i> in this guide).</p> <p><b>Warning for Windows users:</b> During the installation, if you choose to start or stop any services via the Windows <i>Control Panel</i> interface instead of the Windows command line, ensure that you close the <i>Services</i> dialog box before continuing with the installation. If you do not close the <i>Services</i> dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.</p>	
4. Configure the user settings.	<i>Configuring the User Settings</i>

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## UPGRADING FROM WEBCT 3.5

Like WebCT 3.5, version 3.7 features a single logon. Users log on once with a WebCT ID (previously called Global ID) and password and can access all of their courses through their *myWebCT*. The WebCT ID is stored in a global database that you, the administrator, create and maintain.

The global database in version 3.7 is identical to that in version 3.5. It contains the same five default fields: First Name, Last Name, WebCT ID, Courses, and Registered Courses.

For details on setting up the global database, see *Chapter 6: User Management*.

### RECOMMENDED UPGRADE STRATEGY

WebCT strongly recommends that you upgrade when there is adequate time for installation and testing, such as between terms. After testing the upgraded copy, upgrade your live server. WebCT will provide dual licenses for multiple version installations for testing and for completing 3.5 courses.

#### Important:

- If you are upgrading on Windows, do not install WebCT 3.7 with earlier WebCT versions on the same server.
- If you are upgrading on UNIX, you can copy your existing 2.x installation to a new, separate location (either on the same server or a different one) and upgrade the copy.

---

Steps	Section in this guide
1. Back up the WebCT 3.5 courses and copy them to a safe location. If you are testing the upgrade before “going live,” copy the entire WebCT 3.5 installation directory to a separate location.	<i>Backing up Courses</i>
2. Backup the WebCT server.	<i>Backing up the WebCT Server</i>
3. Install WebCT 3.7. When prompted for the destination folder, select the WebCT 3.5 installation directory that you want to upgrade (either the copy for testing or the live installation).	<i>Installing on Windows</i> <i>Installing on UNIX</i>
<b>Warning for Windows users:</b> During the installation, if you choose to start or stop any services via the Windows <i>Control Panel</i> interface instead of the Windows command line, ensure that you close the <i>Services</i> dialog box before continuing with the installation. If you do not close the <i>Services</i> dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.	
4. Configure the user settings.	<i>Configuring the User Settings</i>

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## UPGRADING FROM WEBCT 3.6

Like WebCT 3.6, version 3.7 features a single logon. Users log on once with a WebCT ID (previously called Global ID) and password and can access all of their courses through their *myWebCT*. The WebCT ID is stored in a global database that you, the administrator, create and maintain.

The global database in version 3.7 is identical to that in version 3.6. It contains the same five default fields: First Name, Last Name, WebCT ID, Courses, and Registered Courses.

For details on setting up the global database, see *Chapter 6: User Management*.

### RECOMMENDED UPGRADE STRATEGY

WebCT strongly recommends that you upgrade when there is adequate time for installation and testing, such as between terms. After testing the upgraded copy, upgrade your live server. WebCT will provide dual licenses for multiple version installations for testing and for completing 3.6 courses.

#### Important:

- If you are upgrading on Windows, do not install WebCT 3.7 with earlier WebCT versions on the same server.
- If you are upgrading on UNIX, you can copy your existing 2.x installation to a new, separate location (either on the same server or a different one) and upgrade the copy.

---

Steps	Section in this guide
1. Back up the WebCT 3.6 courses and copy them to a safe location. If you are testing the upgrade before “going live,” copy the entire WebCT 3.6 installation directory to a separate location.	<i>Backing up Courses</i>
2. Backup the WebCT server.	<i>Backing up the WebCT Server</i>
3. Install WebCT 3.7. When prompted for the destination folder, select the WebCT 3.6 installation directory that you want to upgrade (either the copy for testing or the live installation).	<i>Installing on Windows</i> <i>Installing on UNIX</i>
<b>Warning for Windows users:</b> During the installation, if you choose to start or stop any services via the Windows <i>Control Panel</i> interface instead of the Windows command line, ensure that you close the <i>Services</i> dialog box before continuing with the installation. If you do not close the <i>Services</i> dialog box, the Apache service may be deleted or disabled. If you require further assistance, please contact WebCT Support.	
4. Configure the user settings.	<i>Configuring the User Settings</i>

---

## RENAMING THE APACHE SERVICE

**Important:** When upgrading over an existing server on the same machine, do not rename the Apache service in the installer. You can rename the Apache service later by following these steps. **Note:** You must first remove the Apache service before you rename it.

---

### Steps

---

1. Bring up the Windows command line.
  2. Change to the server directory of the new WebCT installation by entering the following command:  

```
cd <webct_install_directory>\webct\server
```
  3. Remove the current Apache service by entering the following command:  

```
apache -u -n "<yourservice>"
```

where *<yourservice>* is the name of the current Apache service.
  4. Re-install the Apache service with a new name to help you differentiate between your WebCT installations. Enter the following command:  

```
apache -i -d <webct_install_directory>\webct\server -n "Apache WebCT<ver>"
```

where *<ver>* is the version number of the current installation.
  5. For each installation of WebCT that you want to activate, repeat step 4 using the appropriate *<webct\_install\_directory>* and *<ver>* for each service.
  6. Close the Windows command line.
  7. From the Windows Start menu, click **Settings → Control Panel → Administrative Tools → Services**.
  8. Highlight each new Apache service name and click **Start**.
-

# CHAPTER 4: SERVER MANAGEMENT

## ABOUT SERVER MANAGEMENT

The *Server Management* features in the administrator interface allow you to license your server, monitor server usage, and select server settings. Other server management functions take place outside of the administrator interface, such as backing up your WebCT system or changing the port number of your server.

This chapter contains the following sections:

- |                           |   |
|---------------------------|---|
| <b>License Key</b>        | You can enter a license key and view license information.   |
| <b>Statistics</b>         | You can view information on server usage, user distribution, and designers.   |
| <b>Server Settings</b>    | You can specify server settings for external email, Chat and Whiteboard, authentication, and running WebCT within a frameset.                                       |
| <b>Publisher Settings</b> | If instructors are using e-Packs that require Access Code authentication, you may need to set Publisher Environment Settings.                                       |
| <b>Server Maintenance</b> | Outside of the WebCT administrator interface, you can change your server port number, backup the WebCT server, shut down WebCT, restart WebCT, and uninstall WebCT. |

## LICENSE KEY

You must enter a different license key for each WebCT instance that is installed. Ensure that the key entered corresponds to the appropriate instance.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **License**. The *License* toolbar appears.
3. From the *License* toolbar, click **Enter Key**. The *License Key Entry* screen appears.
4. In the text box, enter the license key, and click **Continue**. The license key is applied to the instance.

**Warning:** If a license is within four weeks of expiring or if the user count reaches 90% of the licensed limit, notification is emailed to the WebCT administrator. If a license has expired and becomes invalid, the following events occur:

- |                          |  |
|--------------------------|--|
| Immediately after expiry | Notification is emailed daily to the WebCT administrator. In addition, notification appears in the WebCT administrator interface.  |
| Two weeks after expiry   | Notification appears in the WebCT designer interface.  |
| Four weeks after expiry  | Notification appears in the student and teaching assistant interfaces. In addition, any license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled. |

## License Options

The following license options are supported:

Option	Description
-activate	Activates licensing for an instance of WebCT and installs the configuration file that points to the license server.
-deactivate	Deactivates licensing for an instance of WebCT and removes the configuration file that points to the license server.
-install	Installs the license server.
-list	Lists the currently active installations handled by the license server.
-port	Changes the port on which the license server operates and updates the license server configuration files. For example, if you inadvertently chose an already-occupied port for the license server, you can change it by running the command <code>license -port &lt;new_port&gt;</code>
-remove	Uninstalls the license server.
-shutdown	Shuts down the license server.
-start	Starts the license server.

## VIEWING LICENSE INFORMATION

To view the *License Information* table, you must have entered a license key.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **License**. The *License Information* table appears. **Note:** The number of users may not equal the number of students. One user is counted for each student in each course. Therefore if a student is in two courses, two users are counted

## STATISTICS

*Statistics* help you to determine when WebCT is consuming too many resources, when courses are unused, or when the number of users is near the maximum for a limited server license.

## VIEWING SERVER USAGE STATISTICS

This function shows the amount of server space each course consumes and indicates the number of users per course.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Statistics**. The *Statistics* toolbar appears.
3. From the *Statistics* toolbar, click **Show Server Usage**. After a moment, the *Server Usage* table appears.

Server Usage					
Course	Users	Files			Total Space
		Course	Internal	Backups	
Arch101	1	0 kB	298 kB	0 kB	298 kB
Arts100	1	0 kB	298 kB	0 kB	298 kB
Course1	1	0 kB	266 kB	0 kB	266 kB
Cpsc100	0	0 kB	297 kB	0 kB	297 kB
Thtr100	3	0 kB	299 kB	0 kB	299 kB
Thtr100_1	1	0 kB	378 kB	0 kB	378 kB
<b>Totals</b>	<b>7</b>	<b>0 kB</b>	<b>1835 kB</b>	<b>0 kB</b>	<b>1835 kB</b>

The *Server Usage* table contains the following information:

*Course*                      Course ID

*Users*                        The number of students and TAs that have been added to the course.

*Files: Course*                The amount of disk space taken up by the files in the *My-Files* folder in *Manage Files*. These are the files that the designer has uploaded into the course.

*Files: Internal*                The amount of disk space used by course tools, such as *Manage Students* and *Discussions*.

*Files: Backups*                The amount of disk space used by course backups. Setting a *Backup Limit* can save disk space.

*Total Space*                  The total *Course*, *Internal*, and *Backup* file space.

## VIEWING USER DISTRIBUTION STATISTICS

User distribution statistics tell you how many users are in each WebCT course. It also provides the total number of user accounts.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Statistics**. The *Statistics* toolbar appears.
3. From the *Statistics* toolbar, click **Show User Distribution**. The *User Distribution* table appears.

User Distribution	
Course	Users
Arch101	1
Arts100	1
Course1	1
Cpsc100	0
Thtr100	3
Thtr100_1	1
<b>Total</b>	<b>7</b>

## VIEWING DESIGNERS' INFORMATION

For each course, you can view information such as the creation date, last access date, designer name, designer email, and designer phone number. The *Email* column contains a hyperlink to the designer's email address.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Statistics**. The *Statistics* toolbar appears.
3. From the *Statistics* toolbar, click **Show Designers' Info**. The *Designers' Information* table appears.

Course	Description	Creation Date	Last Access Date	Designer	Email	Phone
Arch101		Nov 06, 2000 11:52	Nov 06, 2000 11:52	Stephen Cavers		
Arts100	Introduction to arts and humanities.	Nov 06, 2000 11:15	Nov 06, 2000 11:15	Stephen Cavers	<a href="mailto:jsmith@address.com">jsmith@address.com</a>	555-1234
Course1	Counsel	Nov 06, 2000 15:45	Nov 20, 2000 17:03			
Cpsc100	Introduction to Computer Science	Nov 06, 2000 11:17	Nov 20, 2000 17:09	Stephen Cavers	<a href="mailto:jsmith@hotmail.com">jsmith@hotmail.com</a>	555-1223
Thtr100	Introduction to Theatre	Oct 27, 2000 15:28	Nov 20, 2000 17:21	J Smith	<a href="mailto:jsmith@address.com">jsmith@address.com</a>	555-1234
Thtr100_1	Introduction to Theatre	Oct 27, 2000 15:28	Nov 21, 2000 11:39	J Smith	<a href="mailto:jsmith@address.com">jsmith@address.com</a>	555-1234

## SERVER SETTINGS

Server settings allow you to:

- enter an email address where users can reach you
- enable users to forward WebCT *Mail* to external email
- set the maximum number of users for *Chat*
- set the *Chat* and *Whiteboard* port numbers
- specify the HTML frame that WebCT will run in (if WebCT is being run in a frameset)
- specify the addresses of your standard and secure servers (if WebCT is configured to support the Secure Sockets Layer protocol)
- select the type of user logon authentication: browser or ticket-based
- specify the sequence of multiple authentication systems

### SETTING THE ADMINISTRATOR EMAIL ADDRESS

Use this setting to designate an email address where users can reach you when they encounter error messages.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. In the *Admin Email* text box, enter your email address and click **Update**.

### ALLOWING THE SERVER TO SEND EMAIL

By selecting this option, you permit users to

- forward their WebCT *Mail* to external email accounts.
- use *Quiz* and *Assignment* notification features.
- set up a logon hint to help them if they forget their passwords.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.

2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Mail*, select *Allow server to send mail*.
  - For Windows servers, enter the name of the SMTP server that should be used for outgoing email.
  - For UNIX servers, type the absolute path of `sendmail` in the text box. Typically, this path is `/usr/sbin/sendmail`
4. Scroll to the bottom of the screen and click **Update**.

### SETTING THE NUMBER OF CHAT USERS

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Chat/Whiteboard*, enter the maximum number of *Chat* users.
4. Scroll to the bottom of the screen and click **Update**.

### SETTING THE NUMBER OF WHITEBOARD USERS

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Chat/Whiteboard*, enter the maximum number of *Whiteboard* users.
4. Scroll to the bottom of the screen and click **Update**.

### SETTING THE CHAT AND WHITEBOARD PORTS

**Note:** *Whiteboard* requires two ports, a UDP (User Datagram Protocol) port and TCP (Transmission Control Protocol) port, both of which must be declared. UDP is the preferred protocol for *Whiteboard*, since it is faster. However, some browsers cannot use it, therefore you must also declare a TCP port.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Chat/Whiteboard*, enter the port numbers for each port type, or accept the defaults if they are not currently in use on your server.
4. Scroll to the bottom of the screen and click **Update**.

**Important:** If you have changed the *Chat* or *Whiteboard* ports, you must restart the servers. For instructions, refer to the following sections. After the servers are restarted, *Chat* and *Whiteboard* will start on the new ports the next time they are accessed.

### RESTARTING CHAT AND WHITEBOARD SERVERS ON WINDOWS

To restart *Chat* and *Whiteboard*, reboot the computer.

## RESTARTING CHAT AND WHITEBOARD PORTS ON UNIX

- To restart Chat, kill the PID values in the file  
`<webct_install_directory>/webct/generic/public/chat/logs/chat.pid`
- To restart Whiteboard, kill the PID values in both files  
`<webct_install_directory>/webct/generic/public/whiteboard.pid` and  
`<webct_install_directory>/webct/generic/public/tcp2udp.pid`

## SETTING THE WEBCT FRAME

If you are running WebCT within a frameset, you must enter the frameset name, including the frame hierarchy.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Server Settings* screen appears.
3. Under *WebCT Frame*, in the text box, enter the frameset name, including the frame hierarchy (e.g., `top.frame_one.sub_frame.webct_frame`). The frameset name always starts with “top.”
4. Scroll to the bottom of the page and click **Update**.

## SPECIFYING THE STANDARD AND SECURE SERVERS

**Warning:** In order to enable SSL, the Apache server that ships with WebCT must be recompiled. We strongly recommend against anyone but an advanced systems administrator attempting this task. A future WebCT release will simplify the enabling of SSL.

Should you decide to recompile the Apache server to enable SSL, information to do so can be found at the URLs below:

- <http://www.modssl.org/>
- [http://www.modssl.org/source/exp/mod\\_ssl/pkg.mod\\_ssl/INSTALL](http://www.modssl.org/source/exp/mod_ssl/pkg.mod_ssl/INSTALL)
- <http://httpd.apache.org/docs/install.html>

Once your WebCT installation is configured to support the Secure Sockets Layer protocol (SSL), you can specify the addresses of your standard and secure WebCT servers. WebCT will authenticate requests to the following areas via the secure server:

- user logon
- user logon hint
- user password changes via *myWebCT*

**Warning:** When a designer changes a student’s password via *Manage Students*, requests are authenticated via the standard server, not the secure server.

- administrator interface
- helpdesk interface

If these requests come from the standard server, WebCT will redirect them to the secure server for authentication. After successful authentication and to optimize performance, data exchange will occur on the standard server. All other requests are authenticated via the standard server.

### Important:

- Your standard and secure servers should be installed on different ports on the same machine.
- You must enable ticket-based authentication.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Secure Server*, specify the addresses and ports of the standard and secure servers. For example: `http://<webct_server>:<standard_port>` and `https://<webct_server>:<secure_port>`  
**Warning:** If an invalid address is entered for the secure server, you will not be able to log on to the administrator interface and other users will not be able to log on to WebCT. If this occurs, delete the following file from your WebCT installation directory:  
`<webct_install_directory>/webct/webct/generic/admin/setting/secure_server`  
 Then, return to the *Server Management* screen and enter the valid address for the secure server.
4. Under *User Authentication*, select *Use ticket-based authentication*.
5. Click **Update**.

**Important:** From now on, to log on to the administrator or helpdesk user interfaces, use the URL for the secure server.

URL for the administrator interface

`https://<webct_server>:<secure_port>/webct/admin/admin.pl`

URL for the helpdesk user interface

`https://<webct_server>:<secure_port>/webct/helpdesk/helpdesk.pl`

## SETTING UP BROWSER AUTHENTICATION

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* page appears.
3. Under *User Authentication*, deselect *Use ticket based authentication*. **Note:** With browser authentication, the **Logout** link on the course *Menu Bar* is unavailable.
4. Click **Update**.

## SETTING UP TICKET-BASED AUTHENTICATION

With ticket-based authentication, you can use one or more authentication sources. WebCT supports the following authentication sources:

- WebCT's internal database (default)
- LDAP (not supported with Limited Use License)
- Kerberos (not supported with Limited Use License)
- Windows 2000 Domain Controller (not supported with Limited Use License)
- a custom authentication source (not supported with Limited Use License). For more information, see *WebCT 3.7 Campus Edition Technical Reference Guide*

**Note:** Client browsers must be set to allow cookies.

## Using one authentication source

**Note:** With a Limited Use License, only the WebCT internal database can be used as the authentication source.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.

3. Under *User Authentication*, select *Use ticket based authentication*.
4. Choose whether the **Logout** link should appear in the course *Menu Bar*:
  - To display the **Logout** link, select *Display Logout link in course Menu Bar*.
  - To hide the **Logout** link, deselect *Display Logout link in course Menu Bar*. **Note:** If you run WebCT in a framed environment (such as a portal) where a logout link or "Return to Portal" link already exists, you may prefer to hide the **Logout** link.
5. In the *Ticket shared secret* text box, either leave the shared secret value that was automatically generated by WebCT or enter a new shared secret value. For security reasons, the default value "secret" does not work. The secret value
  - is case-sensitive
  - cannot exceed 256 characters
  - cannot contain tab or other control characters
  - cannot contain end-of-line characters. **Note:** By default, the UNIX text editors vi and pico automatically add end-of-line characters. Check the file size to ensure that the number of characters equals the number of bytes.
6. In the *Tickets remain valid for* text box, enter the number of minutes until ticket time-out. This value controls the expiry time of the ticket based on the user's last access and therefore affects how long a user can stay logged on while inactive. The default is 180 minutes.
7. Choose whether to allow WebCT authentication across a domain. Authentication across a domain allows users to access all servers in the domain, without having to re-authenticate for each one.
  - To allow authentication across a domain:
    - a) Select *Allow WebCT authentication across a domain*.
    - b) In the *Please specify your domain* text box, enter the domain name. The domain name must have a period in front of it. Example: *.webct.com*
  - To disallow authentication across a domain, select *Do not allow WebCT authentication across a domain*.
8. Under *User is authenticated using*, from the drop-down list for the authentication source that you are using, select *First*. **Note:** With a Limited Use License, only the WebCT internal database can be used as the authentication source.
9. For all other authentication sources, select *Never*.
10. Scroll to the bottom of the screen and click **Update**.

### Using multiple authentication sources

**Note:** This feature is not available with the Limited Use License.

You can integrate third-party authentication sources, such as LDAP, Kerberos, or a custom authentication source with WebCT. For example, use multiple authentication sources if your institution requires a failover authentication scheme to authenticate users who do not have an account in the primary authentication database. Users who are not authenticated by the primary authentication source can be authenticated by secondary sources, such as the internal WebCT database. **Important:** For complete instructions on using multiple authentication sources, see *WebCT 3.7 Campus Edition Technical Reference Guide*.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *User Authentication*, select *Use ticket based authentication*.

4. Choose whether the **Logout** link should appear in the course *Menu Bar*:
  - To display the **Logout** link, select *Display Logout link in course Menu Bar*.
  - To hide the **Logout** link, deselect *Display Logout link in course Menu Bar*. **Note:** If you run WebCT in a framed environment (such as a portal) where a logout link or "Return to Portal" link already exists, you may prefer to hide the **Logout** link.
5. In the *Ticket shared secret* text box, either leave the shared secret value that was automatically generated by WebCT or enter a new shared secret value. For security reasons, the default value "secret" does not work. The secret value
  - is case-sensitive
  - cannot exceed 256 characters
  - cannot contain tab or other control characters
  - cannot contain end-of-line characters. **Note:** By default, the UNIX text editors vi and pico automatically add end-of-line characters. Check the file size to ensure that the number of characters equals the number of bytes.
6. In the *Tickets remain valid for* text box, enter the number of minutes until ticket time-out. This value controls the expiry time of the ticket based on the user's last access and therefore affects how long a user can stay logged on while inactive. The default is 180 minutes.
7. Choose whether to allow WebCT authentication across a domain. Authentication across a domain allows users to access all servers in the domain, without having to re-authenticate for each one.
  - To allow authentication across a domain:
    - a) Select *Allow WebCT authentication across a domain*.
    - b) In the *Please specify your domain text box*, enter the domain name. The domain name must have a period in front of it. Example: `.webct.com`
  - To disallow authentication across a domain, select *Do not allow WebCT authentication across a domain*.
8. Under *User is authenticated using*, specify when to use the authentication source(s):
  - If you are using the internal WebCT password database, from the corresponding drop-down list, select when it should be used in the authentication sequence. **Important:** If you are using the internal WebCT database in a failover authentication scheme, it is strongly recommended that you
    - use the WebCT database last in the authentication sequence
    - do not use passwords that can be guessed (for example: *webct* or *password*)
  - If you are using LDAP:
    - a) From the *LDAP server* drop-down list, select when it should be used in the authentication sequence.
    - b) Specify the LDAP settings.
  - If you are using Kerberos or Windows 2000 Domain Controller:
    - a) From the *MIT Kerberos V5 KDC or Windows 2000 Domain Controller* drop-down list, select when it should be used in the authentication sequence.
    - b) Specify the Kerberos settings or Windows 2000 Domain Controller settings.
  - If you are using a custom authentication source, from the corresponding drop-down list, select when it should be used in the authentication sequence.
9. Scroll to the bottom of the screen and click **Update**.

### Specifying the LDAP settings

1. Under *LDAP settings*, in the *LDAP Server Name* text box, enter the name of your LDAP server.

2. In the *LDAP Port* text box, enter the port of your LDAP server.
3. In the *Base DN* text box, enter the top level of the LDAP directory tree where your WebCT user records are stored. This directs the authentication program to search in the appropriate directory on your LDAP server.
4. In the *WebCT ID Attribute* text box, enter the attribute or field of the user record where the WebCT ID is stored.
5. In the *Manager DN* text box, enter the LDAP server manager's distinguished name.
6. In the *Manager Password* text box, enter the LDAP server manager's password.
7. Click **Update**.

**Important:** If you are using LDAP in a multiple authentication scheme, you must also specify the sequence in which it should be used.

### Specifying the Kerberos settings

**Note:**

- UNIX users: Kerberos requires a properly configured `krb5.conf` file in the `/etc` directory.
  - Windows users: Kerberos requires a properly configured `krb5.ini` file in the `<webct_install_directory>\webct\webct\generic\ticket` folder.
1. Under *Kerberos/Domain Controller* settings, in the *Realm/Domain Name* text box, enter the Kerberos Realm name. **Note:** Each entry in the KDC is called a principal and has the format: `username/instance@Kerberos Realm`  
Example: `johnsmith/admin@MYINSTITUTE.EDU`  
In this example, the Realm is `MYINSTITUTE.EDU`.
  2. In the *Instance* text box, enter the Kerberos Instance name. In the example above, the Instance is `admin`.
  3. Click **Update**.

**Important:** If you are using Kerberos in a multiple authentication scheme, you must also specify the sequence in which it should be used.

### Specifying the Windows 2000 Domain Controller settings

1. Under *Kerberos/Domain Controller* settings, in the *Realm/Domain Name* text box, enter the Windows domain name.
2. Leave the *Instance* text box empty.
3. Click **Update**.

**Important:** If you are using Windows 2000 Domain Controller in a multiple authentication scheme, you must also specify the sequence in which it should be used.

## PUBLISHER SETTINGS

For further information, see *Chapter 9: Hosting e-Learning Resource Packs*.

### CONFIGURING THE PUBLISHER ENVIRONMENT SETTINGS

**Important:** Ensure that the *Publisher Environment Settings* are configured correctly, or students will be unable to enter their Access Codes and gain access to the course.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Publisher**. The *Publisher* toolbar appears.
3. From the *Publisher* toolbar, click **Edit Environment Settings**. The *Publisher Environment Settings Editor* screen appears.

## Publisher Environment Settings Editor

**Warning:** Improper use of this function may disable your Publisher PIN Authentication Program.



4. Complete the text boxes:
  - a) In the *WebCT Server Name* text box, type the URL for the WebCT server.
  - b) In the *WebCT Server Port* text box, type the port number of the WebCT server.
  - c) Click **Continue**. A confirmation message appears.
  - d) Click **OK**. The *Publisher Environment Settings* file is updated.

**Note:** You can set the *Server Name* and *Server Port* to the default values by clicking *Defaults*. If you select the default settings, and students have problems accessing the e-Pack, then review the *Publisher Environment Settings* and verify that the server and the port that you have specified are those that students will use to access the e-Pack.

## SERVER LOCKDOWN

You can use the *Server Lockdown* feature to deny users access to WebCT. Once server lockdown is enabled, all users, including designers, students, and teaching assistants who are logged on to WebCT will be unable to continue using it. Only areas that do not require user authentication will remain available, including the *Logon* page, the *Course Listing* page, and the course *Welcome Page*.

### ENABLING SERVER LOCKDOWN

**Warning:** Enabling *Server Lockdown* automatically enables ticket-based authentication. If you do not want ticket-based authentication enabled, after you allow access again, go to *Server Management* and deselect *Use ticket-based authentication*.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Server Lockdown**. The *Server Lockdown* screen appears.
3. Complete the text boxes, and click **Lockdown Server**. The *Server Lockdown* screen appears. All students, teaching assistants, and designers are denied access.

## ALLOWING SERVER ACCESS

**Warning:** Enabling *Server Lockdown* automatically enables ticket-based authentication. If you do not want ticket-based authentication enabled, after you allow access again, go to *Server Management* and deselect *Use ticket-based authentication*.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Server Lockdown**. The *Server Lockdown* screen appears.
3. Click **Allow Access**. The *Allow Access Confirmation* screen appears.
4. Click **Continue**. All students, teaching assistants, and designers are allowed access.

## SERVER MAINTENANCE

All of the server maintenance tasks that follow are performed outside of the WebCT administrator interface and require command line access to the WebCT server.

### CHANGING THE SERVER PORT NUMBER

#### UNIX

**Warning:** To complete this task

- you must have command line access to the WebCT server.
- you must stop and start the WebCT server.

1. As the WebCT UNIX user, back up the file  
`<webct_install_directory>/webct/server/conf/httpd.conf`
2. Open the `httpd.conf` file and change the server port number.
3. Save the `httpd.conf` file.
4. Stop and start the WebCT Apache server by typing  
`<webct_install_directory>/webct/server/bin/apachectl restart`

#### Windows

**Warning:** To complete this task, you must stop and start the WebCT server.

1. Back up `<webct_install_directory>/webct/server/conf/httpd.conf`
2. At the command line in WebCT, open the `httpd.conf` file and change the server port number. Save the file.
3. Stop and start the WebCT server:
  - a) In Windows, click **Start** → **Settings** → **Control Panel**.
  - b) From the *Control Panel*, click **Administrative Tools**, and click **Services**. The *Services* window displays.
  - c) Right-click the server running WebCT then click **Restart**. Leave the *Services* window open.  
**Note:** The default name for the server is Apache, but if you entered a different name during installation, select the server with that name.

## BACKING UP THE WEBCT SERVER

### UNIX

**Warning:** To complete this task

- you must have command line access to the WebCT server.
- you must stop and start the WebCT server.

You can use the *Announcements* feature (see *Chapter 7: Managing Announcements and Institutional Bookmarks*) to provide users with the times and dates when regularly scheduled backups will occur. Unscheduled backups are not recommended, as interrupting users in mid-session can result in data loss.

**Note:** Unlike course backups, system backups cannot be reliably restored to a different operating system or to a different server.

1. Stop the WebCT Apache server by typing:  
`<webct_install_directory>/webct/server/bin/apachectl stop`
2. Change to a directory one level above the WebCT install directory.
3. At the command prompt, type:  
`tar cvf webct.backup.file.name.tar <webct_install_directory>`
4. Further compress the .tar file to a .gz file by typing:  
`gzip webct.backup.file.name.tar`
5. Store the file using the storage media of your choice.
6. Restart the WebCT Apache server by typing:  
`<webct_install_directory>/webct/server/bin/apachectl restart`

### Windows

**Warning:** To complete this task, you must stop and start the WebCT server.

You can use the *Announcements* feature (see *Chapter 7: Managing Announcements and Institutional Bookmarks*) to provide users with the times and dates when regularly scheduled backups will occur. Unscheduled backups are not recommended, as interrupting users in mid-session can result in data loss.

**Note:** Unlike course backups, system backups cannot be reliably restored to a different operating system, or to a different server.

1. Stop the WebCT server:
  - a) From the Windows Start menu, click **Settings** → **Control Panel** → **Administrative Tools** → **Services**. The *Services* window appears.
  - b) Right-click the server running WebCT, and click **Stop**. Leave the *Services* window open.  
**Note:** The default name for the server is Apache, but if you entered a different name during installation, select the server with that name.
2. Back up the WebCT directory using WinZip or a similar file compression utility.
3. Restart the server:
  - a) In Windows, click the *Services* window.
  - b) Right-click the WebCT server, and click **Start**.

## RESTARTING THE WEBCT SERVER

### UNIX

At the command line, type:

```
<webct_install_directory>/webct/server/bin/apachectl restart
```

### Windows

1. From the Windows Start menu, click **Settings** → **Control Panel** → **Administrative Tools** → **Services**. The *Services* window appears.
2. Right-click the server running WebCT, and click **Restart**.

## SHUTTING DOWN THE WEBCT SERVER

### UNIX

At the command line, type:

```
<webct_install_directory>/webct/server/bin/apachectl stop
```

### Windows

1. From the Windows Start menu, click **Settings** → **Control Panel** → **Administrative Tools** → **Services**. The *Services* window appears.
2. Right-click the server running WebCT, and click **Stop**.

# CHAPTER 5: COURSE MANAGEMENT

## Note for SCT users

Most *Course Management* functions are handled automatically by SCT. Courses that are created or changed within WebCT will not be reflected in SCT's databases.

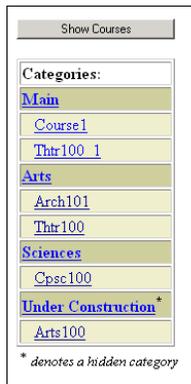
## ABOUT COURSE MANAGEMENT

*Course Management* allows you to create, modify, delete, reset, and back up courses. It also allows you to create categories to organize courses on the server and to configure course settings.

This chapter contains the following sections:

<b><i>Course Table</i></b>	The <i>Course Table</i> contains a list of all courses on the server. Courses are listed alphabetically within categories and terms.
<b><i>Creating Courses</i></b>	You can create a blank course, a course based on a template, or a course based on an existing course.
<b><i>Modifying Course Information</i></b>	You can change information stored in the <i>Course Profile</i> , including the course category, the course title, and the designer's information.
<b><i>Deleting Courses</i></b>	You can delete courses from the server. When you delete a course, you also delete designer backups of the course.
<b><i>Resetting Courses</i></b>	You can reset courses, which removes all student data from the course.
<b><i>Showing Course Usage</i></b>	You can see how much space a course is using on the server.
<b><i>Backing up and Restoring Courses</i></b>	You can backup courses and restore them to the same version or a higher version of WebCT.
<b><i>Course Categories</i></b>	Categories are used to organize courses in the <i>Course Table</i> and on the <i>Course Listing</i> page.
<b><i>Terms</i></b>	Terms are used to organize courses in the <i>Course Table</i> and on the <i>Course Listing</i> page.
<b><i>Configuring the Course Settings</i></b>	<i>Configuring the Course Settings</i> allows you to control course backups, set the appearance of student names and student homepages, and set course colors.

## THE COURSE TABLE



The *Course Table* contains a list of all courses on the WebCT server. You can group courses within categories and terms. By default, a *Main* category and a *Default Term* are included in the *Course Table*. When a course is created, it is added to the *Main* category and the *Default Term* unless you specify otherwise. For more information on course categories, see *Course Categories* in this guide, and for more information on terms, see *Terms* in this guide.

The organization of the *Course Table* is the same on the *Course Listing* page on your server. The URL for the *Course Listing* page is:

`http://<webct_server>:<port>/webct/public/show_courses.pl`

### NAVIGATING THE COURSE TABLE

- To display a *Course Profile*, click the Course ID.
- To view courses alphabetically, click **Show Courses**.
- To view courses by category, click **Show Categories**.
- To show or hide courses within a category, click the category name.

## CREATING COURSES

You can create a blank course, use a WebCT template, or use another course on the WebCT server as the template. After you create the course, the designer can add tools and content to it.

### COURSE PROFILES

When you create a course, a *Course Profile* is created. The *Course Profile* contains:

Course ID	A unique identifier for the course. The Course ID appears in the <i>Course Table</i> . If no course title is assigned to the course, the Course ID also appears in the <i>Course Listing</i> page, the <i>Courses</i> area of <i>myWebCT</i> and the course <i>Menu Bar</i> .
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Category	The category in which the course is located. The course category appears in the <i>Course Table</i> and the <i>Course Listing</i> page.
Course Title	The course title appears on the <i>Course Listing</i> page, the <i>Courses</i> area of <i>myWebCT</i> , and the course <i>Menu Bar</i> .
Course Description	The course description can be displayed in the <i>Courses</i> area of <i>myWebCT</i> .
Terms	The term in which the course is located. The term appears in the <i>Course Table</i> . It can also be displayed in <i>myWebCT</i> and on the <i>Course Listing</i> page.
Creation Date	The date and time that the course was created. This information appears only in the <i>Course Profile</i> .
Last Access Time	The date and time that the course was last accessed by any user (designer, student, or TA). This information appears only in the <i>Course Profile</i> .
Additional Information	Any additional course information. This information appears only in the <i>Course Profile</i> .
Designer's Name	The first and last name of the designer, as entered in the global database. This information appears in the <i>Course Profile</i> and the <i>Courses</i> area of <i>myWebCT</i> .
Designer's Telephone Number	The designer's telephone number. This information appears only in the <i>Course Profile</i> .
Designer's Email	The designer's email address. This information appears only in the <i>Course Profile</i> .
Designer's WebCT ID	The WebCT ID of the primary designer and any shared access designers. This information appears in the <i>Course Profile</i> and the global database.

## CREATING A BLANK COURSE

You can create a blank course, which the designer can fill with content and tools. When you create a blank course, you have the option of enabling *WebCourse Builder*, an interactive tool that guides designers through adding students, tools, and content to a course.

1. From the *Admin* toolbar, click **Course Mgmt.** The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **New Course.** The *New Course* screen appears.

3. Complete the *Course Information* section.
  - a) In the Course ID text box, enter a unique identifier for the course. The Course ID appears in the Course Table. If no course title is assigned to the course, the Course ID also appears in the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The Course ID
    - must contain only alphanumeric characters and underscores

- should not contain the words “student,” “marker,” or “designer”
  - is case-sensitive
- b) In the *Course Title* text box, enter a title for the course. The course title appears on the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The course title can contain any characters.
  - c) In the *Course Description* text box, enter a brief description for the course.
  - d) From the *Terms* drop-down list, select the term in which to place the course.
  - e) From the *Category* drop-down list, select the category in which to place the course.
  - f) From the *Language* drop-down list, select the language for the course.
  - g) For *Template*, select *Use Blank Course*.
4. Complete the *Designer Logon* section.
    - If you don’t yet know who the designer will be, enter a password in the *Password* text box. The password must be at least four characters and must contain only alphanumeric characters and underscores. When the designer is determined, he or she will use this password and the Course ID to add the course to their *myWebCT*.
    - If you know who the designer is, in the *WebCT ID* text box, enter the designer’s WebCT ID. The course is automatically added to the designer’s *myWebCT*.
  5. Complete the *Designer Information* section. This information appears in the *Course Profile*.
    - a) In the *Name* text box, enter the full name of the course designer. The designer’s name also appears in the *Courses* area of *myWebCT*. If you specified a WebCT ID under *Designer Logon*, this field is ignored and the full name of the designer is taken from the global database.
    - b) In the *Telephone* text box, enter the designer’s telephone number.
    - c) In the *Email* text box, enter the designer’s email address.
  6. In the *Additional Information* section, enter any additional information. This information appears only in the *Course Profile*.
  7. Click **Continue**. The *New Course Success* screen appears.
  8. Click **Continue**. The *Course Profile* appears and the course is added to the *Course Table*.

**Important:** If you want the course to be listed on the *Course Listing* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding a Term* in this guide.

## CREATING A COURSE BASED ON A TEMPLATE

There are four templates: Simple\*, Basic, Intermediate, and Advanced. The following tools are included:

Simple*/Basic	Intermediate	Advanced
Syllabus	Syllabus	Syllabus
Calendar	Calendar	My Progress
Mail	Mail	Assignments
Discussions	Discussions	Self Test
Chat	Chat	My Grades
Student Homepages	Student Homepages	Content Module
	Glossary	Compile
		Whiteboard
		Search
		Quiz
		Student Presentations

\* The Simple template is the default template for SCT users. It contains the same tools as the Basic template. The difference is that the Simple template places an introductory note on the course *Homepage* that advises users that the course is still under development. This note is suitable for SCT users or other institutions that are using the IMS-compliant API to automate course creation.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **New Course**. The *New Course* screen appears.

3. Complete the *Course Information* section.
  - a) In the *Course ID* text box, enter a unique identifier for the course. The Course ID appears in the *Course Table*. If no course title is assigned to the course, the Course ID also appears in the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The Course ID
    - must contain only alphanumeric characters and underscores
    - should not contain the words “student,” “marker,” or “designer”
    - is case-sensitive
  - b) In the *Course Title* text box, enter a title for the course. The course title appears on the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any characters.
  - c) In the *Course Description* text box, enter a brief description for the course.
  - d) From the *Terms* drop-down list, select the term in which to place the course.
  - e) From the *Category* drop-down list, select the category in which to place the course.
  - f) From the *Language* drop-down list, select the language for the course.
  - g) For *Template*, select *Use Template*. From the *Select Template* drop-down list, select a template.
4. Complete the *Designer Logon* section.
  - If you don't yet know who the designer will be, enter a password in the *Password* text box. The password must be at least four characters and must contain only alphanumeric characters and underscores. When the designer is determined, he or she will use this password and the Course ID to add the course to their *myWebCT*.
  - If you know who the designer is, in the *WebCT ID* text box, enter the designer's WebCT ID. The course is automatically added to the designer's *myWebCT*.
5. Complete the *Designer Information* section. This information appears in the *Course Profile*.
  - a) In the *Name* text box, enter the full name of the course designer. The designer's name also appears in the *Courses* area of *myWebCT*. If you specified a WebCT ID under *Designer Logon*, this field is ignored and the full name of the designer is taken from the global database.

- b) In the *Telephone* text box, enter the designer's telephone number.
- c) In the *Email* text box, enter the designer's email address.
6. In the *Additional Information* section, enter any additional information. This information appears only in the *Course Profile*.
7. Click **Continue**. The *New Course Success* screen appears.
8. Click **Continue**. The *Course Profile* appears and the course is added to the *Course Table*.

**Important:** If you want the course to be listed on the *Course Listing* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding a Term* in this guide.

## CREATING A COURSE BASED ON AN EXISTING COURSE

You can use an existing course as a template for a new course. All the information in the existing course is brought into the new course, including student records, *Mail* messages, and *Discussion* topics. To delete student records and outdated material, reset the course after you create it.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **New Course**. The *New Course* screen appears.

3. Complete the *Course Information* section.
  - a) In the *Course ID* text box, enter a unique identifier for the course. The Course ID appears in the *Course Table*. If no course title is assigned to the course, the Course ID also appears in the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The Course ID
    - must contain only alphanumeric characters and underscores
    - should not contain the words “student,” “marker,” or “designer”
    - is case-sensitive
  - b) In the *Course Title* text box, enter a title for the course. The course title appears on the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any characters.
  - c) In the *Course Description* text box, enter a brief description for the course.
  - d) From the *Terms* drop-down list, select the term in which to place the course.
  - e) From the *Category* drop-down list, select the category in which to place the course.
  - f) From the *Language* drop-down list, select the language for the course.
  - g) For *Template*, select *Use Existing Course*. From the *Select Course* drop-down list, select the course that you want to use as a template.

4. Complete the *Designer Logon* section.
  - If you don't yet know who the designer will be, enter a password in the *Password* text box. The password must be at least four characters and must contain only alphanumeric characters and underscores. When the designer is determined, he or she will use this password and the Course ID to add the course to their *myWebCT*.
  - If you know who the designer is, in the *WebCT ID* text box, enter the designer's WebCT ID. The course is automatically added to the designer's *myWebCT*.
5. Complete the *Designer Information* section. This information appears in the *Course Profile*.
  - a) In the *Name* text box, enter the full name of the course designer. The designer's name also appears in the *Courses* area of *myWebCT*. If you specified a WebCT ID under *Designer Logon*, this field is ignored and the full name of the designer is taken from the global database.
  - b) In the *Telephone* text box, enter the designer's telephone number.
  - c) In the *Email* text box, enter the designer's email address.
6. In the *Additional Information* section, enter any additional information. This information appears only in the *Course Profile*.
7. Click **Continue**. The *New Course Success* screen appears.
8. Click **Continue**. The *Course Profile* appears and the course is added to the *Course Table*.
9. To reset the course, see *Resetting Courses* in this guide.

**Important:** If you want the course to be listed on the *Course Listing* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding a Term* in this guide.

## MODIFYING COURSE INFORMATION

You can change the following pieces of course information:

- Course ID
- Category
- Term
- Course title
- Designer's name, telephone, and email
- Designer's password
- Primary designer

### CHANGING A COURSE ID

The Course ID appears in the *Course Table*. If no course title is assigned to the course, the Course ID also appears in the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. You cannot change a Course ID directly. You must make a copy of the course and give it a new Course ID. Then, delete the course with the old Course ID.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **New Course**. The *New Course* screen appears.
3. Complete the *Course Information* section.
  - a) In the *Course ID* text box, enter the new Course ID. The Course ID
    - must contain only alphanumeric characters and underscores
    - should not contain the words "student," "marker," or "designer"

- is case-sensitive
- b) In the *Course Title* text box, enter a title for the course. The course title appears on the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any characters.
  - c) From the *Category* drop-down list, select the category in which to place the course.
  - d) For *Template*, select *Other Courses*. From the drop-down list, select the course whose Course ID you want to change.
4. Complete the *Designer Logon* section.
    - If you don't yet know who the designer will be, enter a password in the *Password* text box. The password must be at least four characters and must contain only alphanumeric characters and underscores. When the designer is determined, he or she will use this password and the Course ID to add the course to their *myWebCT*.
    - If you know who the designer is, in the *WebCT ID* text box, enter the designer's WebCT ID. The course is automatically added to the designer's *myWebCT*.
  5. Complete the *Designer Information* section. This information appears in the *Course Profile*.
    - a) In the *Name* text box, enter the full name of the course designer. The designer's name also appears in the *Courses* area of *myWebCT*. If you specified a WebCT ID under *Designer Logon*, this field is ignored and the full name of the designer is taken from the global database.
    - b) In the *Telephone* text box, enter the designer's telephone number.
    - c) In the *Email* text box, enter the designer's email address.
  6. In the *Additional Information* section, enter any additional information. This information appears only in the *Course Profile*.
  7. Click **Continue**. The *New Course Success* screen appears.
  8. Click **Continue**. The *Course Profile* for the new course appears and the course is added to the *Course Table*.
  9. In the *Course Table*, select the old course. The *Course Profile* for the old course appears.
  10. On the *Course Profile* screen, click **Delete Course**. Two warning messages appear.
  11. Click **OK** twice. The *Delete Course Success* screen appears.

## MOVING A COURSE TO A DIFFERENT CATEGORY

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. In the *Course Table*, click the course that you want to move. The *Course Profile* screen appears.
3. Click **Modify Course Info**. The *Course Information Editor* screen appears.

**Course Information Editor**

Course: [Thtr100](#)

Category:

Course Title:

Designer's Name:

Designer's Telephone:

Designer's Email:

Additional Information:

4. From the *Category* drop-down list, select the category to which you want to move the course.
5. Click **Continue**. The *Course Profile* is updated and the course is moved.

### **MOVING A COURSE TO A DIFFERENT TERM**

6. You can move a course from one term to another.
7. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
8. In the *Course Table*, click the course that you want to move. The *Course Profile* screen appears.
9. From the *Course Profile* screen, click **Modify Course Info**. The *Course Information Editor* screen appears.
10. From the *Terms* drop-down list, select the term to which you want to move the course.
11. Click **Continue**. The course is moved and the *Course Profile* is updated.

### **CHANGING A COURSE TITLE**

The course title appears on the *Course Listing* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. In the *Course Table*, click the course whose title you want to change. The *Course Profile* screen appears.
3. Click **Modify Course Info**. The *Course Information Editor* screen appears.
4. In the *Course Title* text box, enter the new title for the course.
5. Click **Continue**. The course title is changed and the *Course Profile* is updated.

### **EDITING THE DESIGNER'S NAME, TELEPHONE NUMBER, OR EMAIL ADDRESS**

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. From the *Course Table*, click the name of the course for which you want to change the designer information. The *Course Profile* screen appears.
3. Click **Modify Course Info**. The *Course Information Editor* screen appears.
4. Change the designer's name, telephone number, and email address as needed.
5. Click **Continue**. The *Course Profile* is updated.

### **CHANGING THE DESIGNER'S PASSWORD**

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. From the *Course Table*, click the name of the course for which you want to change the designer's password. The *Course Profile* screen appears.
3. Click **Change Password**. The *Designer Password Editor* screen appears.
4. Enter a new password for the designer. If the course already has a primary designer, entering a new password changes the primary designer's password for their *myWebCT* and all courses. If the course doesn't yet have a designer, entering a password changes the password that the designer must use to add the course to their *myWebCT*.
5. Click **Continue**. A confirmation screen appears.

## ASSIGNING A DESIGNER TO A COURSE

The first designer assigned to a course becomes the primary designer. Any subsequent designers added to a course become a shared access designer. If you didn't assign a designer to a course during course creation, you can do so afterwards. Before the designer can be added to the course, they must have a global database record (see *Adding Global Database Records* in this guide).

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database for the designer you want to assign to the course. For example, to search for a designer by last name: From the first drop-down list, select *Last Name*; from the second drop-down list, select *Equal to*; in the text box, enter the designer's last name (not case-sensitive). Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the user. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
5. Click **Add**. The *Course Addition* screen appears showing the courses that are not currently in the user's course list.
6. Select the course(s) that you want to add to the user's course list. (To select multiple courses, hold down the CTRL key while selecting the courses. For Mac users, hold down the Apple key.) Click **Add**. The *Course Addition* screen appears.
7. Under *User Type*, select *Designer* and click **Add**. If the user is the first designer assigned to the course, the user becomes the primary designer. If the user is not the first designer assigned to the course, the user becomes a shared access designer.
8. Click **Done**.

## DETERMINING THE PRIMARY DESIGNER

To determine the primary designer of a course, view the *Course Profile*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. From the *Course Table*, click the name of the course for which you want to view the designer information. The *Course Profile* screen appears.
3. Verify the information next to *Designer's WebCT ID*:
  - if there is only one WebCT ID, by default that designer is the primary designer.
  - if there is more than one WebCT ID, (*primary*) appears after the WebCT ID of the primary designer.

## CHANGING THE PRIMARY DESIGNER

The first designer assigned to the course automatically becomes the primary designer. To change the primary designer, first remove the existing designer from the course, and then assign a new designer to the course. The new designer must already have a global database record (see *Adding Global Database Records* in this guide).

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database for the existing designer. For example, to search for a designer by last name:
  - a) From the first drop-down list, select *Last Name*.

- b) From the second drop-down list, select *Equal to*.
  - c) In the text box, enter the designer's last name (not case-sensitive).
  - d) Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the existing designer.
  5. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears, displaying *Courses* and *User Types*.
  6. From the *Course List Editor* table, select the course(s) from which you want to remove the designer. From the *Course List Editor* screen, click **Delete**. Two warning messages appear.
  7. Click **OK** twice. The *Course List Editor* screen is updated.

Now select the new primary designer.

8. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
9. Query the global database for the user to be assigned as the new primary designer. The *User Records* screen appears.
10. From the *User Records* table, select the user.
11. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
12. Click **Add**. The *Course Addition* screen appears, displaying all courses that are not in the user's course list.
13. Select the course(s) that you want to add to the user's course list, and click **Add**. **Note:** To select multiple courses, hold down the CTRL key while selecting the courses. For Mac users, hold down the Apple key. The *Course Addition* screen appears.
14. Under *User Type*, select *Designer*, and click **Add**. The *Course List Editor* screen is updated.
15. Click **Done**.

## DELETING COURSES

You are the only user who can delete a course from the server. When you delete a course, you also delete designer backups of the course. Once a course has been deleted, it cannot be recovered unless you have a backup.

**Important:** Deleting a course outside of the administrator interface is not recommended because the files for a single course can span several directories.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. In the *Course Table*, click the course that you want to delete. The *Course Profile* screen appears.
3. Click **Delete Course**. A warning message appears.
4. Click **OK**. A second warning message appears.
5. Click **OK**. The *Delete Course Success* screen appears.

## RESETTING COURSES

Resetting a course deletes all student data, so that the course can be used for a new term.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Reset Courses**. The *Reset Courses* screen appears.

3. Click the category that contains the course(s) that you want to reset. The *Reset Courses* table expands to show all the courses in the category.
4. Select the course(s) that you want to reset, and click **Continue**. The *Reset Courses Confirmation* screen appears.
5. Click **Continue**. A warning message appears.
6. Click **OK**. The *Reset Courses Success* screen appears.

## SHOWING COURSE USAGE

The *Server Usage* screen displays the number of users in a course and the size of the course files.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. From the *Course Table*, click the course for which you want to see the usage. The *Course Profile* screen appears.
3. Click **Show Course Usage**. The *Server Usage* screen appears.

Server Usage: <b>Thtr100</b>					
<a href="#">Back</a>					
Course	Users	Files			Total Space
		Course	Internal	Backups	
Thtr100	1	96 kB	42 kB	37 kB	175 kB

The *Server Usage* table contains the following information:

*Course*                      Course ID.

*Users*                        Number of students and TAs that have been added to the course.

*Files: Course*              Amount of disk space taken up by the files in the *My-Files* folder in *Manage Files*. These are the files that the designer has uploaded to the course.

*Files: Internal*             Amount of disk space used by course tools, such as *Manage Students* and *Discussions*.

*Files: Backups*            Amount of disk space used by course backups. Setting a *Backup Limit* can save disk space.

*Total Space*                Total *Course*, *Internal*, and *Backup* file space.

To return to the *Course Profile* screen, click **Back**.

## BACKING UP AND RESTORING COURSES

You can back up courses for general maintenance or if you want to migrate courses to another operating system. You cannot upload or download course backups in the administrator interface. Course backups cannot be downloaded through the web browser; they are accessible only at the system level. If you do not have access at the system level, arrange with your institution's system administrator to migrate the course backups to another server or storage device.

You can back up all courses in a category at once or you can back up selected courses.

**Note:** If you restore a course backup from an earlier version of WebCT, the course is automatically converted to version 3.7.

## BACKING UP COURSES

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
3. From the *Backups* toolbar, click **Create**. The *Backup Courses* screen appears.
4. Select the categories or courses that you want to back up.
  - If you want to back up all courses in a category, select the category.
  - If you want to back up one course or selected courses, click the category name to expand the category and then select the course(s).
5. Click **Continue**. The *Backup Courses Confirmation* screen appears.
6. Click **Continue**. A warning message appears.
7. Click **OK**. A confirmation screen appears.
8. Click **Continue**. The *Course Management* screen appears.

### Notes:

- Course backup files are stored in  
<webct\_install\_directory>/webct/webct/generic/admin/backup
- The filename format is CourseID\_MonthDay\_Time.zip  
Example: Bio101\_Dec6\_1618.zip

## RESTORING COURSES

By default, restoring a course backup creates a new course with all student data intact. You can also restore a course with the following options:

- restore a course backup with no student data, allowing the course to be reused for a new session
- restore a course backup over an existing course and overwrite it

**Note:** If you restore a course backup from an earlier version of WebCT, the course is automatically converted to version 3.7.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
3. From the *Backups* toolbar, click **Restore**. The *Restore Courses* screen appears, displaying a list of backup courses.
4. Select the course(s) that you want to restore.
  - (Optional) To restore the course backup(s) without keeping student data: Under *Restore Options*, select the option *Reset restored course*.
  - (Optional) To restore the course backup(s) over existing course(s): Under *Restore Options*, select the option *Restore over existing course*.
  - (Optional) To restore the course backup(s) over existing course(s) without keeping student data: Under *Restore Options*, select both options *Reset restored course* and *Restore over existing course*.
5. Click **Continue**. The *Restore Courses Confirmation* screen appears.

**Restore Courses Confirmation**

Restore to category:  Restore to term:

**Important:** If you selected the option *Restore over existing course*, the *Existing or New Course ID* column contains the name of the course that will be overwritten. Review this information before continuing. Once a course is overwritten, it cannot be retrieved.

If you did not select the option *Restore over existing course*, the *Existing or New Course ID* column contains the name of the new course that will be created when the backup course is restored.

Filename	Existing or New Course ID	Designer WebCT ID
ENG100_Jan18_1233.zip	ENG100_1	

6. Decide which category you want to restore the course to and, from the drop-down list, select the category.
7. Decide which term you want to restore the course to and, from the drop-down list, select the term.
8. In the *Existing or New Course ID* column, verify that the Course ID for each course to be restored is correct or you can enter a new Course ID. Course IDs must be unique.
 

**Important:** If you selected the option *Restore over existing course*, the Course ID is for the course that will be overwritten by the course backup. Once a course is overwritten, it cannot be retrieved. If you did not select the option *Restore over existing course*, the Course ID is for the new course that will be created when the course backup course is restored.

  - If you want to assign a designer for the restored course, in the *Designer WebCT ID* column, enter the designer's WebCT ID. **Note:** If the WebCT ID entered is not found in the global database, you will be prompted to create a global database record.
  - If you do not want to assign a designer for the restored course, leave the *Designer WebCT ID* column blank.
9. Click **Continue**. The course backup(s) are restored.
10. Click **Continue**. The *Course Management* screen appears.

## DELETING COURSE BACKUP FILES

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
3. From the *Backups* toolbar, click **Delete**. The *Delete Backup Files* screen appears, displaying a list of backup files.
4. Select the course backup(s) that you want to delete.
5. Click **Continue**. The *Delete Backups Confirmation* screen appears.
6. Click **Continue**. The *Delete Backup Files Report* screen appears, confirming that the deletion is complete.

## COURSE CATEGORIES

Categories, used in conjunction with *Terms*, are used to group courses in the *Course Table* and on the *Course Listing* page. Courses are listed alphabetically within categories. By default, there is one category called *Main*. When a course is created, it is automatically added to the *Main* category, unless you specify otherwise. You can create additional categories to organize your courses by subject or department; you may also want to have a category for courses that are under development.

If you want to hide courses that are under development, you can place them in a hidden category. Hidden categories do not appear on the *Course Listing* page.

The URL for the *Course Listing* page is:

`http://<webct_server>:<port>/webct/public/show_courses.pl`

### ADDING CATEGORIES

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Categories**. The *Categories* toolbar appears.
3. From the *Categories* toolbar, click **Add**. The *Category Addition* screen appears.
4. In the *Add Category* text box, enter a name for the new category, and click **Add**. The new category is added.

### MOVING A COURSE TO A DIFFERENT CATEGORY

When a course is created it is automatically added to the *Main* category, unless you specify otherwise.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
2. In the *Course Table*, click the course that you want to move. The *Course Profile* screen appears.
3. Click **Modify Course Info**. The *Course Information Editor* screen appears.
4. From the *Category* drop-down list, select the category to which you want to move the course.
5. Click **Continue**. The course is moved and the *Course Profile* is update.

### DISPLAYING OR HIDING CATEGORIES

Courses are displayed within categories on the *Course Listing* page unless you hide the categories. Hidden courses remain visible to users who have the course added to their *myWebCT*.

Designers, teaching assistants, and students can access a hidden course by entering the course through the *Welcome Page* or the *Homepage*.

URL for *Welcome Page*

`http://<webct_server>:<port>/public/<course id>/index.html`

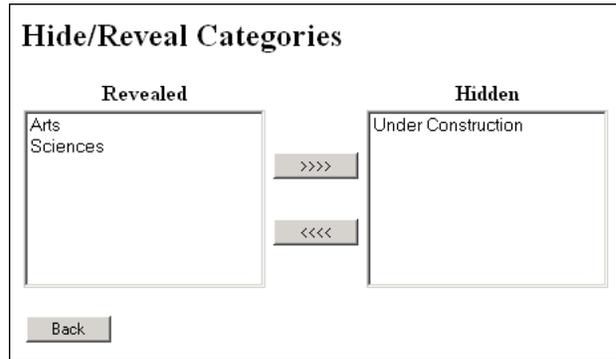
URL for *Homepage*

`http://<webct_server>:<port>/SCRIPT/<courseid>/scripts/serve_home`

**Note:** Before arriving at the course *Homepage*, users will be prompted for their WebCT ID and password.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Categories**. The *Categories* toolbar appears.

- From the *Categories* toolbar, click **Hide/Reveal**. The *Hide/Reveal Categories* screen appears, displaying a *Revealed* list and a *Hidden* list.



- Select the category that you want to move.
  - To hide the category, click the >>>> button.
  - To reveal the category, click the <<<< button.

## DELETING CATEGORIES

Deleting a category does not delete the courses in that category. Courses within a deleted category are reassigned to the *Main* category. The *Main* category cannot be deleted.

- From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
- From the *Course Mgmt* toolbar, click **Categories**. The *Categories* toolbar appears.
- From the *Categories* toolbar, click **Delete**. The *Delete Category* screen appears.
- From the *Delete Category* drop-down list, select the category that you want to delete.
- Click **Delete**. A confirmation message appears.
- Click **OK**. The category is deleted and the *Course Table* is updated.

## TERMS

*Terms*, used in conjunction with *Categories*, are used to organize courses in the *Course Table* and on the *Course Listing* page. Courses are listed alphabetically within terms. By default, there is one term called *Default Term*. When a course is created, it is added to the *Default Term*, unless you specify otherwise. You can create additional terms to organize your courses.

The URL for the *Course Listing* page is:

`http://<webct_server>:<port>/webct/public/show_courses.pl`

## ADDING A TERM

- From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
- From the *Course Mgmt* toolbar, click **Terms**. The *Terms* toolbar appears.
- From the *Terms* toolbar, click **Add**. The *Add Term* screen appears.
- In the *Term Name* text box, enter a name for the term.
- Under *Term Start Date*, make your selection.
- Under *Term End Date*, make your selection.
- From the *Add Term* screen, click **Add**. The new term is added to the *Course Table*.

If you want to display the term (and its courses) in the *Course Listing* page, in users' *myWebCT*, or in both areas, see *Displaying or Hiding a Term*.

### EDITING TERM INFORMATION

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Terms**. The *Terms* screen appears, displaying the terms list.
3. From the terms list, select the term.
4. Under *Term Options*, select *Edit term information*. **Note:** You can also click the link for the term.
5. Click **Go**. The *Edit Term* screen appears.
6. Edit the term information.
7. Click **Update**. The term information is updated.

### MOVING A TERM

By default, terms appear in the *Course Table*, *Course Listing* page, and users' *myWebCT* in the order that you add them. You can change the order of the terms. **Note:** Terms created through the IMS API cannot be moved.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Terms**. The *Terms* screen appears, displaying the terms list.
  - If you want to move the term up:
    - a) From the terms list, select the term that you want to move.
    - b) Under *Term Options*, select *Move item up by*, and from the drop-down list, select the distance of the move.
    - c) Click **Go**. The term is moved up.
  - If you want to move the term down:
    - a) From the terms list, select the term that you want to move.
    - b) Under *Term Options*, select *Move item down by*, and from the drop-down list, select the distance of the move.
    - c) Click **Go**. The term is moved down.

### DISPLAYING OR HIDING A TERM

You can display or hide terms (and their courses) on the *Course Listing* page, in users' *myWebCT*, or in both areas. Designers, teaching assistants, and students can access a course that is in a hidden term by entering the course through the *Welcome Page* or the *Homepage*.

URL for *Welcome Page*

`http://<webct_server>:<port>/public/<course_id>/index.html`

URL for *Homepage*

`http://<webct_server>:<port>/SCRIPT/<course_id>/scripts/serve_home`

### Displaying a term

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.

2. From the *Course Mgmt* toolbar, click **Terms**. The *Terms* toolbar appears.
3. From the *Terms* toolbar, click **Settings**. The *Term Settings* screen appears.
  - If you want to display terms (and their courses) on the *Course Listing* page:
    - a) Under *Global Term Settings*, select the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *Course Listing Settings*, select the term(s) that you want to display on the *Course Listing* page.
    - c) Click **Update**.
  - If you want to display terms (and their courses) in users' *myWebCT*:
    - a) Under *Global Term Settings*, select the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *myWebCT Settings*, for each user type, select the term(s) that you want to display in their *myWebCT*.
    - c) Click **Update**.
  - If you want to display terms (and their courses) on both the *Course Listing* page and in users' *myWebCT*:
    - a) Under *Global Term Settings*, select the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *Course Listing Settings*, select the term(s) that you want to display on the *Course Listing* page.
    - c) Under *myWebCT Settings*, for each user type, select the term(s) that you want to display in their *myWebCT*.
    - d) Click **Update**.

### Hiding a term

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Terms**. The *Terms* toolbar appears.
3. From the *Terms* toolbar, click **Settings**. The *Term Settings* screen appears.
  - If you want to hide terms (and their courses) from the *Course Listing* page:
    - a) Under *Global Term Settings*, deselect the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *Course Listing Settings*, deselect the term(s) that you want to hide from the *Course Listing* page.
    - c) Click **Update**.
  - If you want to hide terms (and their courses) from users' *myWebCT*:
    - a) Under *Global Term Settings*, deselect the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *myWebCT Settings*, for each user type, deselect the term(s) that you want to hide from their *myWebCT*.
    - c) Click **Update**.
  - If you want to hide terms (and their courses) from both the *Course Listing* page and users' *myWebCT*:
    - a) Under *Global Term Settings*, deselect the appropriate global term setting(s). **Note:** If you need to verify the start and end dates of a term, go to the *Edit Term* screen.
    - b) Under *Course Listing Settings*, deselect the term(s) that you want to hide from the *Course Listing* page.

- c) Under *myWebCT Settings*, for each user type, deselect the term(s) that you want to hide from their *myWebCT*.
- d) Click **Update**.

## DELETING A TERM

Deleting a term does not delete the courses in that term. Courses in the deleted term are reassigned to the *Default Term*. The *Default Term* cannot be deleted. **Note:** Terms created through the IMS API cannot be deleted.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Terms**. The *Terms* screen appears, displaying the terms list.
3. From the terms list, select the term that you want to delete. **Note:** You can delete only one term at a time.
4. Under *Term Options*, select *Delete term*.
5. Click **Go**. A warning message appears.
6. Click **OK**. The term is deleted and the *Course Table* is updated.

## MOVING A COURSE TO A DIFFERENT TERM

1. You can move a course from one term to another.
2. From the *Admin* toolbar, click **Course Mgmt**. The *Course Management* screen appears.
3. In the *Course Table*, click the course that you want to move. The *Course Profile* screen appears.
4. From the *Course Profile* screen, click **Modify Course Info**. The *Course Information Editor* screen appears.
5. From the *Terms* drop-down list, select the term to which you want to move the course.
6. Click **Continue**. The course is moved and the *Course Profile* is updated.

## CONFIGURING THE COURSE SETTINGS

You control the course settings for all courses on your server. You can

- set the limit for course backups.
- allow the designer to change the course color.
- choose the type of *Menu Bar*.
- choose the display options for student names.
- choose the display options for *Student Homepages*, *Student Presentations*, *Mail*, and *Discussions*.

## LIMITING THE NUMBER OF COURSE BACKUPS

You can limit the number of backup files that designers can store on the WebCT server. Setting a limit allows you to control how much space is used on the server.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. From the *Backup Limit* drop-down list, select the number of backups allowed.
4. Click **Update**. The *Backup Limit Success* screen appears.

## ALLOWING DESIGNERS TO CHOOSE COURSE COLORS

You can allow designers to create their own color scheme for courses. If this option is deselected, all courses on the server use the same color scheme. For information see, *Setting Course Colors* in this guide.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Course Color*, select *Allow designers to change Menu and Navigation bar colors*.
4. Click **Update**. The *Course Color Success* screen appears.

## CHOOSING THE MENU BAR

You can choose the version of the *Menu Bar* for all courses on the server. Choose either the normal version or the compressed version of the *Menu Bar*. Campus Pipeline and SCT users always use the compressed *Menu Bar*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Menu Bar*, select the version.
  - If you want to increase the content area, select *Use compressed version*.
  - If you want a larger *Menu Bar*, select *Use normal version*.
4. Click **Update**. The *Menu Bar Success* screen appears.

## DISPLAYING STUDENT NAMES

You can choose the way student names are displayed in the designer, teaching assistant, and student view for the following tools: *Calendar*, *Chat*, *Discussions*, *Mail*, *Student Homepage*, *Student Presentations*, and *Whiteboard*. You can display full names and WebCT IDs, full names only, or WebCT IDs only. **Note:** If you choose to display full names only, all users must have first and last names entered in their global database record.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Student Name*, select the display option.
4. Click **Update**. The *Student Name Success* screen appears.

## DISPLAYING STUDENT HOMEPAGES

You can choose which student names are displayed on the *Student Homepages* screen. You can display all student names or only those students who have created *Homepages*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Student Homepages*, select the display option.
4. Click **Update**. The *Student Homepages Success* screen appears.

## DISPLAYING STUDENT PRESENTATIONS

You can choose which student names are visible to students from *Student Presentations*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Student Presentations*, select the display option.
4. Click **Update**. The *Student Presentations Success* screen appears.

## DISPLAYING MAIL

You can choose whether or not users have access to the class list to send mail.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Mail*, select whether you want students to have access to the class list to send mail.
4. Click **Update**.

## DISPLAYING DISCUSSIONS

You can choose whether or not student names display to the members of their private topics.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Discussions*, select whether you want students to see the members of their private topics.
4. Click **Update**.

# CHAPTER 6: USER MANAGEMENT

## Note for SCT users

Most *User Management* functions are handled automatically by SCT. Any additions or changes made using WebCT will not be reflected in SCT's databases.

## ABOUT USER MANAGEMENT

*User Management* allows you to add and edit records for designers, students, and teaching assistants. These records are stored in a database called the global database. You can also use *User Management* to configure user settings for passwords, orphan users, global database access, and language. Finally, *User Management* allows you to create Helpdesk users, who can assist you with administrator tasks.

This chapter contains the following sections:

- |  |  |
|--|--|
| <b><i>The Global Database</i></b>                            | You use the global database to access and modify user information, including WebCT IDs, User Type, Courses, and Registered Courses.  |
| <b><i>Adding Global Database Records</i></b>                 | You can add a single user or import a text file containing multiple global database records.   |
| <b><i>Modifying Global Database Records</i></b>              | You can modify the information in global database records, including name, password, User Type, Courses, and Registered Courses.   |
| <b><i>Customizing the Columns in the Global Database</i></b> | You can add custom columns to the global database to store and maintain user information.  |
| <b><i>Finding Global Database Records</i></b>                | You can find global database records by generating standard or custom reports, or by querying fields in the global database.   |
| <b><i>Configuring the User Settings</i></b>                  | You can set the default language for the WebCT server; set designer permissions for adding students to courses and for importing global database records; set user permissions for changing passwords and for changing the language for <i>myWebCT</i> . |
| <b><i>Helpdesk Users</i></b>                                 | You can create Helpdesk users to assist with administrator functions. You determine which functions Helpdesk users can perform.  |

## THE GLOBAL DATABASE

The global database contains records for each user on the WebCT server. By default, each global database record contains five fields: First Name, Last Name, WebCT ID, Courses, and Registered Courses. The table below describes the content of each field.

<b>Default Fields in the Global Database</b>	
<b>Field Name</b>	<b>Content</b>
First Name	The first name of the student, designer, or teaching assistant.
Last Name	The last name of the student, designer, or teaching assistant.
WebCT ID	A unique identifier for each user.
Courses	The Course ID for all WebCT courses that the user is associated with. This field also contains the user type for the course (student, designer, or teaching assistant).
Registered Courses	This field is used for student records only. It can contain any course, WebCT or otherwise, in which a student is registered. One method for populating this field is to import a file containing course information that has been extracted from your institution's student information system (SIS). The Registered Course field is useful if you are permitting designers to add students to courses, as designers can choose to add students who are in a specific Registered Course.

You can add other types of information to the global database by creating additional fields. For example, you could create a field called Email in which you store users' email addresses.

### GLOBAL DATABASE RECORDS AND WEBCT IDs

The WebCT ID is the unique identifier for each global database record. When a WebCT ID is created, a global database record is automatically added. Administrators can always create WebCT IDs. Depending on administrator settings, designers and students may also create WebCT IDs. The following table describes the methods for creating WebCT IDs and, therefore, for having global database records added.

Methods of Creating WebCT IDs		
Who	How	Required Settings
Administrator	<ul style="list-style-type: none"> <li>• Via the administrator interface, either by adding users individually or by importing a text file</li> <li>• Via the API, either by adding users individually or via a text file</li> </ul>	Always available.
Designer and Student	<p>1) Designer adds students to courses, either by adding students individually or by importing a text file.</p> <p>2) Designer supplies students with User IDs and Passwords.</p> <p>3) Student creates their own <i>myWebCT</i> and adds course to it, using the User ID and Password supplied by the designer.</p> <p><b>Note:</b> As soon as the student creates their <i>myWebCT</i>, the student is added to the global database. When the student adds the course to their <i>myWebCT</i>, the course is linked with the student's global database record.</p>	<p>In the administrator interface, in <i>User Settings</i>, select:</p> <ul style="list-style-type: none"> <li>• <i>Allow designers to add students who do not have a global database record</i></li> <li>• <i>Allow anyone to create global database records</i></li> <li>• <i>Allow users to choose their own WebCT ID</i></li> <li>• <i>Allow users to add courses to their myWebCT</i></li> </ul>
Students	<p>1) Student accesses the <i>Course Listing</i> page to add a course that allows self-registration.</p> <p>2) During self-registration, student creates their <i>myWebCT</i> and WebCT ID.</p> <p>3) Student adds the course to their <i>myWebCT</i>, using their WebCT ID and Password.</p> <p><b>Note:</b> As soon as the student creates their <i>myWebCT</i>, the student is added to the global database. When the student adds the course to their <i>myWebCT</i>, the course is linked with the student's global database record.</p>	<p>1) In the administrator interface, in <i>User Settings</i>, select:</p> <ul style="list-style-type: none"> <li>• <i>Allow anyone to create global database records.</i></li> <li>• <i>Allow users to choose their own WebCT ID.</i></li> </ul> <p>2) In the designer interface, under <i>Change Settings</i>, <i>Create/Edit Welcome Page</i>, select <i>Allow self-registration</i>.</p>

### RECOMMENDED METHOD OF CREATING WEBCT IDs

We recommend that only administrators create WebCT IDs and add users to courses. This ensures that the global database accurately reflects users and courses. Other benefits of this method include:

- automatic creation of *myWebCTs*
- automatic addition of courses to *myWebCTs*
- automatic population of courses with students, teaching assistants, and designers

## ADDING GLOBAL DATABASE RECORDS

You can add global database records individually or you can upload a text file.

### ADDING A SINGLE GLOBAL DATABASE RECORD

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Add**. The *User Addition* screen appears.
3. Complete the text boxes. WebCT IDs must be unique and must contain only alphanumeric characters and underscores. Spaces are not allowed. The password must be at least four characters.
4. From the *User Addition* screen, click **Add**. The global database record is added.

### IMPORTING GLOBAL DATABASE RECORDS FROM A TEXT FILE

You can import global database records by uploading a text file containing user data.

**Sample text file**    Last Name,First Name,WebCT ID,Password,Courses  
Clinton,George,gclinton,george31,ENG101;D:MA101;TA  
Collins,Bootsy,bcollins,bootsy52,ENG101;TA:ANT101;S  
Parker,Maceo,mparker,maceo19,ENG101;S:ANT101;S  
Worrell,Bernie,bworrell,bernie26,BIO101;D:MA101;D

**Note:** If you use this method to upload a text file that contains passwords, the passwords will not be encrypted and are therefore not secure. If you want encrypted passwords, you must add users through the API. For further information, download the *Technical Reference Guide* from our web site at <http://www.webct.com>.

First, prepare the text file using a text editor.

1. In the first line, enter the field names to be updated or created. **Note:** Always include a field for WebCT ID, as it uniquely identifies each global database record. The WebCT ID can consist only of alphanumeric characters and underscores. If you want to include a Password field, name it Password (case-sensitive).
2. Enter one global database record per line. The information must be entered in the order specified in the first line. Separate each field with a comma. Do not leave a space after the comma.

#### Notes:

- If you are including a Courses field and a user has multiple courses, separate the Course IDs with a colon. If you want to specify the user type for the course, follow the Course ID with a semi-colon and the user type code: D for designer, S for student, TA for teaching assistant.
- If no user type is specified, the user is assigned as a student.
- To leave a field blank, replace the information with a comma. For example, if you were creating a file similar to the Sample Text File shown above, and you wanted to omit the first name for George Clinton you would enter: Clinton,,gclinton,george31

3. Save the file with a `.txt` extension.

Next, import the text file.

4. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
5. From the *User Mgmt* toolbar, click **Upload**. The *File Upload* screen appears.
6. Complete the *Filename* text box, either by:
  - typing the path and filename for the text file.
  - clicking **Browse** and then selecting the file.
7. Click **Continue**.
  - If the file that you are uploading contains only default fields, the *Field Names Resolved* screen appears, displaying a table that lists the fields in your text file and the fields in the global database.
    - a) Click **Continue**. The *Final Confirmation* screen appears displaying a table with the new records.
    - b) From the drop-down list, select the field to be used as the initial password, and click **Continue**. The global database records are uploaded.
  - If the file that you are uploading contains fields other than First Name, Last Name, WebCT ID, Courses, Registered Courses, and Password, then the *New Column Resolution* screen appears.
    - a) For each new field, decide whether to use an existing column in the global database for the data; to create a column for the data; or to ignore the data. To make your selection, use the drop-down list, and click **Continue**.
    - b) Repeat (a) for every unresolved column. The *Field Names Resolved* screen appears, displaying a table that lists the fields in your text file and the fields in the global database.
    - c) Click **Continue**. The *Final Confirmation* screen appears displaying a table with the new records.
    - d) From the *New Fields* drop-down list, select the type of column (alphanumeric or numeric) for each new field.
    - e) From the *New Records* drop-down list, select the field to be used as the initial password, and click **Continue**. The new fields and global database records are uploaded.

## ADDING MULTIPLE STUDENTS TO A COURSE

You can add multiple students to a course. **Note:** You can use this feature to add students only. For instructions on adding designers or teaching assistants to a course, see *Adding a course to a global database record* in this guide.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database for the students that you want to add to the course:
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.
4. From the *User Records* screen, select the students.
5. From the *User Mgmt* toolbar, click **Add Multiple Students**. The *Course Addition: Multiple Students* screen appears.

6. From the course list, select the course to which you want to add the students, and click **Add**.
  - If the *Course Addition: Result* screen appears, follow the on-screen instructions. The students are added to the course.
  - If the *Course Addition: Verify IDs* screen appears, it means a WebCT ID already exists as a User ID in the course. You must
    - a) verify if the WebCT ID and User ID belong to the same student.
    - b) follow the on-screen instructions.

## MODIFYING GLOBAL DATABASE RECORDS

You can modify the user's name, WebCT ID, and password. You can also add the user to a course, remove the user from a course, or modify a user's Registered Courses information.

### EDITING USER INFORMATION

User information includes a user's WebCT ID, first name, and last name. You may edit the information for one user at a time.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *Global Database Records* screen appears.
4. From the *User Records* screen, select the user.
5. From the *User Mgmt* toolbar, click **Edit**. The *User Record Editor* screen appears.

**User Record Editor**

WebCT ID+	First Name+	Last Name+
jfalstaff	Jack	Falstaff

6. Edit the record as necessary, and click **Update**. The *User Records* screen appears and the changes are made.

### CHANGING A USER'S PASSWORD

If you change a user's password, it will be changed for all courses.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the user. **Note:** You can change only one password at a time.

- From the *User Mgmt* toolbar, click **Password**. The *Change Password* screen appears.



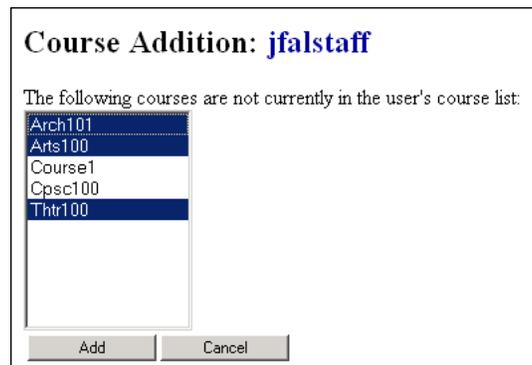
The dialog box is titled "Change Password: jfalstaff". It contains two text input fields: "Enter new password:" and "Verify new password:". Below the fields are two buttons: "Update" and "Cancel".

- Enter a new password for the user. In the *Verify* text box, enter it again, and click **Update**. A warning message appears.
- Click **OK**. A final warning message appears.
- Click **OK**. The password is changed.

### ADDING A COURSE TO A GLOBAL DATABASE RECORD

When you add a course to a global database record, you specify the user type (designer, teaching assistant, or student). Users can be assigned only one user type per course. For example, a user cannot be both a designer and a teaching assistant in the same course.

- From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
- From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
- Query the global database.
  - From the first drop-down list, select the field to search.
  - From the second drop-down list, select a search condition.
  - In the text box, enter a value or a word with which to query.
  - Click **Search**. The *User Records* screen appears.
- From the *User Records* screen, select the user. **Note:** You can add courses to only one global database record at a time.
- From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
- From the *Course List Editor* toolbar, click **Add**. The *Course Addition* screen appears showing the courses that are not currently in the user's course list.
- Select the course(s) that you want to add to the user's record, and click **Add**. (If you want to add the user to several courses, hold the **CTRL** key while clicking the course names. For Mac users, hold the Apple key.)



The dialog box is titled "Course Addition: jfalstaff". It contains the text "The following courses are not currently in the user's course list:" followed by a list box containing the following items: Arch101, Arts100, Course1, Cpsc100, and Thtr100. Below the list box are two buttons: "Add" and "Cancel".

- For each course you selected, choose a user type (designer, teaching assistant, or student)
- From the *Course Addition* toolbar, click **Add**. The *Course List Editor* appears with the course(s) added.

10. Click **Done**. The course(s) are added to the global database record.

### REMOVING A COURSE FROM A GLOBAL DATABASE RECORD

If you delete the primary designer of a course, the next user who is added as the designer of the course becomes the primary designer.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.

From the *User Records* table, select the user.

4. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
5. From the *Course List Editor* table, select the course(s) you want to remove from the global database record. **Note:** You can remove courses from only one global database record at a time.
6. From the *Course List Editor* toolbar, click **Delete**. A warning message appears.
7. Click **OK**. A final warning message appears.
8. Click **OK**. The *Course List Editor* screen is updated.
9. Click **Done**. The course is removed from the global database record.

### CHANGING A USER TYPE

For each user, you can specify only one user type per course. For example, the user cannot be both a designer and a teaching assistant in the same course. However, a user may be a designer in one course and a teaching assistant in another.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.
4. From the *User Records* screen, select the user.
5. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
6. Select the course, and click **User Type**. The *User Type Editor* screen appears.

Course	User Type
Thtr100	<input checked="" type="radio"/> Designer <input type="radio"/> Teaching Assistant <input type="radio"/> Student

Update Cancel

7. Select a new user type, and click **Update**. The *Course List Editor* screen is updated.
8. Click **Done**. The user type is changed and the global database is updated.

### ADDING/REMOVING A USER'S REGISTERED COURSES

This field is used for student records only. It can contain any course, WebCT or otherwise, in which a student is registered. The Registered Course field is useful if you are permitting designers to add students to courses, as designers can choose to add students who are in a specific Registered Course.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.
4. From the *User Records* screen, select the user.
5. From the *User Mgmt* toolbar, click **Registered**. The *Registered Course List Editor* screen appears.

Registered Course	
<input type="checkbox"/>	Thtr100
<input type="checkbox"/>	Engl365
<input type="checkbox"/>	Thtr120
<input type="checkbox"/>	Cpsc100
<input type="checkbox"/>	Engl303

Done    Add    Delete

6. Select an action.
  - To add courses, click **Add**. Enter the name of the course, and click **Add**.
  - To remove courses, select the courses to remove, and click **Delete**.
7. Click **Done**.

### DELETING A GLOBAL DATABASE RECORD

You can delete global database records for designers, students, or teaching assistants. When you delete a global database record, the record is permanently removed. Depending on administrator settings, user data may remain in the course. **Note:** If you delete the primary designer of a course, the next user who is added as the designer of the course becomes the primary designer.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the first drop-down list, select the field to search.
  - b) From the second drop-down list, select a search condition.
  - c) In the text box, enter a value or a word with which to query.
  - d) Click **Search**. The *User Records* screen appears.

4. From the *User Records* table, select the global database record(s). **Note:** You can delete multiple global database records.
5. From the *User Mgmt* toolbar, click **Delete**. A warning message appears.
6. Click **OK**. A final warning message appears.
7. Click **OK**. The global database record(s) are permanently deleted.

## CUSTOMIZING THE COLUMNS IN THE GLOBAL DATABASE

You can add custom columns to the global database to store information about users. For example, you may want to store users' email addresses or telephone numbers.

**Note:** You can also add columns by uploading a text file that contains new columns (see *Importing Global Database Records from a Text File* in this guide).

### ADDING COLUMNS

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Columns**. The *Column Editor* screen appears, displaying the current columns.

<b>Select:</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Label:</b>	WebCT ID+	First Name+	Last Name+
<b>Type:</b>	A	A	A
<b>Released:</b>	Yes	Yes	Yes

A plus (+) sign indicates a WebCT built-in field. These fields cannot be deleted or renamed.

3. From the *Columns* toolbar, click **Add**. The *Add Column Label* screen appears.
4. In the *Label* text box, enter a label for the new column.
5. From the *Type* drop-down list, choose the column type.
  - If the information to be stored contains numeric values only, choose *Numeric*.
  - If the information to be stored contains letters and numbers, choose *Alphanumeric*.
6. Click **Add**. The *Column Editor* screen appears with the new column added.

### DELETING COLUMNS

You can delete columns that you have added to the global database. However, you cannot delete the built-in WebCT columns: WebCT ID, First Name, Last Name, Courses, and Registered Courses.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Columns**. The *Column Editor* screen appears, displaying the columns that are currently in the global database.
3. Select the column that you want to delete. A plus sign (+) indicates a built-in column that cannot be deleted.

Column Editor					
Select:	<input type="checkbox"/>				
Label:	WebCT ID+	First Name+	Last Name+	Email	Telephone
Type:	A	A	A	A	N
Released:	Yes	Yes	Yes	No	No

A plus (+) sign indicates a WebCT built-in field. These fields cannot be deleted or renamed.

- From the *Columns* toolbar, click **Delete**. A warning message appears.
- Click **OK**. The column is deleted.

## RENAMING COLUMNS

You can rename columns that you have added to the global database. However, you cannot rename the built-in WebCT columns: WebCT ID, First Name, Last Name, Courses, Registered Courses.

- From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
- From the *User Mgmt* toolbar, click **Columns**. The *Column Editor* screen appears.
- Select the column that you want to rename. A plus sign (+) indicates a built-in column that cannot be renamed.
- From the *Columns* toolbar, click **Edit**. The *Edit Column Label* screen appears.
- In the *New Label* text box, enter a new name and click **Update**. The *Column Editor* displays the new column name.

## MOVING COLUMNS

You can change the order in which the columns are displayed when you retrieve global database records. You can move columns left or right, one position at a time.

- From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
- From the *User Mgmt* toolbar, click **Columns**. The *Column Editor* screen appears, displaying the columns that are currently in the global database.
- Select the column that you want to move, and then from the *Columns* toolbar, click either **Move Left** or **Move Right**. The column is moved one position.

## RELEASING COLUMNS TO DESIGNERS

If you release a column, it is automatically added to the *Manage Students* table to all new courses that you create. The data in the global database at the time of course creation is used to populate the *Manage Student* table. Built-in columns will appear in *Manage Students* as non-editable columns. Custom columns will appear as editable columns.

- From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
- From the *User Mgmt* toolbar, click **Columns**. The *Column Editor* appears, displaying the columns that are currently in the global database.
- Select the column that you want to release and click **Release**. The status in the *Released* row changes to *Yes*. All new courses that are created will contain the column.

## FINDING GLOBAL DATABASE RECORDS

You can retrieve information from the global database by performing a query or by generating a report. If you want to search for information by field, use the query function. For other tasks, it's

recommended that you generate a report. There are two types of reports, standard and custom. Standard reports allow you to accomplish common tasks, such as finding all users in a course. You can also create custom reports by combining search criteria. You can also edit and save custom reports for reuse.

## USING STANDARD REPORTS

Standard reports allow you to find

- all users in a specific course.
- all designers, all students, or all teaching assistants in the global database.
- all users who are not associated with courses.

### Find all users in a specific course

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Standard Reports*, click **Find all users in a specific course**. The *Reports: Show all users in a specific course* screen appears.
4. To select a course, click the **Course ID**. The global database is searched and the results appear.
5. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**.

### Find all designers in the global database

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Standard Reports*, click **Find all designers in the global database**. The global database is searched and the results appear.
4. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**.

### Find all students in the global database

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Standard Reports*, click **Find all students in the global database**. The global database is searched and the results appear.
4. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**.

### Find all teaching assistants in the global database

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.

3. Under *Standard Reports*, click **Find all teaching assistants in the global database**. The global database is searched and the results appear.
4. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**.

### Find all users who are not associated with a course

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Standard Reports*, click **Find all users with no courses**. The global database is searched and the results appear.
4. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**.

### USING CUSTOM REPORTS

You can create custom reports by combining search criteria. You can edit and save these reports for reuse.

#### Create a custom report

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. From the *Reports* toolbar, click **Add**. The *Custom Reports* screen appears.
4. In the *Report Title* text box, enter a name for the report.
5. Specify the search criteria:
  - a) From the *Column* drop-down list, select the field that you want to search in the global database.
  - b) From the *Criteria* drop-down list, select a search condition.
  - c) In the *Value* text box, enter a value or word with which to search.
6. If you want to add criteria, click **More**, or if you want to remove the last criterion, click **Fewer**.
7. Click **Save**. The *Reports* screen appears and the report is added to the list of custom reports.
8. To run the report, click the report name. The global database is searched and the results appear.

#### Run a custom report

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears. Standard Reports are listed before Custom Reports.
3. Under *Custom Reports*, click the report name. The global database is searched and the report appears.
4. If you want to
  - print the report, use your browser's print function.
  - save the report in a text file, click **Download results as a comma-separated text file**

## Edit a custom report

You can change the report title, change the search criteria, add search criteria, or remove search criteria.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Custom Reports*, select the report and, from the *Reports* toolbar, click **Edit**. The *Custom Reports* screen appears.
4. Edit the custom report as necessary, and click **Save**. The *Reports* screen appears. Depending on your revisions, a new report may be generated.
5. To run the report, click the report name.

## Delete a custom report

You can delete more than one report at a time.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. Under *Custom Reports*, select the report(s) and, from the *Reports* toolbar, click **Delete**. A confirmation message appears.
4. Click **OK**. The custom reports are deleted.

## Reset custom reports

You can delete all custom reports by resetting them.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Reports**. The *Reports* screen appears.
3. From the *Reports* toolbar, click **Reset**. A confirmation message appears.
4. Click **OK**. All custom reports are deleted.

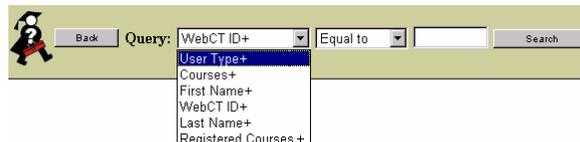
## PERFORMING A QUERY

Use the query function if you want to search the global database by field, or if you want to find all global database records. See *Using Standard Reports* in this guide if you want to find

- all users in a specific course
- all designers, all students, or all teaching assistants in the global database
- all users who are not associated with courses

## Search the global database by field

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. Query the global database.
  - a) From the *Criteria* drop-down list, select the field to search.



- b) From the *Comparison* drop-down list, select a search condition.
  - c) In the *Value* text box, enter a value or a word with which to query.
4. Click **Search**. The global database is searched and the results appear.

### Find all global database records

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
3. From the *Criteria* drop-down list, select *WebCT ID*.
4. From the *Comparison* drop-down list, select *Not Blank*.
5. Leave the *Value* text box empty.
6. Click **Search**. The global database is searched and the results appear.

## CONFIGURING THE USER SETTINGS

Configuring the user settings includes:

- setting designer permissions for adding and removing students, changing students' passwords, and displaying course news.
- setting user permissions for changing passwords, setting up a logon hint, and changing the language of their myWebCT.
- setting the default language for the WebCT server and administrator interface, setting permissions for the creation of global database records, and setting permissions for color accessibility.

### ADDING STUDENTS TO COURSES

You can control whether designers are allowed to add students to courses.

#### Allow designers to add students who do not have a global database record

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Adding Students to Courses*, select *Allow designers to add students who do not have a global database record*.
4. Scroll to the bottom of the screen and click **Update**.

#### Allow designers to add students by entering the Registered Course name

**Note:** The Registered Courses field must first be populated in the global database.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Adding Students to Courses*, select *Allow designers to add students by entering the Registered Course name*.
4. Scroll to the bottom of the screen and click **Update**.

#### Allow designers to add students by entering their WebCT ID

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.

3. Under *Adding Students to Courses*, select *Allow designers to add students by entering their WebCT ID*.
4. Scroll to the bottom of the screen and click **Update**.

### **Allow designers to enable student self-registration**

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Adding Students to Courses*, select *Allow designers to enable student self-registration*.
4. Scroll to the bottom of the screen and click **Update**.

## **REMOVING STUDENTS FROM COURSES**

### **Allow designers to remove students**

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Removing Students from Courses*, select *Allow designers to remove students*.
4. Scroll to the bottom of the screen and click **Update**.

### **Allow users to remove themselves from courses**

Enabling this setting allows users to remove themselves from courses by removing the course from their *myWebCT*.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Removing Students from Courses*, select *Allow users to remove themselves from courses*.
4. Scroll to the bottom of the screen and click **Update**.

## **ALLOWING USERS TO CREATE GLOBAL DATABASE RECORDS**

### **Allow anyone to create global database records**

This option will enable the *Create myWebCT* link on the *Entry Page*.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Global DB Record Creation*, select *Allow anyone to create global database records*.
4. Scroll to the bottom of the screen and click **Update**.

### **Allow users to choose their own WebCT ID**

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *Global DB Record Creation*, select *Allow users to choose their own WebCT ID*.
4. Scroll to the bottom of the screen and click **Update**.

## KEEPING USER DATA IN COURSES

Both the WebCT interface and the APIs can be used to remove courses from a global database record, or to delete global database records. If you do not want user data to be removed from courses, enable this setting.

**Note to SCT users:** By default, when SCT support is enabled, this setting is automatically deselected. User data will not be kept in SCT courses and it is recommended that you do not enable this setting.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *User Data*, select *Leave user data in a course when the course is removed from their global database record or when their global database record is deleted.*
4. Scroll to the bottom of the screen and click **Update.**

## CHANGING PASSWORDS

### Allow designers to change students' passwords

You can control whether designers are allowed to change the passwords of students and teaching assistants in their courses.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Passwords*, select *Allow designers to change students' passwords.*
4. Scroll to the bottom of the screen and click **Update.**

### Allow users to change their own passwords

You can control whether users can change their own passwords.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Management* screen appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Passwords*, select *Allow users to change their WebCT password.*
4. Scroll to the bottom of the screen and click **Update.**

### Requiring users to change their password

You can require users to change their password in the following situations:

- after they log on for the first time
- after a certain number of days

**Note:** If you are using LDAP, Kerberos, or a custom protocol as the first authentication source, it is recommended that you do not use this feature.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
  - To require users to change their password after they log on for the first time:
    - a) Under *WebCT Passwords*, select *Require users to change their password when they log on for the first time.*

- b) Scroll to the bottom of the screen and click **Update**.
- To require users to change their password after a certain number of days:
  - a) Under *WebCT Passwords*, select *Require users to change their password after a certain number of days*.
  - b) In the text box, enter the number of days.
  - c) Scroll to the bottom of the screen and click **Update**.

### Setting length restrictions for passwords

You can set the minimum or maximum length of passwords. **Note:** If you are using LDAP, Kerberos, or a custom protocol as the first authentication source, it is recommended that you do not use this feature.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
  - To set the minimum number of characters in passwords:
    - a) Under *WebCT Passwords*, in the text box for *The Minimum length of a password*, enter the number.
    - b) Scroll to the bottom of the screen and click **Update**.
  - To set the maximum number of characters in passwords:
    - a) Under *WebCT Passwords*, in the text box for *The Maximum length of a password*, enter the number.
    - b) Scroll to the bottom of the screen and click **Update**.

### SETTING COLOR ACCESSIBILITY

WebCT is committed to ensuring that high quality, web-based educational experiences are available to all individuals, including those with special needs. In compliance with the US Rehabilitation Act, Section 508, WebCT offers a color scheme that provides high contrast between background and foreground elements in *myWebCT* and course content pages. This high contrast color scheme allows users who have difficulty distinguishing colors to use WebCT. As the administrator, you can

- allow users themselves to override normal page color scheme with a high contrast scheme
  - set the high contrast color scheme as a default
1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
  2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
  3. Under *Color Accessibility*,
    - To allow users to choose their own color scheme, including the high contrast color scheme, select *Allow users to override normal page colors with a high-contrast scheme*.
    - To set users' *myWebCT* and course content pages to display in the high contrast color scheme as a default, select *Enable a high-contrast scheme as the default for all users*. **Note:** Enabling this setting will override other color schemes that the designer has selected for course content pages.
  4. Scroll to the bottom of the screen and click **Update**.

### myWEBCT

You can

- allow users to use *myWebCT* logon hint
- allow users to use the *Global Calendar*

- allow designers to display *Course News*
- display **Add Course** link in *myWebCT*
- display **Remove Course** link in *myWebCT*
- sort course list in users' *myWebCT*
- display course information in *myWebCT*
- display or hide user's role in *myWebCT*
- display term information in *myWebCT*

### Allow users to use myWebCT logon hint

You can control whether users may create a logon hint to help them if they forget their password. If a user forgets his or her password, the user can use this hint to confirm their identity. The password is then reset and the user is emailed the new password. **Note:** To use this option, you must also enable the settings that allow users to change their password and the *Mail* setting in *Server Settings*.

1. From the *Admin* toolbar, click **Settings**. The *Administrator Settings* screen appears.
2. Under *Server Settings*, under *Mail*, select *Allow server to send mail*.
  - For Windows servers, enter the name of the SMTP server that should be used for outgoing email.
  - For UNIX servers, type the absolute path of `sendmail` in the text box. Typically, this path is `/usr/sbin/sendmail`
3. Under *User Settings*:
  - a) Under *Passwords*, select *Allow users to change their WebCT password*.
  - b) Under *myWebCT*, select *Allow users to use myWebCT logon hint*.
4. Scroll to the bottom of the screen and click **Update**.

### Allow users to use the global calendar

The *Global Calendar* provides users with centralized access to their course calendars from one calendar view. Users may select to view an individual course calendar, their private *myWebCT* calendar, or their *Customized Course List* calendar. The *Customized Course List* displays entries from multiple course calendars together in one calendar view.

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *myWebCT*, select *Allow users to use the global calendar*.
4. Under *The customized course list displays a maximum of \_\_\_ course calendars*, enter the maximum number of course calendars that a user may access together in one calendar view.
5. Scroll to the bottom of the screen and click **Update**.

### Allow designers to display Course News

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Under *myWebCT*, select *Allow designers to display course news*.
4. Scroll to the bottom of the screen and click **Update**.

## Display Add Course link on users' myWebCTs

**Note:** If this option is disabled, users must self-register from the *Course Listing* page.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, select *Display Add Course link on users' myWebCTs.*
4. Scroll to the bottom of the screen and click **Update.**

## Display Remove Course link on users' myWebCTs

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, select *Display Remove Course link on users' myWebCTs.*
4. Scroll to the bottom of the screen and click **Update.**

## Sort courses displayed in myWebCT

You can sort the course list that appears in users' *myWebCT* either by course title or by course description. Depending on your selection, the course title or course description will also be displayed on the course *Menu Bar*.

**Note to SCT users:** Enabling SCT Support automatically sorts courses by their course description.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, from the *Sort courses displayed in users' myWebCT* by drop-down list, make your selection.
4. Scroll to the bottom of the screen and click **Update.**

## Display course information in myWebCT

You can select the course information, including the course title, course ID, and course description, to display in users' *myWebCT*.

**Note to SCT users:** Enabling SCT Support automatically enables this setting. You can display either the CRN or the course ID.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, under *Select the course information to be shown in user's myWebCT*, make your selection(s).
4. Scroll to the bottom of the screen and click **Update.**

## Display a user's role in myWebCT

WebCT users can have different roles. A user who is a designer in one course can be a student in another course. You can display or hide users' role in *myWebCT* with the following options:

- display a user's role for every course
- display user's roles only if the user has multiple roles
- hide a user's role

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, from the *Show the user's role for each of their courses* drop-down list, make your selection.
4. Scroll to the bottom of the screen and click **Update.**

### Display term information in users' myWebCT

You can display term information in users' *myWebCT*.

**Note to SCT users:** Enabling SCT Support automatically enables this setting.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *myWebCT*, select *Show term information in myWebCT.*
4. Scroll to the bottom of the screen and click **Update.**

### LANGUAGE

If you have installed a WebCT Language Plug-in, you can

- set the default language for the server
- set the default numeric format for the server
- allow users to change the language for their myWebCT
- set the language for the administrator interface

### Set the default language for the server

You can set the default language for the WebCT interface on a single WebCT installation. The language selected appears in all areas of WebCT, including *myWebCT*.

**Note:**

- Setting the default language will not change the language of course content.
  - Designers can change the language option for their own courses.
1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
  2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
  3. Under *Language*, from the drop-down list for *Set default language for WebCT as*, select the language.
  4. Click **Update.**

### Set the default numeric format for the server

You can set the default numeric format for the WebCT server. Numbers appearing in the WebCT interface will display in the default format. Formats include the following:

- decimal point is represented by "."
- decimal point is represented by ","
- negative number is represented by "-"
- negative number is represented by "()"

**Note:** Designers can change the numeric format for their own courses.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Language*, from the drop-down list for *Set default numeric default format as*, select the numeric format.
4. Click **Update.**

### **Allow users to change the language for their myWebCT**

You can allow users to change the language for their *myWebCT*. **Note:** Enabling this setting will not change the language of course content.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Language*, select *Allow users to change their myWebCT language.*
4. Click **Update.**

### **Set the language for the administrator interface**

You can change the language for the administrator interface.

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Language*, from the drop-down list for *Set language for administrator as*, select the language.
4. Click **Update.**

## **COURSE LISTING**

This feature allows you to specify how many courses at a time are displayed on the Course Listing page on your server

`http://<webct_server>:<port>/webct/public/show_courses.pl`

### **Display all courses**

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Course Listing*, select *Display all courses.*
4. Click **Update.**

### **Select the number of courses to display**

1. From the *Admin* toolbar, click **User Mgmt.** The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Settings.** The *Administrator Settings* screen appears.
3. Under *Course Listing*, select *Display \_\_ courses at a time*, and enter the number of courses to be displayed.
4. Click **Update.**

## HELPDESK USERS

You can create helpdesk users to assist you with the following tasks:

- add users to courses
- remove users from courses
- change user type
- add global database records
- remove global database records
- query the global database
- modify password and user information

You can assign different levels of access to each helpdesk user. Helpdesk users do not have *myWebCTs* and their usernames and passwords are stored in a separate database. Helpdesk users logon at `http://<webct_server>:<port>/webct/helpdesk/helpdesk.pl`

**Note:** If your WebCT installation is configured to support the Secure Sockets Layer (SSL) and you have specified your standard and secure servers, the helpdesk user can log on to the secure server: `https://<webct_server>:<port>/webct/helpdesk/helpdesk.pl`

### CREATING A HELPDESK USER ACCOUNT

1. From the *Admin* toolbar, click **Helpdesk Mgmt.** The *Helpdesk Accounts* screen appears, listing any existing helpdesk user accounts and their permissions.
2. From the *Helpdesk Mgmt* toolbar, click **Add User.** The *Create Helpdesk Account* screen appears.
3. Enter a login ID, password, first name, and last name. The login ID and password are required.
4. Select the helpdesk user's level of access:
  - If the helpdesk user can assign users to courses, select *Assign Users to Courses.*
  - If the helpdesk user can remove users from courses, select *Remove Users from Courses.*
  - If the helpdesk user can change user type, select *Change User Type.*
  - If the helpdesk user can search for global database records by performing queries on all fields in the global database, select *Full Query.*
  - If the helpdesk user can search for global database records only if they know the user's WebCT ID, select *Limited Query.*
  - If the helpdesk user can add global database records, select *Add Users.*
  - If the helpdesk user can delete global database records, select *Delete Users.*
  - If the helpdesk user can change users' passwords, select *Password Modification.*
  - If the helpdesk user can edit global database records, select *User Info Modification.*
5. Click **Create.** A confirmation screen appears.
6. Click **Continue.** The *Helpdesk Accounts* screen is updated.

### MODIFYING A HELPDESK USER ACCOUNT

1. From the *Admin* toolbar, click **Helpdesk Mgmt.** The *Helpdesk Accounts* screen appears, listing any existing helpdesk user accounts.
2. Click the login ID of the helpdesk user account that you want to modify. The *Edit Helpdesk Account* screen appears.
3. Modify the information, and click **Update.**

## DELETING A HELPDESK USER ACCOUNT

1. From the *Admin* toolbar, click **Helpdesk Mgmt**. The *Helpdesk Accounts* screen appears, listing any existing helpdesk user accounts.
2. From the *Helpdesk Mgmt* toolbar, click **Delete Users**. The *Delete Helpdesk Account* screen appears.
3. Select the helpdesk account(s) that you want to delete, and click **Delete**. A confirmation screen appears.
4. Click **Continue**. The *Helpdesk Accounts* screen is updated.

## LOGGING ON TO THE HELPDESK AREA

1. In a web browser, enter the URL for the helpdesk area:  
`http://<webct_server>:<port>/webct/helpdesk/helpdesk.pl`  
**Note:** If your WebCT installation is configured to support the Secure Sockets Layer protocol (SSL) and you have specified your standard and secure servers, you should enter the URL for the secure server:  
`https://<webct_server>:<port>/webct/helpdesk/helpdesk.pl`
2. Enter the helpdesk logon ID and password.

# CHAPTER 7: MANAGING ANNOUNCEMENTS AND INSTITUTIONAL BOOKMARKS

You can create announcements and institutional bookmarks that will appear on the *myWebCTs* of all users on the WebCT server. Designers, students, and teaching assistants have no control over announcements; they can hide and reveal institutional bookmarks on their *myWebCT*.

This chapter contains the following sections:

***Managing Announcements*** Announcements are used to alert the user community to such things as upcoming campus events, school closings, and server outages. You can release announcements on a per course basis, or to all users on the WebCT server. You can create, modify, and delete announcements.

***Managing Institutional Bookmarks*** Institutional bookmarks are links to web sites, such as library and student organization homepages. They appear on the *myWebCTs* of all users on the WebCT server. You can create, modify, and delete bookmarks. You can also hide or reveal bookmarks.

## MANAGING ANNOUNCEMENTS

When you create or modify an announcement, you specify when it is displayed on users' *myWebCTs*, and to which courses it applies.

### CREATING AN ANNOUNCEMENT

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Announcements**. The *Administrator Announcements* screen appears.
3. Click **Add**. The *Announcement Addition* screen appears.
4. Complete the *Announcement Information* section.
  - a) In the *Title* text box, enter the title for the announcement.
  - b) In the *Summary* text box, enter the announcement that you want to display on users' *myWebCTs*. If your announcement exceeds 200 characters, you may provide further information in the *Details* area.
  - c) In the *Details* text box, enter any further information for your announcement. This area is optional. Details appear on users' *myWebCTs* as a **more...** link next to the announcement summary.
5. Under *Announcement Availability*,
  - for *Available After*, enter the date and select the time that you want the announcement to begin displaying on users' *myWebCTs*.
  - for *Available Until*, enter the date and select the time that you want the announcement to cease displaying on users' *myWebCTs*. **Note:** When a message has expired, the flag (*Expired*) appears next to the message on the *Administrator Announcements* screen.
6. Under *Audience*,
  - if you want the announcement to appear to courses that are currently on the server, select the courses. **Note:** To select multiple or all courses, hold down the CTRL key while selecting courses. For Mac users, hold the Apple key.

- if you want the announcement to appear to all courses, including those that you create later, select *Show to all current and future courses*.
7. Click **Add**. The announcement is added.

### MODIFYING AN ANNOUNCEMENT

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Announcements**. The *Administrator Announcements* screen appears, listing any announcements that have already been added to WebCT. **Note:** When a message has expired, the flag (*Expired*) appears next to the message.
3. Select the announcement that you want to modify and click **Edit**. The *Edit Announcement* screen appears.
4. Make your changes and click **Update**. The announcement is modified.

### DELETING AN ANNOUNCEMENT

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Announcements**. The *Administrator Announcements* screen appears.
3. Select the announcement that you want to delete and click **Delete**. A confirmation message appears.
4. Click **OK**. The announcement is deleted.

## MANAGING INSTITUTIONAL BOOKMARKS

Institutional bookmarks appear on the *myWebCTs* of all users on the WebCT server. Use bookmarks to provide users with links to affiliated sites or other sites of interest.

### CREATING A BOOKMARK

Bookmarks appear under the *Institutional Bookmarks* heading on every user's *myWebCT*.

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Bookmarks**. The *Administrator Institutional Bookmarks* screen appears.
3. Click **Add**. The *Add Administrator Institutional Bookmarks* screen appears.
4. In the *Name* text box, enter a name for the bookmark. The name is used as the link text on users' *myWebCTs*.
5. In the *Location* text box, enter the bookmark's URL. **Note:** Be sure to include the *http://* or *ftp://* designation.
6. Click **Add**. The bookmark appears on the *Administrator Institutional Bookmarks* screen and is added to every user's *myWebCT*.

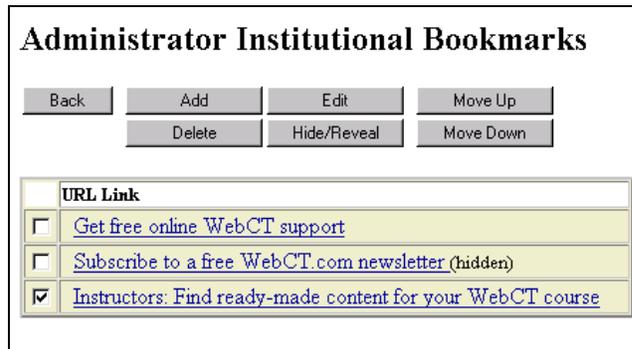
### MODIFYING A BOOKMARK

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Bookmarks**. The *Administrator Institutional Bookmarks* screen appears.

3. Select the bookmark that you want to modify and click **Edit**. The *Edit Administrator Institutional Bookmarks* screen appears.
4. Make your changes and click **Update**. The bookmark is modified.

## HIDING AND REVEALING BOOKMARKS

If you want to remove a bookmark from users' *myWebCTs*, but you don't want to delete the bookmark, you can hide it. If a bookmark is hidden, its name is followed by the word *Hidden* on the *Administrator Institutional Bookmarks* screen.



1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Bookmarks**. The *Administrator Institutional Bookmarks* screen appears.
3. Select the bookmark(s) that you want to hide or reveal. Hidden bookmarks are marked (*hidden*).
4. Click **Hide/Reveal**. The selected bookmarks are hidden, or if they were already hidden, they are revealed.

## MOVING BOOKMARKS UP OR DOWN

Moving bookmarks changes their position on users' *myWebCTs*. You can move a bookmark up or down, one position at a time.

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Bookmarks**. The *Administrator Institutional Bookmarks* screen appears.
3. Select the bookmark that you want to move.
4. Click **Move Up** or **Move Down**. The selected bookmark is moved one position.

## DELETING A BOOKMARK

1. From the *Admin* toolbar, click **Communications**. The *Communications* toolbar appears.
2. From the *Communications* toolbar, click **Bookmarks**. The *Administrator Institutional Bookmarks* screen appears.
3. Select the bookmark(s) that you want to delete and click **Delete**. A warning message appears.
4. Click **OK**. The bookmark is deleted.

# CHAPTER 8: CUSTOMIZING WEBCT

You can customize the appearance of the WebCT *Entry Page*, WebCT courses, and *myWebCT* pages. You can set up custom colors for *myWebCT* and for all courses on the WebCT server.

This chapter contains the following sections:

<b><i>Setting course colors</i></b>	You can set the default color scheme for all courses on the WebCT server.
<b><i>Setting myWebCT colors</i></b>	You can set the default color scheme for all <i>myWebCT</i> pages on the WebCT server.
<b><i>Adding a logo to courses</i></b>	You can brand your courses by adding a logo.
<b><i>Customizing the logon and logout pages</i></b>	You can customize the WebCT Logon and Logout pages.
<b><i>Running WebCT within a frameset</i></b>	You can run WebCT within a frameset used by your institution.
<b><i>Choosing how student names are displayed</i></b>	You can choose the way student names are displayed in the designer, teaching assistant, and student view for certain tools.
<b><i>Choosing how Student Homepages are displayed</i></b>	You can choose which student names are displayed on the <i>Student Homepages</i> screen.
<b><i>Choosing the Menu Bar</i></b>	You can choose the version of the <i>Menu Bar</i> for all courses on the server.

## SETTING COURSE COLORS

The *Custom Color Scheme Editor* screen lets you set the default color scheme for the top menu frame and the side navigation frame for all courses on the WebCT server. If you allow it, designers may also set course colors for their own courses (see *Configuring the Course Settings* in this guide.)

Each of the following elements on the WebCT screen has its own setting in the *Custom Color Scheme Editor* screen:

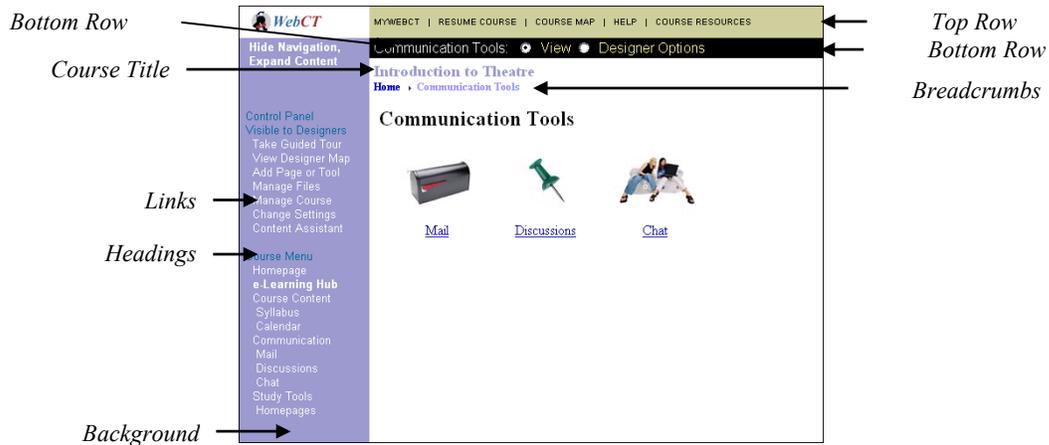
**Top Menu Frame**

- Top Row Background
- Top Row Links
- Bottom Row Background
- Bottom Row Location
- Bottom Row Toggle
- Course Title

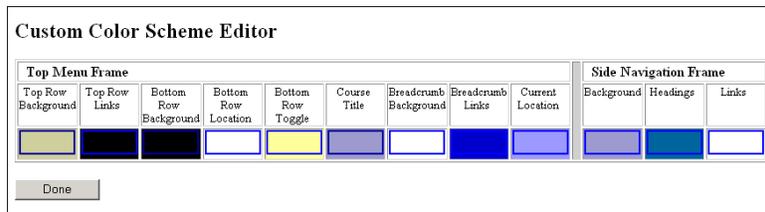
- Breadcrumb Background
- Breadcrumb Links
- Current Location

**Side Navigation Frame**

- Background
- Headings
- Links



1. From the *Admin* toolbar, click **Color Schemes**. The *Color Schemes* toolbar appears.
2. From the *Color Schemes* toolbar, click **Course Color**. The *Custom Color Scheme Editor* screen appears.



3. For the element that you want to change, click its color. The *Custom Color Palette* screen appears.
4. Select a color, either by:
  - clicking the color palette
  - typing, in the *Color Value* text box, an RGB color code
5. Click **Update**. The *Custom Color Scheme Editor* screen appears.
6. For each element that you want to change, repeat Steps 3 to 5.
7. Click **Done**. The colors are changed.

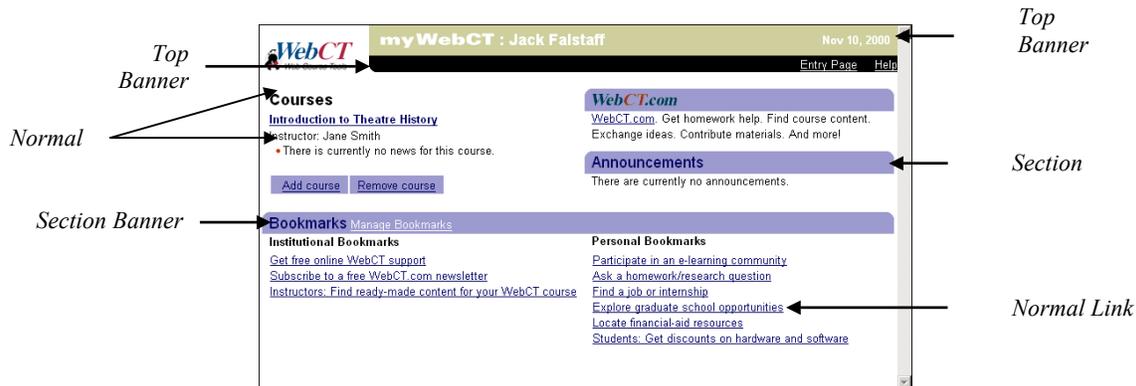
**Note:** These colors take affect only if designers are not allowed to choose their own colors (see *Configuring the Course Settings* in this guide).

## SETTING MYWEBCT COLORS

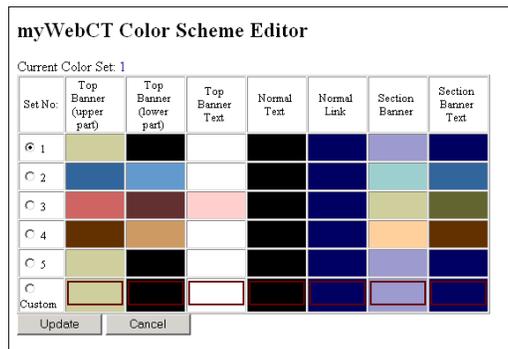
The *myWebCT Color Scheme Editor* screen lets you customize the colors used on all *myWebCT* pages. You can choose from 5 preset color schemes, or you can create your own color scheme.

Each element on the *myWebCT* screen has its own setting in the *myWebCT Color Scheme Editor* screen:

- Top Banner (upper part)
- Top Banner (lower part)
- Top Banner Text
- Normal Text
- Normal Link
- Section Banner
- Section Banner Text



1. From the *Admin* toolbar, click **Color Schemes**. The *Color Schemes* toolbar appears.
2. From the *Color Schemes* toolbar, click **myWebCT Color**. The *myWebCT Color Scheme Editor* screen appears.



3. Select a preset color scheme or create your own color scheme.
  - To select a pre-set color scheme, select its *Set No.*
  - To create your own color scheme:
    - Select *Custom*.
    - a) For the element that you want to change, click its color. The *Custom Color* screen appears.
    - b) Select a color either by clicking the color palette, or by typing, in the *Color Value* text box, an RGB color code.
    - c) Click **Update**. The *myWebCT Color Scheme Editor* screen appears.

- d) For each element that you want to change, repeat steps b) to d).
4. Click **Update**. The colors are updated on all *myWebCT* pages.

## ADDING A LOGO TO COURSES

By default, the WebCT logo appears in the upper left corner of every WebCT course. You can replace the default logo with your institution's logo. The new logo will appear in courses only and not on the *myWebCT* screen.

1. Prepare a .gif image of the logo. To fit the available space, the image dimensions should be approximately 104 by 23 pixels.
2. Name the file `logo.gif`.
3. Copy `logo.gif` to `<webct_install_directory>/webct/user/web-ct/en/img`  
**Note:** If WebCT is in English, the sub-directory name `en` is used. If WebCT is in another language, the directory name will likely be a two-character code representing that language. For guidelines on the character codes, go to the Library of Congress web site at <http://www.loc.gov/standards/iso639-2>.

## CUSTOMIZING THE LOGON AND LOGOUT PAGES

When designers, teaching assistants, and students access WebCT, they are required to log on by entering their WebCT ID and Password. If you have selected ticket-based authentication, they are presented with the following logon page by default.



Logon to WebCT

WebCT ID:

Password:

For help, return to [Entry Page](#) .

You can use the default logon page or create a custom logon page. A sample logon file has been included with WebCT, which you can use as the template for your custom page. You can also create a custom logon error page and a custom logout page.

## CUSTOMIZING THE LOGON PAGE

To make minor changes to the appearance of the logon page, it's recommended that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript code changes, use a text editor.

1. Using a text editor or web authoring tool, open the following file.

```
<webct_install_dir>/webct/webct/generic/ticket/login_example.html
```

The `login_example.html` file is an example of a customized logon file that you can use as a template for creating your own custom logon page. It contains code that is necessary for a user to log on; this code should not be modified.

**Important:** To maintain the required functionality, the following code must remain in the file:

```
<HTML>
<HEAD>
<TITLE>WebCT Login Page</TITLE>
</HEAD>
<BODY>
  <FORM METHOD="POST" NAME="authenticate">
    <INPUT TYPE="HIDDEN" NAME="request_uri" VALUE="REQUEST_URI_TOKEN">
    <INPUT TYPE="HIDDEN" NAME="action" VALUE="webform_user">
    WebCT ID:<INPUT TYPE="TEXT" SIZE=16 REQUIRED NAME="WebCT_ID"><BR>
    Password:<INPUT TYPE="PASSWORD" SIZE=16 REQUIRED NAME="Password"><BR>
    &nbsp;<INPUT TYPE="SUBMIT" NAME="goto_button" VALUE="Log on">
  </FORM>
</BODY>
</HTML>
```

2. Modify the file. For example, you may want to modify the text, the button text, and the text box labels.
3. Save the file as `login.html`. The next time a user logs on to WebCT, the custom logon page will be displayed.

**Note:** If you want to return to using WebCT's default logon page, delete the `login.html` file. The next time a user logs on to WebCT, the default logon page will be displayed.

## CUSTOMIZING THE LOGON ERROR PAGES

When users are unable to log on to WebCT, default logon error pages are displayed. You can modify the logon error pages so that users see customized error messages. For example, if the server is locked down for maintenance, you can customize the error page to inform users that they are temporarily unable to log on and to try logging on at a later time.

To make minor changes to the appearance of the logon error page, it's recommended that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript code changes, use a text editor.

1. Using a text editor or web authoring tool, open the following file:

```
<webct_install_dir>/webct/webct/generic/ticket/error_example.html
```

The `error_example.html` file is an example of a customized logon error file that you can use as template for creating your own custom logon error page. It contains code that is necessary to generate an error; this code should not be modified.

**Important:** To maintain the required functionality, the following code must remain in the file:

```
<HTML>
<HEAD>
<TITLE>WebCT Logon Error Page</TITLE>
</HEAD>

<BODY>
<SCRIPT LANGUAGE="Javascript">

if (ERROR_MSG_TOKEN &&
    ((ERROR_MSG_TOKEN != 1099) || (ERROR_MSG_TOKEN !=1199))) {
    document.writeln("An error occurred in WebCT authorization.");
}
else {
    document.writeln("No error occurred in WebCT authorization.");
}
</SCRIPT>
</BODY>
</HTML>
```

2. Modify the file.
3. Save the file as `error.html`. The next time a user is unable to log on to WebCT, the custom logon error page will be displayed.

**Note:** If you want to return to using WebCT's default error page, delete the `error.html` file. The next time a user encounters an error when logging on to WebCT, the default logon error page will be displayed.

## CUSTOMIZING THE LOGOUT PAGE

When a user logs out of WebCT they are returned to the default WebCT *Entry Page*. You can customize the logout page so they see a custom logout screen or are linked to a web site.

To make minor changes to the appearance of the logon error page, it's recommended that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript code changes, use a text editor.

1. Using a text editor or web authoring tool, open the following file:

```
<webct_install_dir>/webct/webct/generic/ticket/logout_example.html
```

The `logout_example.html` file is an example of a customized logout file that you can use as a template for creating your own logout page. It contains code that is necessary to logout; this code should not be modified.

**Important:** To maintain the required functionality, the following code must remain in the file:

```
<HTML>
<BODY>
<SCRIPT Language="Javascript">
function DeleteCookie (name,path,domain) {
    document.cookie = name + "=" +
        ((path) ? "; path=" + path : "") +
        ((domain) ? "; domain=" + domain : "") +
        "; expires=Thu, 01-Jan-70 00:00:01 GMT";
}

DeleteCookie("TICKET_NAME_TOKEN", "/", "WEBCT_DOMAIN_TOKEN");

WEBCT_FRAME_TOKEN.location.replace("/");

</SCRIPT>
</BODY>
</HTML>
```

2. Modify the file. For example, you may want to add HTML coding that instructs WebCT to display your institution's web site after the user logs out.
3. Save the file as `logout.html`. The next time a user logs out of WebCT, the custom logout page will be displayed.

**Note:** If you want to return to using WebCT's default logout page, delete the `logout.html` file. The next time a user logs out of WebCT, the default logout page will be displayed.

## RUNNING WEBCT WITHIN A FRAMESET

You can show WebCT within a frameset that brands the institution or provides navigation links to the rest of the institution's web site.

If you are running WebCT within a frameset, you must enter the frameset name, including the frame hierarchy.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Settings**. The *Server Settings* screen appears.
3. Under *WebCT Frame*, in the text box, enter the frameset name, including the frame hierarchy (e.g., top.frame\_one.sub\_frame.webct\_frame).
4. Scroll to the bottom of the page and click **Update**.

## CHOOSING HOW STUDENT NAMES ARE DISPLAYED

You can choose the way student names are displayed in the designer, teaching assistant, and student view for the following tools: *Calendar*, *Chat*, *Discussions*, *Mail*, *Student Homepage*, *Student Presentations*, and *Whiteboard*. You can choose to display full names and WebCT IDs, full names only, or WebCT IDs only.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Student Name*, select the display option.
4. Click **Update**.

## CHOOSING HOW STUDENT HOMEPAGES ARE DISPLAYED

You can choose which student names are displayed on the *Student Homepages* screen. You can display all student names or only those students who have created *Homepages*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Student Homepages*, select the display option.
4. Click **Update**. The *Student Homepages Success* screen appears.

## CHOOSING THE MENU BAR

You can choose the version of the *Menu Bar* for all courses on the server. Choose either the normal version or the compressed version of the *Menu Bar*. Campus Pipeline and SCT users always use the compressed *Menu Bar*.

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. For *Menu Bar*, select the version.
  - If you want to increase the content area, select *Use compressed version*.
  - If you want a larger *Menu Bar*, select *Use normal version*.
4. Click **Update**. The *Menu Bar Success* screen appears.

# CHAPTER 9: HOSTING E-LEARNING RESOURCE PACKS

## OVERVIEW

e-Learning Resource Packs (e-Packs) are customizable online course materials developed and formatted for use in WebCT by leading publishers in the education field. Designers can use an e-Pack as a stand-alone course, or as foundation to which they add resources. However if they choose to use the e-Pack, your role involves:

- restoring the e-Pack on the WebCT server
- configuring the Publisher Environment Settings to allow Access Code authentication

When a designer adopts an e-Pack, students must obtain an Access Code to enter the course. Access Codes can be purchased online from WebCT's e-Learning Hub or can be obtained by purchasing a textbook that contains a printed Access Code.

This chapter contains the following sections:

***Enabling Access Code Authentication***

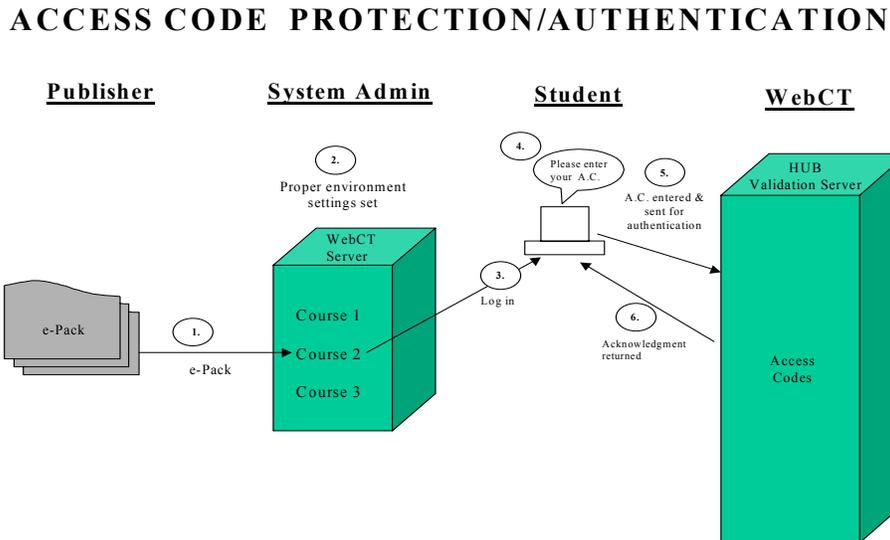
Explains how to restore an e-Pack on the WebCT server and configure the Publisher Environment Settings.

***Troubleshooting Access Code Authentication***

Provides solutions for common Access Code problems.

## ENABLING ACCESS CODE AUTHENTICATION

The first time a student logs on to a course that uses an e-Pack, the student must enter an Access Code. The Access Code is authenticated by WebCT's authentication server and the student is granted access. The student will not be required to enter the Access Code again. Faculty and teaching assistants are not required to purchase Access Codes and will automatically bypass the Access Code authentication process. The illustration below depicts the Access Code Protection and Authentication processes.



## RESTORING AN E-PACK

**Note:** If you are an SCT/CP user, do not restore e-Packs using the following method. Instead, see *Using e-Learning Resource Packs* in this guide.

Copy the e-Pack into the following directory:

```
<webct_install_directory>/webct/webct/generic/admin/backup/
```

1. Log on to the administrator interface.
2. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
3. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
4. From the *Backups* toolbar, click **Restore**. The *Restore Courses* screen appears.
5. Select the backup file to restore, and click **Continue**. The *Restore Courses Confirmation* screen appears.
6. Verify the information displayed on screen.
  - If you want to select a new category, in the *Restore to Category* drop-down list, select the category.
  - If you want to change the Course ID, in the *Course ID* text box, enter a new Course ID.
  - If you want to assign a designer, in the *Designer WebCT ID* text box, enter the designer's WebCT ID.
7. Click **Continue**. The restore procedure begins and a progress bar appears.

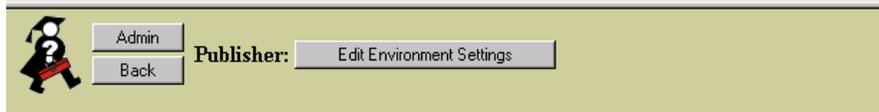
## CONFIGURING THE PUBLISHER ENVIRONMENT SETTINGS

**Important:** Ensure that the *Publisher Environment Settings* are configured correctly, or students will be unable to enter their Access Codes and gain access to the course.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Publisher**. The *Publisher* toolbar appears.
3. From the *Publisher* toolbar, click **Edit Environment Settings**. The *Publisher Environment Settings Editor* screen appears.

### Publisher Environment Settings Editor

**Warning:** Improper use of this function may disable your Publisher PIN Authentication Program.



4. Complete the text boxes:
  - a) In the *WebCT Server Name* text box, enter the WebCT server name. **Important:** Ensure that you have entered the correct server name.
  - b) In the *WebCT Server Port* text box, enter the port number of the WebCT server.
  - c) Click **Continue**. A confirmation message appears.
  - d) Click **OK**. The *Publisher Environment Settings* file is updated.
5. Click **Continue**.

**Note:** You can set the Server Name and Server Port to the default values by clicking **Defaults**. If you select the default settings, and students have problems accessing the e-Pack, then review the *Publisher Environment Settings* and verify that the server and the port that you have specified are those that students will use to access the e-Pack.

## TROUBLESHOOTING ACCESS CODES

The following table describes problems that a student may encounter when trying to enter an Access Code and possible solutions to the problems.

Problem	Solution
Students cannot register their Access Codes.	<ul style="list-style-type: none"> <li>• Check the <i>Publisher Environment Settings</i> to ensure that the server name and server port are set correctly.</li> </ul>
Students are receiving the error message: Error: The WebCT PIN Authentication Environment File is Missing	<ul style="list-style-type: none"> <li>• Check the <i>Publisher Environment Settings</i> to ensure that the server name and server port are set correctly.</li> </ul>

Problem	Solution
Students can register their Access Codes but their attempts to access to the course are always rejected.	<ul style="list-style-type: none"> <li>• Ensure that the students are typing the Access Code using the correct capitalization and formatting.</li> <li>• Contact WebCT Support to ensure that the Access Code exists in the authentication database.</li> </ul>
Many students are only being issued temporary access to a course.	<ul style="list-style-type: none"> <li>• There may be a high load on the WebCT server for the course or the authentication database. Students should be given full access the next time they register their Access Code.</li> <li>• The location of the authentication database may not be set correctly for the course. Please contact WebCT Support if you suspect that this is the problem.</li> </ul>
Students are asked to re-register Access Codes after previously having had access to the course.	<ul style="list-style-type: none"> <li>• Students may have been given temporary access to the course because of high loads on the WebCT server and/or the authentication database. They should gain full access to the course the next time they register the Access Code.</li> <li>• If students cannot gain access to the course the next time they try, and the Access Code is valid and typed correctly, please contact WebCT Support.</li> </ul>
Students who haven't created their <i>myWebCT</i> are unable to self-register in an Access Code protected course.	<ol style="list-style-type: none"> <li>1. From the <i>Admin</i> toolbar, click <b>Settings</b>. The <i>Administrator Settings</i> screen appears.</li> <li>2. Under <i>User Settings</i>, ensure that <i>Allow the designer to add students who do not have a global database record</i>, and <i>Allow anyone to create global database records</i> are selected.</li> </ol>

# CHAPTER 10: PARTNERSHIPS

## OVERVIEW

The SCT/CP/WebCT integration automates many of the tasks that must be performed in a non-integrated environment, such as creating courses and managing the global database.

This chapter contains the following sections:

<b><i>Effects of the SCT/CP/WebCT Integration</i></b>	Describes the major effects of the integration: automatic population and maintenance of the global database, automatic course creation, single logon, and designer export of grades to SCT.
<b><i>Enabling Partnership Support</i></b>	Describes how to enable Campus Pipeline and SCT Support, including selecting a template for course creation. Also describes default settings that are automatically enabled with CP and SCT Support.
<b><i>Editing Partnership Support</i></b>	Describes how to change Campus Pipeline and SCT Support settings, change the template used for course creation, and disable CP and SCT support.
<b><i>Using Courses Created with Earlier Versions of WebCT</i></b>	Describes how you can restore courses created with earlier versions of WebCT into courses created by SCT.
<b><i>Using e-Packs</i></b>	Describes how to restore e-Learning Resource Packs (e-Packs) into courses created by SCT.

## EFFECTS OF SCT/ CP/ WEBCT INTEGRATION

The major effects of the SCT/CP/WebCT integration include:

Automatic course creation	All courses that are created using the SCT Banner or Plus system are automatically added to WebCT. However, if your institution prefers that only courses with web content appear on the WebCT server, settings within SCT Banner or Plus will allow this.
Automatic population and maintenance of the global database	The global database is automatically populated when the batch extract from SCT is imported using the API. After that, specific events in SCT trigger the transfer of information to the global database.
Designers can export grades to SCT	WebCT designers can export Midterm and Final grades directly from a WebCT course to their institution's SCT information system.

## COMMON TRANSACTIONS AT THE SCT LEVEL AND THEIR IMPACT ON WEBCT

The following table shows common transactions at the SCT level and how they impact WebCT.

Transactions at SCT Level	Impact on WebCT
Course is created	<ul style="list-style-type: none"> <li>The course is created on the WebCT server and the course information is added to the administrator interface.</li> <li>The Course ID is generated by SCT and is a combination of the SCT course number and the registration number. It cannot be changed. You can display either the Course ID or the course IMS ID.</li> <li>The course title is generated by SCT and is a combination of the Course ID, section, and registration information (e.g., 199907-10-4567). Both you and the designer can change the course title.</li> <li>The course is added to the <i>Course Listing</i> page to the <i>Main</i> category and the <i>Default Term</i>. You can create other categories and terms, and move the course there.</li> </ul>
Instructor is assigned to a course	<ul style="list-style-type: none"> <li>A global database record is created for the instructor. If the global database record exists, it is updated. The record contains the instructor's First Name, Last Name, WebCT ID, and Course ID(s).</li> <li>A <i>myWebCT</i> is created for the instructor and the course is added to it. If the instructor already has a <i>myWebCT</i>, the course is added to it.</li> </ul>
Student registers in a course	<ul style="list-style-type: none"> <li>A global database record is created for the student. If the global database record exists, it is updated. The record contains the student's First Name, Last Name, WebCT ID, and Course ID(s).</li> <li>A <i>myWebCT</i> is created for the student and the course is added to it. If the student already has a <i>myWebCT</i>, the course is added to it.</li> <li>The student's information is added to the <i>Manage Students</i> table in the course.</li> </ul>
Student drops a course	<ul style="list-style-type: none"> <li>The course is removed from the student's global database record.</li> <li>The student is denied access to the course.</li> <li>Depending on administrator settings, the student's information may be removed from the <i>Manage Students</i> table in the course.</li> </ul>

## ENABLING CP AND SCT SUPPORT

To enable CP and SCT Support you must enter information about your integrated environment and select the template to be used for course creation.

**Important:** Enabling SCT Support automatically enables the following user settings for *myWebCT*:

- Sort courses displayed in *myWebCT* by course description.
- Show Course ID, course description, and course title in *myWebCT*.
- Show term information in *myWebCT*.

If you want to change these settings, see *Configuring the User Settings for myWebCT* in this guide.

First, enter information about your integrated environment.

1. From the *Admin* toolbar, click **Server Mgmt.** The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Partnership.** The *Partnership* toolbar appears.
3. From the *Partnership* toolbar, click **Campus Pipeline.** The *Campus Pipeline Support Information* screen appears.
4. Click **Enable Campus Pipeline Support.** The *CP and SCT Settings Editor* screen appears.
5. Complete the text boxes:
  - a) In the *Ticket Domain Name* text box, enter the domain in which both the Campus Pipeline and WebCT servers exist. The domain name must contain a leading period (example: `.school.edu`).
  - b) In the *SCT Mercury Message Broker Server Name* text box, enter the full server name.
  - c) In the *SCT Mercury Message Broker Server Port* text box, enter the server port number.
  - d) In the *SCT Mercury Message Broker Server Path* text box, enter the path to the MessageServlet: `/servlet/MessageServlet`
  - e) In the *SCT Mercury Message Broker Source System* text box, enter the client system ID. **Note:** The client system ID is case sensitive. For example, `webCT` is not the same as `WEBCT`.
  - f) In the *SCT Mercury Message Broker Destination System*, enter the name of the destination system.
  - g) In the *SCT Mercury Message Broker Institution*, enter the name of the institution.
6. Decide if you want to use the IMS ID or course ID in the *Course Table*:
  - If you want to use the IMS ID, select *Use IMS ID (<TERM>.<CRN>) instead of course ID.*
  - If you want to use the course ID, deselect *Use IMS ID (<TERM>.<CRN>) instead of course ID.*

Now, select the template to be used for course creation. This template will be used every time a course is created.

There are four templates: Simple, Basic, Intermediate, and Advanced. For a list of tools included in each template, see *Creating a Course Based on a Template* in this guide. The Simple template is the default template for SCT users. It contains the same tools as the Basic template. The difference is that the Simple template places an introductory note on the course *Homepage* that advises users that the course is still under development. This note is suitable for SCT users or other institutions that are using the IMS-compliant API to automate course creation. If you don't select the Simple template, there are other options:

- You can use the Basic, Intermediate, or Advanced template.
- You can use a blank course as the template. A blank course does not contain any tools.
- You can use an existing course as the template. For instructions, see *Backing Up and Restoring Courses* in this guide. **Note:** It is recommended that you create a course category for the template

course, and then hide the course category so that it does not appear on the *Course Listing* page. For instructions, see *Displaying or Hiding Categories* in this guide.

7. Under *Default SCT Course Template*,
  - a) Select the template:
    - If you want to use a blank course as the template, select *Use Blank Course*. If you want the designer to be presented with the *WebCourse Builder*, select *Present WebCourse Build to Designer on first access*.
    - If you want to use a default template, select *Use Template*, and from the *Select Template* drop-down list, select the template.
    - If you want to use another course as the template, select *Use Existing Course*, and from the drop-down list, select the course.
  - b) Click **Continue**. The *SCT Support Information* screen appears.
8. Click **Register**. The settings are registered and Partnership Support is enabled.

## EDITING CP AND SCT SUPPORT SETTINGS

### EDITING CAMPUS PIPELINE SETTINGS

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Partnership**. The *Partnership* toolbar appears.
3. From the *Partnership* toolbar, click **Campus Pipeline**. The *Campus Pipeline Support Information* screen appears.
4. Click **Edit Settings**. The *CP Settings Editor* screen appears.
5. In the *Ticket Domain Name* text box, enter the domain in which both the Campus Pipeline and WebCT servers exist. The domain name must contain a leading period (example: `.school.edu`).
6. Click **Continue**. The *Ticket Domain Name* is changed.

### EDITING SCT SETTINGS

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Partnership**. The *Partnership* toolbar appears.
3. From the *Partnership* toolbar, click **SCT**. The *SCT Support Information* screen appears.
4. Click **Edit Settings**. The *SCT Settings Editor* screen appears.
5. Edit the information in the text boxes as required:
  - a) In the *SCT Mercury Message Broker Server Name* text box, enter the full server name.
  - b) In the *SCT Mercury Message Broker Server Port* text box, enter the server port number.
  - c) In the *SCT Mercury Message Broker Server Path* text box, enter the path to the MessageServlet: `servlet/MessageServlet`
  - d) In the *SCT Mercury Message Broker Source System* text box, enter the client system ID. **Note:** The client system ID is case-sensitive. For example, WebCT is not the same as WEBCT.
  - e) In the *SCT Mercury Message Broker Destination System* text box, enter the name of the destination system.

- f) In the *SCT Mercury Message Broker Institution* text box, enter the name of the institution.
6. Decide if you want to use the IMS ID or course ID in the *Course Table*:
  - If you want to use the IMS ID, select *Use IMS ID (<TERM>.<CRN>) instead of course ID*.
  - If you want to use the course ID, deselect *Use IMS ID (<TERM>.<CRN>) instead of course ID*.
7. Select the template to be used for course creation. This template will be used every time a course is created.
8. Click **Continue**. The *SCT Support Information* screen appears and the changes are made.

## CHANGING THE TEMPLATE USED FOR COURSE CREATION

The Simple template is the default course template for SCT users. The Simple template places an introductory note on the course *Homepage* that advises users that the course is still under development. This note is suitable for SCT users or other institutions that are using the IMS-compliant API to automate course creation. You can change the course template, and it will be used every time a course is created. If you don't use the Simple template, there are other options:

- You can use the Basic, Intermediate, or Advanced template. For a list of tools included in each template, see *Creating a Course Based on a Template* in this guide.
- You can use a blank course as the template. A blank course does not contain any tools.
- You can use an existing course as the template. You will first have to back up the course and then restore it. For instructions, see *Backing Up and Restoring Courses* in this guide. **Note:** It is recommended that you create a course category for the template course, and then hide the course category so that it does not appear on the *Course Listing* page. For instructions, see *Displaying or Hiding Categories* in this guide.

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Partnership**. The *Partnership* toolbar appears.
3. From the *Partnership* toolbar, click **SCT**. The *SCT Support Information* screen appears.
4. Click **Edit Settings**. The *SCT Settings Editor* screen appears.
5. Under *Default SCT Course Template*, select the template.
  - If you want to use a blank course as the template, select *Use Blank Course*. If you want the designer to be presented with *WebCourse Builder*, select *Present WebCourse Builder to Designer* on first access.
  - If you want to use a default template, select *Use Template*, and from the *Select Template* drop-down list, select the template.
  - If you want to use another course as the template, select *Use Existing Course*, and from the *Select Course* drop-down list, select the course.
6. Click **Continue**. The template has been changed.

## DISABLING CP AND SCT SUPPORT

1. From the *Admin* toolbar, click **Server Mgmt**. The *Server Mgmt* toolbar appears.
2. From the *Server Mgmt* toolbar, click **Partnership**. The *Partnership* toolbar appears.
3. From the *Partnership* toolbar, click **Campus Pipeline**. The *Campus Pipeline Support Information* screen appears.

4. Click **Disable Campus Pipeline Support**. The *Campus Pipeline Support Information* screen appears and both Campus Pipeline and SCT support are disabled.

## MANAGING TEACHING ASSISTANTS

Although the SCT/CP/WebCT integration automates many of an administrator's duties, SCT and CP do not currently support teaching assistants. You should be prepared to manage TAs, including:

- adding TAs user records to the global database
- adding TAs to courses
- removing TAs from courses
- removing TAs user records from the global database
- informing TAs that they can only access the courses in which they are TAs directly through *myWebCT*

For instructions see *Chapter 4: User Management*.

## USING COURSES CREATED WITH EARLIER VERSIONS OF WEBCT

If you want to use courses that were created using an earlier version of WebCT, the courses must be backed up and then restored into an existing course created by SCT. Either you or the designer can backup the course; however, the designer must restore the course. All student data that has been added to the course since its creation by SCT is retained. The overall procedure involves:

- backing up the course, either as an administrator or as a designer
- determining the Course ID for the corresponding course as created by SCT
- as a designer, restoring the course

### Backing up the course as an administrator

1. From the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears
2. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
3. From the *Backups* toolbar, click **Create**. The *Backup Courses* screen appears.
4. Select the categories or courses that you want to back up.
  - If you want to back up all courses in a category, select the category.
  - If you want to back up one course or selected courses, click the category name to expand the category and then select the course(s).
5. Click **Continue**. The *Backup Courses Confirmation* screen appears.
6. Click **Continue**. A warning message appears.
7. Click **OK**. A confirmation screen appears.

The backup is stored in  
<webct\_install\_directory>\webct\webct\generic\admin\backup  
The filename format is CourseID\_MonthDay\_Time.zip  
(e.g. Bio101\_Dec6\_1618.zip).
8. Give the designer the back up file and have the designer follow the instructions for *Restoring a course*.

### Backing up the course as a designer

You can use the *Global Course Backups* feature to create backups of all your courses from one place.

1. From *myWebCT*, click **Go to Course Functions**. The *Course Functions* screen appears, displaying the *Course and Backup Listing*.
2. From the *Course and Backup Listing*, select the course(s) that you want to backup. **Note:** You can create more than one course backup at a time.
3. Under *Options*, from the drop-down list, select *Create backups* and click **Go**. The *Create Backups* screen appears.
4. For each course backup, enter a short description. **Note:** This description is not the backup course's filename. The filename is created automatically.
5. Click **Create**. The course backup(s) are created and automatically saved as .zip files.
6. Click **Continue**. The *Course and Backup Listing* screen appears with the backup course listed. The filename format is `CourseID_MonthDay_Time.zip` (e.g. `Bio101_Dec6_1618.zip`).

### Restoring the course as a designer

Restoring a course backup allows you to overwrite either the current course or another course on the WebCT server. When you restore a course backup, the student lists will always be preserved. The Last Name, First Name, and User ID fields for every student will remain in the *Student Table*. All other student information, such as *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages will be deleted. Content files will also be deleted.

1. From *myWebCT*, click **Go to Course Functions**. The *Course Functions* screen appears, displaying the *Course and Backup Listing*.
2. From the *Course and Backup Listing*, select the course backup that you want to restore. **Note:** You can restore only one course backup at a time.
3. Under *Options*, from the drop-down list, select *Restore backup* and click **Go**. The *Course Functions: Restore Entire Course* screen appears.
4. From the *Course List*, select the course(s) into which you want to restore the backup. **Important:** The selected course(s) will be overwritten by the backup.
5. Click **Restore**. A warning message appears.
6. Click **OK**. The course backup is restored with the student list preserved in the selected course(s).
7. Click **Continue**.

## USING E-LEARNING RESOURCE PACKS

e-Learning Resource Packs (e-Packs) are customizable online course materials developed and formatted for use in WebCT by leading publishers in the education field. Designers can use an e-Pack as a stand-alone course, or as foundation to which they add resources. However if they choose to use the e-Pack, your role involves:

- restoring the e-Pack on the WebCT server (see instructions below)
- configuring the Publisher Environment Settings to allow Access Code authentication (see *Chapter 9: Hosting e-Learning Resource Packs*)

When a designer adopts an e-Pack, students must obtain an Access Code to enter the course. Access Codes can be purchased online from WebCT's e-Learning Hub or can be obtained by purchasing a textbook that contains a printed Access Code.

For detailed information on e-Learning Resource Packs, see *Chapter 9: Hosting e-Learning Resource Packs*.

## RESTORING AN E-PACK

**Note:** You must restore the e-Pack into a course created by SCT.

Before you restore an e-Pack, ensure that your Publisher Environment Settings have been configured properly.

1. Determine the Course ID of the course created by SCT into which you want to restore the e-Pack.
2. As a designer, log on to the course.
3. From *Manage Course*, under *Course Functions*, click the **Backup Course** link. The *Backup Course* screen appears.
4. Under *Backup Course*, from the drop-down list, select *Upload Backup* and click **Go**. The *Upload Backup File* screen appears.
5. Click **Browse**. Your computer's file manager appears.
6. Select the backup course that you want to upload.
7. Click **Upload**. **Note:** Uploading may take several minutes, depending on the file size and the speed of your Internet connection.
8. From the backup course listing, select the course.
9. From the *Backup File Function* drop-down list, select *Restore* and click **Go**. A confirmation message appears.
10. Click **OK**. A second confirmation message appears.
11. Click **Continue**. The *Backup Course* screen appears. All student data that has been added since its creation by SCT is retained.

# APPENDIX A: PERL SCRIPTS

Below is a list of scripts found in the `admin` directory, along with a brief description of their function and syntax. These scripts are executed through the command line. Detailed information and examples are available in each of the files.

Script	Description and Syntax
<code>admin.pl</code>	<p>Backs up one or more WebCT courses. For details, see <i>Backing up courses</i> in this guide.</p> <pre>admin.pl batch courseID_1 courseID_2 ... courseID_N</pre>
<code>backup_test.pl</code>	<p>Examines a backup file for any files that will be excluded from a restore. Multiple files can be specified.</p> <pre>backup_test.pl pathname1...pathname2...pathnameN</pre> <p><b>Note:</b> The pathname is the full pathname, including the filename. If no pathname is specified, the script will look at all backup files in <code>admin/backup</code>.</p>
<code>batch.pl</code>	<p>Allows you to delete, reset, back up, back up and reset, or back up and delete courses.</p> <p>Valid Options:</p> <ul style="list-style-type: none"> <li>-f FILE uses the entries in FILE for the list of courses; the format of FILE is plain text with each course to be removed on its own line</li> <li>-p PATTERN operates in pattern match mode; all courses that match the given pattern (regexp) will be included</li> </ul> <p>Valid Flags:</p> <ul style="list-style-type: none"> <li>--backup will back up the courses</li> <li>--reset will reset the courses</li> <li>--delete will delete the courses</li> <li>--help displays the USAGE</li> </ul>
<code>category.pl</code>	<p>Allows you to create, remove, and assign courses to a category.</p> <p>Valid Options:</p> <ul style="list-style-type: none"> <li>-f FILE will read the file FILE and use it to direct the script's operation</li> <li>-p PATTERN operates in pattern match mode; will add or remove all courses that match the given pattern (regexp) from the category</li> <li>-c courselist will add or remove the list of specified courses from the category they are in</li> </ul> <p>Valid Flags:</p> <ul style="list-style-type: none"> <li>--add will create categories; any specified courses, or courses matching PATTERN, will be added or moved to that category</li> <li>--delete will delete all listed categories; if courses are specified, or if -p or -f is used, the courses will be deleted from the category they</li> </ul>

	<p>are in and moved to the Main category</p> <p>--help displays the USAGE</p>
restore.pl	<p>Restores a course from a backup file. Multiple files can be specified.</p> <pre>restore.pl filename1...filename2...filenameN</pre> <p><b>Note:</b> Only the filename(s) should be specified — not the pathname(s). The script will look for the file(s) in admin/backup.</p> <p>Valid Options:</p> <ul style="list-style-type: none"> <li>-f FILE will read the file FILE and use it to direct the script's operation</li> <li>-c CATEGORY will place courses to be restored into the specified category</li> <li>-w WEBCTID will use the specified ID as the primary designer of the course</li> <li>-d DIRECTORY will use DIRECTORY as the default location for the backup files</li> <li>-n NAME will use specified NAME for the course name; this is only useful if restoring a single course and is used most often with --designer</li> </ul> <p>Valid Flags:</p> <ul style="list-style-type: none"> <li>--designer restores the course backup as a course designer; the designer in the existing course NAME will remain, but everything else will come from the backup file</li> <li>--no_students restores the course without modifying the existing list of students in the course; may be used with the --designer flag</li> <li>--help displays the USAGE</li> </ul>
superuser.pl	<p>Adds shared access to every course. When you run the script, you will be prompted to enter a WebCT ID for the superuser.</p> <pre>superuser.pl</pre> <p>If you create any additional courses after running the script you will need to run it again to add the WebCT ID as a shared designer. <b>Note:</b> do not enter the <i>myWebCT</i> for the superuser WebCT ID, particularly if your server has many courses. <i>myWebCT</i> is not equipped to handle hundreds of courses in the course list. If you want to log on to a course as the superuser, go directly to the course URL.</p>
taint_check.pl	<p>Finds files that don't conform to WebCT naming standards. For example, in the event of an untaint error in your server log, you can also use this script to check your WebCT files.</p> <pre>taint_check.pl [-i]</pre> <p><b>Note:</b> If you specify [-i] you will be prompted for actions interactively, as taint_check executes. For example, you will be given the option to delete a file.</p>

# APPENDIX B: URLs

Screen	URL
Administrator Logon	<code>http://&lt;webct_server&gt;:&lt;port&gt;/webct/admin/admin.pl</code>
Helpdesk Logon	<code>http://&lt;webct_server&gt;:&lt;port&gt;/webct/helpdesk/helpdesk.pl</code>
Entry Page	<code>http://&lt;webct_server&gt;:&lt;port&gt;/webct/public/home.pl</code>
Course Listing	<code>http://&lt;webct_server&gt;:&lt;port&gt;/webct/public/show_courses.pl</code>
Logon Page	<code>http://&lt;webct_server&gt;:&lt;port&gt;/webct/ticket/ticketLogin</code>

## APPENDIX C: LOG FILES

Log activities in WebCT 3.7 have been enhanced and centralized. WebCT 3.7 activities log to the following file:

```
<webct_install_directory>/webct/webct/generic/logs/quicklog
```

Apache activities log to:

```
<webct_install_directory>/webct/server/logs/access_log
```

```
<webct_install_directory>/webct/server/logs/error_log
```

# APPENDIX D: SETTINGS

Use this form to record your WebCT administrator settings.

## SERVER SETTINGS

Admin Email: Set administrator email address as \_\_\_\_\_

Mail:  Allow server to send mail.

Please specify the absolute path of `sendmail` on your system:

Do **not** Allow server to send mail.

Chat/Whiteboard: Chat max number of users: \_\_\_\_\_

Whiteboard max number of users: \_\_\_\_\_

Chat Port: \_\_\_\_\_

Whiteboard Port (UDP): \_\_\_\_\_

Whiteboard Port (TCP): \_\_\_\_\_

WebCT Frame: WebCT Frame: \_\_\_\_\_

Secure Server: Standard Server and Port: \_\_\_\_\_

Secure Server and Port: \_\_\_\_\_

User Authentication:  Use ticket based authentication

Display logout link in course Menu Bar

Ticket shared secret \_\_\_\_\_

Tickets remain valid for \_\_\_\_\_ minutes

Allow WebCT Authentication across a domain.

Please specify your domain: \_\_\_\_\_

Do **not** allow WebCT authentication across a domain.

User is authenticated using:

Internal WebCT password database. 1 2 3 4

LDAP server. 1 2 3 4

MIT Kerberos V5 KDC or

Windows 2000 Domain Controller. 1 2 3 4

Custom authentication scheme. 1 2 3 4

LDAP settings:

LDAP Server Name: \_\_\_\_\_

LDAP Port: \_\_\_\_\_

Base DN: \_\_\_\_\_

WebCT ID Attribute: \_\_\_\_\_

Manager DN: \_\_\_\_\_  
Manager Password: \_\_\_\_\_

Kerberos settings:

Realm/Domain Name: \_\_\_\_\_  
Instance: \_\_\_\_\_

## SCT SETTINGS

SCT Mercury Message Broker Server Name: \_\_\_\_\_

SCT Mercury Message Broker Server Port: \_\_\_\_\_

SCT Mercury Message Broker Server Path: \_\_\_\_\_

SCT Mercury Message Broker Source System: \_\_\_\_\_

SCT Mercury Message Broker Destination System: \_\_\_\_\_

SCT Mercury Message Broker Institution: \_\_\_\_\_

Display of course ID:  Use IMS ID (<CRN>.<TERM>) instead of a course ID

Default SCT Course Template:

Blank Course

Present "WebCourse Builder" to Designer on first access.

Use Template: \_\_\_\_\_

Use Existing Course: \_\_\_\_\_

## CP SETTINGS

Ticket Domain Name: \_\_\_\_\_

## PUBLISHER ENVIRONMENT SETTINGS

WebCT Server Name: \_\_\_\_\_

WebCT Server Port: \_\_\_\_\_