



**SYSTEM ADMINISTRATOR'S GUIDE:  
WEBCT CAMPUS EDITION™ 4.0**

*April 30, 2003*

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## CONVENTIONS

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The following conventions are used in this guide:

⇒ An arrow at the beginning of a line indicates that the text on this line is continued from the previous line due to page width restrictions and both lines should be treated as a single line. In the case of commands entered at the command prompt, the user must enter everything together on the same line without pressing *Enter*. For example,

```
SELECT *  
⇒ FROM USERS  
⇒ WHERE NAME = 'jsmith';
```

should be entered as

```
SELECT * FROM USERS WHERE NAME = 'jsmith';
```

<angle\_brackets> Unless appearing within HTML or XML code, angle brackets (less than/greater than symbols) indicate a placeholder or variable that should be replaced with an actual value as indicated by the text between them. For example,

```
<webct_install_directory>
```

should be replaced with the actual directory where WebCT Campus Edition is installed.

*Italic* Words in italic indicate text that appears in a GUI, such as a window title or a label. It can also indicate a hyperlink on a web page. For example,

In the *Welcome* screen, click **Next**.

**Bold** Words in bold indicate button text. For example,  
Click **OK**.

`Courier` Courier font is used for URLs, e-mail addresses, file names, and text that appears in the console. For example,

```
http://www.webct.com
```

## CONTACTING WEBCT

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To submit suggestions to WebCT, navigate to  
<http://www.webct.com/productrequest>

For questions or suggestions concerning this or other documentation, please e-mail  
[techcomm@webct.com](mailto:techcomm@webct.com)

# CHAPTER 1: INTRODUCTION TO WEBCT CAMPUS EDITION

WebCT® Campus Edition (CE) is software for course development, course delivery, and course management. WebCT CE can be used to create entire courses online or to complement a classroom-based course. WebCT CE is based on a web browser model (client-server) and comprises the following components:

- Apache web server software
- pre-compiled executable and Perl script CGIs
- pre-compiled executable *Chat* and *Whiteboard* servers
- *Chat* and *Whiteboard* applets
- *HTML Editor*
- *Equation Editor*
- 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 from any web-accessible location and make these changes available to students immediately.

## SERVER SOFTWARE REQUIREMENTS

---

Before installing or upgrading to WebCT Campus Edition 4.0, ensure your server meets the server software requirements.

WebCT Campus Edition 4.0 is compatible with the following server operating systems:

- Microsoft Windows 2000 Server SP3 operating system
- Microsoft Windows 2000 Advanced Server SP3 operating system
- Red Hat® Linux® 7.3 (Kernel 2.4.18-3) operating system for Intel® processors

**Important:** If you are using Red Hat Linux 7.3, you must install the Red Hat Linux 6.2 libstdc++ compatibility package. At the time of publication, the most recent version of this package is `compat-libstdc++-6.2-2.9.0.16.i386.rpm`.

- To find out if the package is installed, type:

```
rpm -q compat-libstdc++-6.2
```

If the package is installed, the package name displays.

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- To install the package:
  1. Download the file from <http://rpmfind.net/linux/RPM/redhat/7.3/i386/compat-libstdc++-6.2-2.9.0.16.i386.html>
  2. Log in as root and type:
  3. `rpm -i compat-libstdc++-6.2-2.9.0.16.i386.rpm`
    - Red Hat Enterprise Linux AS 2.1 (Kernel 2.4.9-e3) operating system for Intel processors
    - Red Hat Enterprise Linux ES 2.1 (Kernel 2.4.9-e3) operating system for Intel processors
    - Sun™ SPARC™ Solaris™ 8 operating system
    - Sun SPARC Solaris 9 operating system

## Perl

Perl is the primary scripting/programming language for most of the programs and program modules in WebCT Campus Edition 4.0. Perl 5.6.1 is bundled with the WebCT Campus Edition 4.0 distribution file. Installing WebCT Campus Edition 4.0 also installs Perl within a WebCT directory.

For information on Perl, visit the Perl web site at [www.perl.com](http://www.perl.com)

### ***Warning for Windows users***

Because WebCT Campus Edition 4.0 uses a newer version of Perl (version 5.6.1), do not install WebCT Campus Edition 4.0 with WebCT 3.6.x or earlier on the same Windows operating system. WebCT Campus Edition 3.7.x, 3.8.x, and 4.0 use the same version of Perl and can be installed on the same Windows operating system.

## Apache

You must use the Apache 2.0 web server software included in the WebCT Campus Edition 4.0 distribution file. The Apache server installs within its own directory (`<webct_install_directory>/webct/server/`) and does not overwrite or modify any existing Apache server included with your operating system.

# HARDWARE REQUIREMENTS

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To maximize the success of your WebCT Campus Edition 4.0 installation, WebCT Professional Services can help determine the best hardware configuration for your institution. For more information, contact WebCT Technical Services at [webctservices@webct.com](mailto:webctservices@webct.com)

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The table on below provides a guideline for minimum hardware requirements. Additional storage may be required as you add more courses, larger courses, or larger numbers of students.

**Note for UNIX users:**

- WebCT Campus Edition 4.0 creates a large number of small files. We recommend you create a drive partition specifically formatted for WebCT Campus Edition 4.0. Configure the partition with a lot of inodes and a small block size, for example, 1 inode for each 4 KB of file space.
- NFS® is not supported.

Operating System	Suggested Minimum Hardware Requirement
<ul style="list-style-type: none"> <li>• Microsoft Windows 2000 Server SP3 operating system</li> <li>• Microsoft Windows 2000 Advanced Server SP3 operating system</li> </ul>	<ul style="list-style-type: none"> <li>• Dual 1 GHz Intel Pentium III processors</li> <li>• 2 GB RAM</li> <li>• 72 GB in a hardware RAID-1 or RAID-5 configuration</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Single 1.8 GHz Pentium IV processor</li> <li>• 2 GB RAM</li> <li>• 72 GB in a hardware RAID-1 or RAID-5 configuration</li> </ul>
<ul style="list-style-type: none"> <li>• Red Hat Linux 7.3 (Kernel 2.4.18-3) operating system for Intel processors</li> <li>• Red Hat Enterprise Linux AS 2.1 (Kernel 2.4.9-e3) operating system for Intel processors</li> <li>• Red Hat Enterprise Linux ES 2.1 (Kernel 2.4.9-e3) operating system for Intel processors</li> </ul>	<ul style="list-style-type: none"> <li>• Single 1 GHz Intel Pentium III processor</li> <li>• 2 GB RAM</li> <li>• 72 GB in a hardware RAID-1 or RAID-5 configuration</li> </ul>
<ul style="list-style-type: none"> <li>• Sun SPARC Solaris 8 operating system</li> <li>• Sun SPARC Solaris 9 operating system</li> </ul>	<ul style="list-style-type: none"> <li>• Sun Fire 280R (2 x 750 MHz Ultra SPARC III processor)</li> <li>• 2 GB RAM</li> <li>• 72 GB in a hardware RAID-1 or RAID-5 configuration</li> </ul>

## CLIENT OPERATING SYSTEM REQUIREMENTS

Users connecting to the WebCT server must meet the following client operating system requirements:

- Mac® OS 9 operating system software

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- Mac OS X v10.1.x operating system software
- Max OS X v10.2.x operating system software
- Microsoft Windows 98 Second Edition operating system
- Microsoft Windows 2000 operating system
- Microsoft Windows XP operating system

## **BROWSER REQUIREMENTS**

---

For the most up-to-date information about supported browsers, go to the WebCT Browser Tune-up page at [www.webct.com/tuneup](http://www.webct.com/tuneup)

At the time of publication, the following browsers are supported for all WebCT Campus Edition 4.0 users.

If you are using the Mac OS 9 operating system software, the following browsers are supported:

- Microsoft® Internet Explorer 5.1 browser
- Netscape® Navigator® 6.2.x browser

If you are using the Mac OS X v10.1.x operating system software, the following browsers are supported:

- AOL® for Mac OS X browsers
- Microsoft Internet Explorer 5.1 browser
- Netscape Navigator 6.2.x browser
- Netscape Navigator 7.0 browser

If you are using the Mac OS X v10.2.x operating system software, the following browsers are supported:

- AOL for Mac OS X browsers
- Microsoft Internet Explorer 5.2 browser
- Netscape Navigator 6.2.x browser
- Netscape Navigator 7.0 browser

If you are using the Microsoft Windows 98 Second Edition, Microsoft Windows 2000, or Microsoft Windows XP operating system, the following browsers are supported:

- AOL 7.0 browser
- AOL 8.0 browser
- Microsoft Internet Explorer 5.0 browser
- Microsoft Internet Explorer 5.5 browser

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**Note:** Microsoft Internet Explorer 5.5 SP1 is not supported.

- Microsoft Internet Explorer 6.0 browser
- Netscape Navigator 6.2.x browser
- Netscape Navigator 7.0 browser

**Note:**

- For all browsers, enable JavaScript™.
- To use *Chat*, *Whiteboard*, the edit-on® Pro HTML editor, and the WebEQ™ Equation Editor, enable Java™.
- To use ticket-based authentication, client browsers must allow cookies.
- To use all features in *Content Module*, client browsers must allow cookies.
- For all browsers, enable cascading style sheets (.css).
- For all users, set cached pages to update “automatically” (Microsoft Internet Explorer, and Netscape Navigator 6.2.x), or “when the page is out of date” (Netscape Navigator 7.0).

## **TYPES OF WEBCT USERS**

---

There are five types of WebCT users:

- administrator
- designer
- teaching assistant
- student
- helpdesk user

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

### **ADMINISTRATOR**

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

Administrators can:

- create courses (typically, they do not add content to courses)
- remove courses from the server

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- 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 (for example, 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

## **DESIGNER**

Designers are usually instructors, teaching assistants, or instructional designers. 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 also 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

**Warning:** Allowing designers to add users to and remove users from courses is not recommended, as these modifications are not reflected in the global database. The administrator must add the users to or remove the users from the global database to ensure that the course database and the global database are consistent.

## STUDENT

Students can:

- view course content, take quizzes, submit assignments, post *Mail* messages and *Discussion* topics, participate in *Chat* and surveys, and so on.
- if allowed by designers, edit content in *Student Presentation*.

## TEACHING ASSISTANT

Teaching assistants have the same privileges as students. In addition, they can also:

- grade assignments and quizzes.
- change student grades.

## HELPDESK USER

Depending on the level of authority assigned by the administrator, helpdesk users 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
- change user type
- query the global database
- modify passwords
- modify user information

To access the helpdesk user interface, use the following URL:

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

## INTERNATIONAL SUPPORT

---

WebCT provides functionality through the Standard API, the IMS API, and the administrator interface to allow multiple languages to be displayed in the same course in the same WebCT installation. An example is a situation where an instructor teaches a Japanese course to English speaking students and wants both English and Japanese characters to be displayed in the course.

Note that while a course may display multiple languages, the actual course content remains in one language. In the previous example, the language of the course is English, but the instructor uploads and displays the content of Japanese files.

## **BACKGROUND**

Textual data in a file is input and displayed in a character set, which is a specific collection of characters representing an alphabet. The ISO-8859-1 (Latin 1) character set, for example, can display a file written in English, French, Spanish, and most other Western European languages.

WebCT allows files to be converted to a more inclusive international character set, UTF-8 (Unicode), which supports over 650 of the world's languages including Japanese, Chinese, Russian, French, and German. Once converted, files are saved in WebCT's database in the UTF-8 character set.

**Warning:** Courses converted from UTF-8 to ISO-8859-1 may lose some characters in the conversion.

## **DISPLAYING COURSE CONTENT IN MULTIPLE LANGUAGES**

Administrators need to perform tasks related to internationalization for the following tasks:

- creating courses to display multiple languages
- converting courses from one character set to another
- importing data into WebCT
- exporting data out of WebCT

Details about each task are provided in the following sections.

### **Creating Courses to Display Multiple Languages**

WebCT ships with two default English Language Plug-ins, English - ISO-8859-1 and English - UTF-8. In addition, you can install other language plug-ins, each of which has a UTF-8 version. A setting in the administrator interface allows you to choose one of the installed languages as the default language used for creating new courses:

- If the majority of your designers need to mix characters from different languages within courses, select a UTF-8 language as the default setting for new courses, and selectively create ISO-8859-1 courses only as required.
- If the majority of your designers use ISO-8859-1 files for their course content, select an ISO-8859-1 language as the default setting for new courses, and selectively create UTF-8 courses only as required.

**Note:** If new courses are created in the UTF-8 character set, this enables designers with mixed language courses to upload files as UTF-8. If new courses are not created in the UTF-8 character set, designers do not have access to the functionality allowing them to upload files as UTF-8.

For instructions, see *Setting the default language for new courses* on page 155 in this guide.

## Converting Courses from One Character Set to Another

Courses created in previous versions of WebCT are commonly in the ISO-8859-1 character set. If required, you can convert these courses to the UTF-8 character set. Courses can also be converted from UTF-8 to ISO-8859-1. You use a command line utility for the conversion.

For instructions, see *Converting the Course Character Set* on page 58 in this guide.

## Importing Data into WebCT

To ensure that data imported into WebCT can be displayed correctly, the character set that is selected in the administrator setting *Set file character set for administrator* must match the character set of the local machine used by the administrator to create files. This setting:

- converts imported files from the specified character set.
- converts exported files to the specified character set.

Choose a default file character set based on the your most common import situation. For example, if you commonly create files containing French accented names to import into WebCT working at a local machine set to ISO-8859-1, ensure the file character set for the administrator interface is also ISO-8859.

For instructions, see *Setting the language for the WebCT administrator interface* on page 157 in this guide.

**Important:** You can override this default setting when importing using the command line interface to the Standard API and the IMS API. For more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

## WEBCT TERMINOLOGY

---

This section contains a list of terms to help you 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 the WebCT software. Each user in a course is assigned a specific role: designer, student, or teaching assistant. Courses are identified by a Course ID (see the definition, “Course ID”). Each course appears as a link on users’ *myWebCT*.

### *Course Design Center*

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The *Course Design Center* consists of a set of wizards that guide designers through adding tools and content to a course. Administrator settings determine whether designers see the *Course Design Center*.

### *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 List page*

The *Course List* 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.

### *cross-listed course*

A cross-listed course is associated with another course or other courses and is taught at the same time, with the same instructor, and in the same location. One course is designated as the master course and it contains all of the course content and user information. All course activity takes place in the master course. The other course is designated as an alias course and it contains only a reference to the master course.

### *designer shared access*

The designer shared access feature allows a course to have more than one designer. Each course must have a primary designer who is the first designer assigned to the course. The primary designer can authorize other users to be designers. These users have all the same privileges as the primary designer, except they cannot authorize other users to become designers.

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

An e-Pack is a set of customizable online course materials developed and formatted by education publishers. Instructors can use an e-Pack as the basis for a course or as a stand-alone unit. Students can gain access to an e-Pack by purchasing an Access Code from [www.webct.com](http://www.webct.com) or by purchasing a textbook that contains a printed Access Code. An e-Pack was formerly known as a Publisher Course or a WebCourselet.

### *global database*

The global database contains the user names, WebCT IDs, WebCT passwords, 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, and bookmarks. A *myWebCT* is automatically created when a global database record is created.

### *orphan user*

An orphan user is a student or teaching assistant who is added to a course, but who does not have the course associated with their global database record. Conversely, an orphan user can also be a user who appears in the global database and has a *myWebCT* but who has not been added to a course.

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*Registered Courses*

*Registered Courses* is a field in the global database that administrators can use to organize the global database. *Registered Courses* can be used to identify a WebCT course or a non-WebCT course. The *Registered Courses* field is not the same as the *Courses* field, which is used to identify an existing 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. To add users, 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.

*WebCT ID*

A WebCT ID is a unique identifier for each designer, student, and teaching assistant. Users use their WebCT ID to log in to *myWebCT*.

*WebCT password*

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

*WebDAV*

WebCT supports the Web-based Distributed Authoring and Versioning (WebDAV) protocol, which allows designers to move content from their local computer into the WebCT environment.

*WebEQ™ Equation Editor*

The WebEQ Equation Editor allows designers and students to create, save, and view complex mathematical equations and include them in WebCT content. The equations are encoded in a mark-up language known as MathML (.mm1) that can be displayed on the Web.

*wizard*

A wizard is a utility that provides designers with step-by-step instructions on using a tool. For example, the *Syllabus* wizard leads designers through the steps of adding a syllabus to their course. Wizards are located in the *Course Design Center*. Administrator settings determine whether designers can use the wizards.

## CHAPTER 2: 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:

- *Entering your License Key(s)* on page 12
- *Statistics* on page 15
- *Server Settings* on page 17
- *Server Lockdown* on page 36
- *Server Maintenance* on page 37

### ENTERING YOUR LICENSE KEY(S)

---

You must enter a different license key for each WebCT instance that is installed. Ensure that the key 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 *Enter the license key* text box, enter the license key, and click **Continue**. A success message appears.
5. Click **Continue**. The *License Information* screen appears and the license key is applied to the WebCT Campus Edition instance.

#### Important license information:

- If the license server is stopped and becomes invalid:
  - Notification is e-mailed to the WebCT administrator\*.
  - 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 percent of the licensed limit, notification is e-mailed to the WebCT administrator\*.
- If a license has expired, the following events occur:

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Immediately after expiry	<ul style="list-style-type: none"> <li>• Notification is e-mailed daily to the WebCT administrator*.</li> <li>• Notification appears in the WebCT administrator interface.</li> </ul>
Two weeks after expiry	Notification appears in the WebCT designer interface.
Four weeks after expiry	All license options, including Standard API, IMS API, IMS Receiver, external authentication, and customized authentication are disabled.

\*In order to receive e-mail notification, ensure you set the administrator e-mail address and select the setting, *Allow server to send mail*. For more information, see *Setting the Administrator E-mail Address* on page 17 and *Allowing the Server to Send E-mail* on page 18 in this guide.

## LICENSE OPTIONS

The following license options are supported.

**Note:** To use these options, you must change the directory by typing:

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

Option	Description
<code>license -activate</code>	Activates licensing for an instance of WebCT and installs the configuration file that points to the license server. For example, to activate the first instance of WebCT that is installed in <code>/home/webct1/</code> , type: <pre>license -activate =&gt;/home/webct1/webct 0</pre> Valid option: <code>-overwrite</code> records the new license over the existing license.
<code>license -deactivate</code>	Deactivates licensing for an instance of WebCT and removes the configuration file that points to the license server. For example, to deactivate the first instance of WebCT that that is installed in <code>/home/webct1/</code> , type: <pre>license -deactivate =&gt;/home/webct1/webct 0</pre>
<code>license -install</code>	Installs the license server.
<code>license -list</code>	Lists the currently active installations handled by the license server.

Option	Description
<code>license -port</code>	<ul style="list-style-type: none"><li>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 typing: <code>license -port &lt;new_port&gt;</code></li><li>If using virtual IPs, to ensure all activated instances reflect the correct server IP, type: <code>license -port =&gt;&lt;license_server_port&gt;</code></li></ul>
<code>license -remove</code>	Uninstalls the license server.
<code>license -shutdown</code>	Shuts down the license server.
<code>license -start</code>	Starts the license server.

## OPTIONAL LICENSE FEATURES

### Specifying recognized IPs

As a security measure, to ensure that only recognized IPs can connect to the license server, you can specify the IPs and system names for requests that will be handled by the license server.

For example, if you have multiple servers running instances of WebCT, but only three of those servers are licensed under the license server, you can specify the IPs for those three WebCT servers.

1. From `/etc/webct`, use a text editor to create a file named `valid_clients.txt`.
2. In this file, list the following (one per line):
  - the IP of the license server
  - each IP or system name running WebCT software that is allowed to send requests to the license server
3. Save the file.
4. Stop the license server by typing:  
`license -shutdown`
5. Start the license server by typing:  
`license -start`

## Using virtual IPs

If you are using virtual IPs, before installing the license server you must specify on which IP the license server will listen.

Although the server IP should be defined prior to installing the license server, it is possible to change it after. To do so, follow these steps.

**Note:** If you have already received a license for the old IP, you need to get a new license based on your new server IP address.

1. From `/etc/webct`, use a text editor to create a file named `server_ip`.
2. In this file, type the IP you licensed with WebCT.
3. Save the file.
4. Stop the license server by typing:  

```
license -shutdown
```
5. Start the license server by typing:  

```
license -start
```
6. `license -start`
7. To ensure all activated instances reflect the correct server IP, type:  

```
license -port <xxx>
```

## VIEWING LICENSE INFORMATION

To view the *License Information* table, you must have entered a valid 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. For example, if a student is in two courses, two users are counted.

## STATISTICS

---

Statistics help you to determine if 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. This section contains the following topics:

- *Viewing Server Usage Statistics* on page 16
- *Viewing User Distribution Statistics* on page 16
- *Viewing Designers' Information* on page 16

## 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**. The *Server Usage* table appears, providing the following information:

Column	Description
<i>Course</i>	Course ID.
<i>Users</i>	The number of students and TAs that have been added to the course.
<i>Files: Course</i>	The amount of disk space taken up by the files in the <i>My-Files</i> folder in <i>Manage Files</i> . These are the files that the designer has uploaded into the course.
<i>Files: Internal</i>	The amount of disk space used by course tools, such as <i>Manage Students</i> and <i>Discussions</i> .
<i>Files: Backups</i>	The amount of disk space used by course backups. Setting a <i>Backup Limit</i> can save disk space.
<i>Total Space</i>	The total <i>Course</i> , <i>Internal</i> , and <i>Backup</i> file space.

## VIEWING USER DISTRIBUTION STATISTICS

User distribution statistics tell you how many users are in each WebCT course and allow you to identify courses that may be exceeding the license limit. 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.

## VIEWING DESIGNERS' INFORMATION

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

## SERVER SETTINGS

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This section includes the following topics:

- *Setting the Administrator E-mail Address* on page 17
- *Allowing the Server to Send E-mail* on page 18
- *Setting the Number of Chat and Whiteboard Users* on page 19
- *Setting the Chat, Whiteboard, and HTML Editor Ports* on page 19
- *Restarting Chat, Whiteboard, and HTML Editor Servers on a Windows Operating System* on page 20
- *Restarting Chat and Whiteboard Servers on a UNIX Operating System* on page 20
- *Setting the WebCT Frame* on page 20
- *Configuring WebCT to Use the SSL Protocol on a UNIX Operating System* on page 21
- *Configuring WebCT to Use the SSL Protocol on a Windows Operating System* on page 25

## SETTING THE ADMINISTRATOR E-MAIL ADDRESS

By setting the administrator e-mail address and selecting the option to allow the server to send e-mail (see the following section, *Allowing the Server to Send E-mail*):

- users can reach you when they encounter error messages.
  - you will receive e-mail notification if the WebCT license becomes invalid, is within four week of expiring, expires, or if the user count reaches 90 percent of the licensed limit.
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. Next to *Admin Email*, in the *Set administrator email address as* text box, enter your e-mail address.
  4. Scroll to the bottom of the screen and click **Update**. The *Admin Email Success* screen appears.
  5. Click **Continue**. The *Server Management* screen appears.

**Note:** Changes to this setting take effect after you restart the server.

## ALLOWING THE SERVER TO SEND E-MAIL

By selecting this option you permit users to do the following:

- forward their WebCT *Mail* messages to external e-mail accounts

**Note:** By default, when forwarding *Mail* messages out of the system, WebCT generates fake *From* e-mail addresses. If your SMTP server uses the *From* address of a message to determine whether the message can be forwarded, or if you want to change the *From* address, see the following section, *Configuring the 'From' address for forwarded Mail messages*.

- use *Quiz* and *Assignment* notification features
- set up a login hint to help them if they forget their passwords

If you have set the administrator e-mail address (see the previous section, *Setting the Administrator E-mail Address*), you will receive e-mail notification if the WebCT license becomes invalid, is within four week of expiring, expires, or if the user count reaches 90 percent of the licensed limit.

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. Next to *Mail*:
  - a. Select *Allow server to send mail*.
  - b. In the text box, do one of the following:
    - On a Windows operating system, enter the domain name or IP address of the SMTP server that should be used for outgoing e-mail.
    - On a UNIX operating system, enter 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**. The *Mail forwarding Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears.

### Configuring the 'From' address for forwarded Mail messages

By default, if you select the setting *Allow server to send mail* when forwarding *Mail* messages out of the system, WebCT Campus Edition generates fake *From* e-mail addresses. These fake *From* addresses are used because there is no way to reply to messages forwarded from WebCT Campus Edition and have the message show up in *Mail*.

If your SMTP server will not forward messages that use a fake *From* address, or you want to change the *From* address, use the following steps to configure a valid *From* address for forwarded *Mail* messages.

1. Using a text editor:

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- a. Create a new document.
- b. In the document, type an address for a valid e-mail account on your mail server. This e-mail address will be the *From* address in all forwarded *Mail* messages, so ensure the account is not used for anything else.

**Tip:** You may want to configure your mail server to automatically reply to any messages received at this e-mail account. That way, when someone sends a reply to a forwarded *Mail* message, that person would receive a pre-generated message, such as the following:

Your message did not reach the intended recipient.  
Please re-send your message from WebCT Mail.

2. Save the file in <webct\_install\_directory>\webct\webct\generic\  
⇒admin\setting, with the file name email\_from\_address.

## SETTING THE NUMBER OF CHAT AND 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. Next to *Chat/Whiteboard/HTML Editor*:
  - a. In the *Chat maximum number of users* text box, enter the maximum number of *Chat* users.
  - b. In the *Whiteboard max number of users* text box, enter the maximum number of *Whiteboard* users.
4. Scroll to the bottom of the screen and click **Update**. The *Chat/Whiteboard/HTML Editor Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears.

## SETTING THE CHAT, WHITEBOARD, AND HTML EDITOR PORTS

If you change the *Chat* or *Whiteboard* port, the servers are restarted automatically. If you change the *HTML Editor* port, you must manually restart the WebCT server for the change to take effect.

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. Next to *Chat/Whiteboard/HTML Editor*:
  - a. In the *Chat Port* text box, enter the TCP port number or accept the default if it is not currently in use on your server.

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- b. In the *Whiteboard Port* text box, enter the TCP port number or accept the default if it is not currently in use on your server.
- c. In the *HTML Editor Port* text box, enter the HTML Editor port number or accept the default if it is not currently in use on your server.
4. Scroll to the bottom of the screen and click **Update**. The *Chat/Whiteboard/HTML Editor Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears. **Note:** If you changed the *HTML Editor* port, restart the WebCT server. After the server is restarted, the *HTML Editor* will start on the new port the next time it is accessed.

## **RESTARTING CHAT, WHITEBOARD, AND HTML EDITOR SERVERS ON A WINDOWS OPERATING SYSTEM**

To restart the *Chat*, *Whiteboard*, and *HTML Editor* servers, restart the WebCT service.

1. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **Services**. The *Services* window appears.
2. In the *Services* windows, locate the WebCT Service.
3. Right-click the service and click **Restart**.
4. Close the *Services* window.

## **RESTARTING CHAT AND WHITEBOARD SERVERS ON A UNIX OPERATING SYSTEM**

To restart *Chat*, *Whiteboard*, and the *HTML Editor* servers, restart the WebCT server.

- Type `<webct_install_directory>/webct/webctctl restart`

## **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. Next to *WebCT Frame*, in the *WebCT Frame* text box, enter the frameset name, including the frame hierarchy. The frameset name always starts with `top`.

For example:

```
top.frame_one.sub_frame.webct_frame
```

4. Scroll to the bottom of the screen and click **Update**. The *WebCT Frame Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears. Changes to this setting take effect after you restart the server.

## **CONFIGURING WEBCT TO USE THE SSL PROTOCOL ON A UNIX OPERATING SYSTEM**

To verify the integrity of your content, verify the identity of users, and encrypt network transmissions, you can configure your WebCT installation to support the SSL protocol.

The configuration process involves the following:

- generating a key and secure certificate request
- installing the secure certificate on WebCT
- specifying the SSL setting

### **Generating a secure certificate request (UNIX)**

1. Go to the WebCT server directory in  
`<webct_install_directory>/webct/server/`

2. Generate an encrypted private key by typing:

```
./bin/openssl genrsa -des3 -out conf/ssl/  
⇒server.key.secure 1024
```

You are asked to enter a PEM pass phrase.

3. Enter a password that will be used to encrypt your security certificate.
4. To verify the password, enter the password again.
5. Decrypt your private key by typing:

```
./bin/openssl rsa -in conf/ssl/server.key.secure -out  
conf/  
⇒ssl/server.key
```

**Warning:** Decrypting the private key can decrease security, and you should ensure that unauthorized users do not have access to this file. We recommend that you perform this step so that it will not be necessary for you to enter your password every time you start the WebCT server.

6. Enter the password you chose to encrypt your security certificate.
7. Generate a certificate request by typing:

```
./bin/openssl req -config openssl.cnf -new -key conf/  
⇒ssl/server.key -out conf/ssl/server.csr
```

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Instructions are displayed and you are asked to enter information that will be incorporated into your certificate request.

8. Enter the following information:
  - a. Enter the two-letter ISO 3166 code for your country.

**Tip:** To find the code for your country, see *English country names and code elements* at [www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html](http://www.iso.ch/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html)
  - b. Enter the full name of the state or province where your organization's head office is located.

**Note:** Do not abbreviate the name of the state or province. Most Certificate Authorities (CAs) will not accept an abbreviation.
  - c. Enter the full name of the city where your organization's head office is located.

**Important:** Do not abbreviate the name of the city. Most CAs will not accept an abbreviation.
  - d. Enter the name of the organization or company that owns the domain name.

**Important:** The organization or company name must be registered with some authority at the national, state, or city level. Use the legal name under which the organization is registered. Do not abbreviate the name and do not use any of the following characters: > ~ ! @ # \$ ^ / \ ( ) ?.
  - e. For *Organizational Unit Name*, enter the name of the department that will use the certificate.
  - f. For *Common Name*, enter the fully qualified domain name (FQDN) used for Domain Name System (DNS) lookups of your server.

**Important:** Do not include the protocol specified `http://` or any port numbers or path names.
  - g. Enter the e-mail address of the technical contact for your Web server.
  - h. For *challenge password*, enter a password.

**Note:** This is an extra attribute. This field can be left blank.
  - i. For *optional company name*, enter a name.

**Note:** This is an extra attribute. This field can be left blank.

When you have finished entering your information, a file named `server.csr` is created in `<webct_install_directory>/webct/server/conf/ssl`. This file is your certificate request.
9. Send the certificate request to your certificate authority, for example, VeriSign®.
10. When your certificate authority returns your certificate, save it as:  
`<webct_install_directory>/webct/server/conf/ssl/  
⇒server.crt`

## Installing the secure certificate on WebCT (UNIX)

1. Stop the WebCT service by typing:

```
<webct_install_directory>/webct/webctctl stop
```

2. In a text editor, open the file:

```
<webct_install_directory>/webct/server/conf/httpd.conf
```

3. In the `httpd.conf` file, uncomment line 55:

```
LoadModule ssl_module modules/mod_ssl.so
```

- If you are using a port other than the default port for the HTTP server (port 80), edit line 89:

```
Listen <new_HTTP_server_port>
```

- If you are using a port other than the default port for the HTTPS server (port 443), edit the following two lines:

line 92:

```
Listen <new_HTTPS_server_port>
```

line 390:

```
<VirtualHost _default_:<new_HTTPS_server_port>
```

4. Save the file.

5. Start the WebCT service by typing:

```
<webct_install_directory>/webct/webctctl start
```

## Specifying the SSL setting (UNIX)

Once you have installed the secure certificate, WebCT supports three different SSL settings—*Inactive*, *Secure passwords*, and *Secure everything*:

### ***Inactive***

*Inactive* allows users to send requests to either the HTTP server or the HTTPS server.

### ***Secure passwords***

*Secure passwords* authenticates requests to the following areas through the HTTPS server (all other requests are authenticated through the HTTP server):

- user login
- user login hint
- user password changes
- administrator interface
- helpdesk interface

**Important:** If you select *Secure passwords*, in order to allow for cookie authentication in all supported browsers, the fully qualified hostname for the WebCT server must contain a local name, second-level domain, and top-level domain. That is, the fully qualified hostname must contain at least two dots, for example, `webct.school.edu`. To change the fully qualified hostname, see *Changing the WebCT Server Name on a UNIX Operating System* on page 37 in this guide.

### **Secure everything**

*Secure everything* redirects all requests sent to the HTTP server to the HTTPS server.

**Important:** By default, even if *Secure everything* is selected some network transmissions are not secure:

- *Chat*, *Whiteboard*, HTML Editor, and Equation Editor use HTTP servers.
- Java™ applets can be downloaded over HTTP. To disable this setting, see *Disabling the download of Java applets over HTTP (UNIX)* on page 25 in this guide.
- Web-based Distributed Authoring and Versioning (WebDAV) can be accessed over HTTP. To disable this setting, see *Disabling WebDAV over HTTP (UNIX)* on page 25 in this guide. For more information on WebDAV, see *Allowing Designers to Use WebDAV Clients* on page 90 in this guide.

### **To specify the SSL setting**

1. To specify the SSL setting, 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. Next to *SSL*, select how you want to enable SSL.

**Note:** If you select *Secure passwords*, next to *User Authentication*, *Use ticket-based authentication* is automatically selected. This allows for cookie authentication.

4. Scroll to the bottom of the screen and click **Update**. The *SSL Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears.
6. Check the configuration by logging in to the administrator interface using the URL for the HTTPS server.

For example:

`https://webct.school.edu:443`

If the administrator interface appears and the URL displayed in your browser address bar is the URL for the secure server, then you have successfully configured WebCT to use SSL.

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

URL for the administrator interface:

```
https://<local_name>.<second_level_domain>.  
=><top_level_domain>/webct/admin/admin.pl
```

URL for the helpdesk user interface:

```
https://<local_name>.<second_level_domain>.  
=><top_level_domain>/webct/helpdesk/helpdesk.pl
```

### ***Disabling the download of Java applets over HTTP (UNIX)***

On a Macintosh® computer, some browsers do not work correctly with Java applets over HTTPS. Therefore, even if SSL is set to *Secure everything*, by default, on a Macintosh, Java applets can be downloaded over both HTTP and HTTPS.

If you want to ensure all network transmissions are secure, you can disable the download of Java applets over HTTP. If disabled, for some Macintosh browsers, the Java applets will not be available for download.

1. Using a text editor:
  - a. Create a new document.
  - b. In the document, type the number one (1).
2. Save the file in <webct\_install\_directory>/webct/webct/generic/  
=>admin/setting, with the file name `secure_server_protect_applets`.

### ***Disabling WebDAV over HTTP (UNIX)***

By default, because some WebDAV clients do not support communication over HTTPS, even if SSL is set to *Secure everything*, WebDAV can be accessed over both HTTP and HTTPS. If you want to ensure all network transmissions are secure, you can disable WebDAV over HTTP.

1. Using a text editor:
  - a. Create a new document.
  - b. In the document, type the number one (1).
2. Save the file in <webct\_install\_directory>/webct/webct/generic/  
=>admin/setting, with the file name `secure_server_protect_webdav`.

## **CONFIGURING WEBCT TO USE THE SSL PROTOCOL ON A WINDOWS OPERATING SYSTEM**

To verify the integrity of your content, verify the identity of users, and encrypt network transmissions, you can configure your WebCT installation to support the SSL protocol.

The configuration process involves the following:

- generating a secure certificate request
- installing the secure certificate on WebCT
- specifying the SSL setting

### **Generating a secure certificate request (Windows)**

1. Go to the WebCT server directory in  
`<webct_install_directory>\webct\server\`
2. Generate an encrypted private key by typing:  
`bin\openssl genrsa -des3 -out conf\ssl\server.key.secure 1024`  
You are asked to enter a PEM pass phrase.

3. Enter a password that will be used to encrypt your security certificate.
4. To verify the password, enter the password again.
5. Decrypt your private key by typing:

```
bin\openssl rsa -in conf\ssl\server.key.secure -out conf\  
⇒ssl\server.key
```

**Warning:** Decrypting the private key can decrease security, and you should ensure that unauthorized users do not have access to this file. We recommend that you perform this step so that you will not need to enter your password every time you start the WebCT server.

6. Enter the password you chose to encrypt your security certificate.
7. Generate a certificate request by typing:

```
bin\openssl req -config openssl.cnf -new -key conf\  
⇒ssl\server.key -out conf\ssl\server.csr
```

Instructions are displayed and you are asked to enter information that will be incorporated into your certificate request.

8. Enter the following information:
  - a. Enter the two-letter ISO 3166 code for your country.  
  
**Tip:** To find the code for your country, see *English country names and code elements* at [www.iso.ch/iso/en/prods-services/⇒iso3166ma/02iso-3166-code-lists/list-en1.html](http://www.iso.ch/iso/en/prods-services/⇒iso3166ma/02iso-3166-code-lists/list-en1.html)
  - b. Enter the full name of the state or province where your organization's head office is located.

**Important:** Do not abbreviate the name of the state or province. Most Certificate Authorities (CAs) will not accept an abbreviation.

- c. Enter the full name of the city where your organization's head office is located.

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**Important:** Do not abbreviate the name of the city. Most CAs will not accept an abbreviation.

- d. Enter the name of the organization or company that owns the domain name.

**Important:** The organization or company name must be registered with some authority at the national, state, or city level. Use the legal name under which the organization is registered. Do not abbreviate the name and do not use any of the following characters: > ~ ! @ # \$ ^ / \ ( ) ?.

- e. For *Organizational Unit Name*, enter the name of the department that will use the certificate.

- f. For *Common Name*, enter the fully qualified domain name (FQDN) used for Domain Name System (DNS) lookups of your server.

**Important:** Do not include the protocol specified `http://` or any port numbers or path names.

- g. Enter the e-mail address of the technical contact for your Web server.

- h. For *challenge password*, enter a password.

**Note:** This is an extra attribute. This field can be left blank.

- i. For an *optional company name*, enter a name.

**Note:** This is an extra attribute. This field can be left blank.

When you have finished entering the information, a file named `server.csr` is created in `<webct_install_directory>\webct\server\conf\ssl`. This file is your certificate request.

9. Send the certificate request to your certificate authority, for example, VeriSign.

10. When your certificate authority returns your certificate, save it as:  
`<webct_install_directory>\webct\server\conf\ssl\  
=>server.crt`

### Installing the secure certificate on WebCT (Windows)

1. Stop the WebCT service.

2. In a text editor, open the file:

`<webct_install_directory>\webct\server\conf\httpd.conf`

3. In the `httpd.conf` file, uncomment line 65:

`LoadModule ssl_module modules\mod_ssl.so`

- If you are using a port other than the default port for the HTTP server (port 80), edit line 99:

`Listen <new_HTTP_server_port>`

- If you are using a port other than the default port for the HTTPS server (port 443), edit the following two lines:

- line 102:

```
Listen <new_HTTPS_server_port>
```

- line 418:

```
<VirtualHost _default_:<new_HTTPS_server_port>
```

4. Save the file.

5. Start the WebCT service.

### Specifying the SSL setting (Windows)

Once you have installed the secure certificate, WebCT supports three different SSL settings—*Inactive*, *Secure passwords*, and *Secure everything*.

#### *Inactive*

*Inactive* allows users to send requests to either the HTTP server or the HTTPS server.

#### *Secure passwords*

*Secure passwords* authenticates requests to the following areas through the HTTPS server (all other requests are authenticated through the HTTP server):

- user login
- user login hint
- user password changes
- administrator interface
- helpdesk interface

**Important:** If you select *Secure passwords*, in order to allow for cookie authentication in all supported browsers, the fully qualified hostname for the WebCT server must contain a local name, second-level domain, and top-level domain. That is, the fully qualified hostname must contain at least two dots, for example, `webct.school.edu`. To change the fully qualified hostname, see *Changing the WebCT Server Name on a Windows Operating System* on page 38 in this guide.

#### *Secure everything*

*Secure everything* redirects all requests sent to the HTTP server to the HTTPS server.

**Important:** By default, even if *Secure everything* is selected, some network transmissions are not secure:

- *Chat*, *Whiteboard*, *HTML Editor*, and *Equation Editor* use HTTP servers.

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- Java applets can be downloaded over HTTP. To disable this setting, see *Disabling the download of Java applets over HTTP (Windows)* on page 29 in this guide.
- Web-based Distributed Authoring and Versioning (WebDAV) can be accessed over HTTP. To disable this setting, see *Disabling WebDAV over HTTP (Windows)* on page 30 in this guide. For more information on WebDAV, see *Allowing Designers to Use WebDAV Clients* on page 90 in this guide.

**Log in to the administrator interface.**

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. Next to *SSL*, select how you want to enable SSL.  
**Note:** If you select *Secure passwords*, next to *User Authentication*, *Use ticket-based authentication* is automatically selected. This allows for cookie authentication.
4. Scroll to the bottom of the screen and click **Update**. The *SSL Success* screen appears.
5. Click **Continue**. The *Server Management* screen appears.
6. Check the configuration by logging in to the administrator interface using the URL for the HTTPS server.

For example:

```
https://webct.school.edu:443
```

If the administrator interface appears and the URL displayed in your browser address bar is the URL for the secure server, then you have successfully configured WebCT to use SSL.

URL for the administrator interface:

```
https://<local_name>.<second_level_domain>.  
=><top_level_domain>:<secure_port>/webct/admin/admin.pl
```

URL for the helpdesk user interface:

```
https://<local_name>.<second_level_domain>.  
=><top_level_domain>:<secure_port>/webct/helpdesk/  
=>helpdesk.pl
```

**Disabling the download of Java applets over HTTP (Windows)**

On a Macintosh, some browsers do not work correctly with Java applets over HTTPS. Therefore, even if SSL is set to *Secure everything*, by default, on a Mac, Java applets can be downloaded over both HTTP and HTTPS.

If you want to ensure all network transmissions are secure, you can disable the download of Java applets over HTTP. If disabled, for some Mac browsers, the Java applets will not be available for download.

1. Using a text editor:
  - a. Create a new document.
  - b. In the document, type the number one (1).
2. Save the file in <webct\_install\_directory>\webct\webct\generic\  
⇒admin\setting, with the file name secure\_server\_protect\_applets.

### **Disabling WebDAV over HTTP (Windows)**

By default, because some WebDAV clients do not support communication over HTTPS, even if SSL is set to *Secure everything*, WebDAV can be accessed over both HTTP and HTTPS. If you want to ensure all network transmissions are secure, you can disable WebDAV over HTTP.

1. Using a text editor:
  - a. Create a new document.
  - b. In the document, type the number one (1).
2. Save the file in <webct\_install\_directory>\webct\webct\generic\  
⇒admin\setting, with the file name secure\_server\_protect\_webdav.

## **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. Next to *User Authentication*, clear the *Use ticket-based authentication* check box.

**Note:** With browser authentication, the **Log Out** link on the *Course Menu* bar is unavailable.

4. Click **Update.** The *User Authentication Success* screen appears.
5. Click **Continue.** The *Server Management* screen appears.

## **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)
- Lightweight Directory Access Protocol (LDAP) (not supported with Limited Use License)
- Kerberos™ (not supported with Limited Use License)
- Windows 2000 Domain Controller (not supported with Limited Use License)

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- a custom authentication source (not supported with Limited Use License). For more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

**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 **Log Out** link should appear in the *Course Menu* bar:
  - To display the **Log Out** link, select *Display the Log Out link in Course Menu bar*.
  - To hide the **Log Out** link, clear the *Display the Log Out link in Course Menu bar* check box.

**Note:** If you run WebCT in a framed environment (such as a portal) where a log out link or “Return to Portal” link already exists, you may prefer to hide the **Log Out** link.

5. In the *Ticket shared secret is* 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 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 in 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.

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- 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 contain two dots. 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**. The *User Authentication Success* screen appears.
11. Click **Continue**. The *Server Management* screen appears.

## 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:** 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*).

For complete instructions on using multiple authentication sources, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

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 **Log Out** link should appear in the *Course Menu* bar:
  - To display the **Log Out** link, select *Display the Log Out link in Course Menu bar*.

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- To hide the **Log Out** link, clear the *Display the Log Out link in Course Menu bar* check box.

**Note:** If you run WebCT in a framed environment (such as a portal) where a log out link or “Return to Portal” link already exists, you may prefer to hide the **Log Out** link.

5. In the *Ticket shared secret is* 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 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 in 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:

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- 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.
9. If you are using a custom authentication source, from the corresponding drop-down list, select when it should be used in the authentication sequence.
10. Scroll to the bottom of the screen and click **Update**. The *User Authentication Success* screen appears.
11. Click **Continue**. The *Server Management* screen appears.

### **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**. The *User Authentication Success* screen appears.
8. Click **Continue**. The *Server Management* screen appears.

**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.

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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**. The *User Authentication Success* screen appears.
4. Click **Continue**. The *Server Management* screen appears.

**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**. The *User Authentication Success* screen appears.
4. Click **Continue**. The *Server Management* screen appears.

**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.

## **CONFIGURING THE PUBLISHER ENVIRONMENT SETTINGS**

For further information, see *Chapter 8: Hosting e-Learning Resource Packs* on page 176 in this guide.

**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.
4. Complete the text boxes:
5. In the *WebCT Server Name* text box, enter the URL for the WebCT server.
6. In the *WebCT Server Port* text box, type the port number of the WebCT server.

7. Click **Continue**. A confirmation message appears.
8. Click **OK**. The *Publisher Environment Settings* are updated.
9. Click **Continue**.
10. **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 use to access the e-Pack.

## SERVER LOCKDOWN

---

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

- *Enabling Server Lockdown* on page 36
- *Allowing Server Access* on page 36

### ENABLING SERVER LOCKDOWN

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.

**Warning:** Enabling *Server Lockdown* automatically enables ticket-based authentication. If you do not want ticket-based authentication enabled, you must disable it after you allow access again:

- a. From the *Server Mgmt* toolbar, click **Settings**.
- b. Under *User Authentication*, clear the *Use ticket-based authentication* checkbox.

### ALLOWING SERVER ACCESS

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. All students, teaching assistants, and designers are allowed access.
4. Click **Continue**. The *Server Management* screen appears.

- Warning:** *Server Lockdown* automatically enables ticket-based authentication. If you do not want ticket-based authentication enabled, you must disable it.
- a. From the *Server Mgmt* toolbar, click **Settings**.
  - b. Under *User Authentication*, clear the *Use ticket-based authentication* checkbox.

## SERVER MAINTENANCE

---

All of the following server maintenance tasks are performed outside of the WebCT administrator interface and require command line access to the WebCT server. This section contains the following topics:

- *Changing the WebCT Server Name on a UNIX Operating System* on page 37
- *Changing the WebCT Server Name on a Windows Operating System* on page 38
- *Changing the WebCT Server Port Number on a UNIX Operating System* on page 39
- *Changing the WebCT Server Port Number on a Windows Operating System* on page 39
- *Backing Up WebCT Server on a UNIX Operating System* on page 40
- *Backing Up WebCT Service on a Windows Operating System* on page 41
- *Restarting the WebCT Server on a UNIX Operating System* on page 41
- *Restarting the WebCT Service on a Windows Operating System* on page 42
- *Shutting Down the WebCT Server on a UNIX Operating System* on page 42
- *Shutting Down the WebCT Service on a Windows Operating System* on page 42

## CHANGING THE WEBCT SERVER NAME ON A UNIX OPERATING SYSTEM

The fully qualified hostname or server name for the WebCT server is stored in the *ServerName* line in the `httpd.conf` file.

If you configure your WebCT installation to support the SSL protocol and select the *Secure Passwords* option, the fully qualified hostname for the WebCT server must contain a local name, second-level domain, and top-level domain. That is, the hostname must contain at least two dots.

To change the fully qualified hostname, use the following steps.

**Important:** 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 `ServerName` directive line, line 24, to the following:

```
ServerName <new_hostname>
```

**Important:** To use the SSL setting, *Secure Passwords*, the `<new_hostname>` must be in the following format:

```
<local_name>.<second_level_domain>.  
=><top_level_domain>
```

For example:

```
webct.school.edu
```

3. Save the `httpd.conf` file.
4. Stop and start the WebCT server by typing:

```
<webct_install_directory>/webct/webctctl restart
```

## **CHANGING THE WEBCT SERVER NAME ON A WINDOWS OPERATING SYSTEM**

The fully qualified hostname or server name for the WebCT server is stored in the *ServerName* line in the `httpd.conf` file.

If you configure your WebCT installation to support the SSL protocol and select the *Secure Passwords* option, the fully qualified hostname for the WebCT server must contain a local name, second-level domain, and top-level domain. That is, the hostname must contain at least two dots.

To change the fully qualified hostname, use the following steps.

**Important:** To complete this task:

- you must have command line access to the WebCT server.
- 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 *ServerName* line, line 21, to the following:

```
ServerName <new_hostname>
```

**Important:** To use the SSL setting, *Secure Passwords*, the `<new_hostname>` must be in the following format:

```
<local_name>.<second_level_domain>.  
⇒<top_level_domain>
```

For example:

```
webct.school.edu
```

3. Save the `httpd.conf` file.
4. Stop and start the WebCT service:
5. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **Services**. The *Services* window appears.
6. Right-click the server running WebCT and click **Restart**.

**Note:** The default name for the server is WebCT, but if you entered a different name during installation, select the server with that name.

## CHANGING THE WEBCT SERVER PORT NUMBER ON A UNIX OPERATING SYSTEM

**Important:** To complete this task:

- you must have command line access to the WebCT server.
- you must stop and start the WebCT server. You may want to use the *Server Lockdown* feature to temporarily deny users access.

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 server by typing:  
`<webct_install_directory>/webct/webctl restart`

## CHANGING THE WEBCT SERVER PORT NUMBER ON A WINDOWS OPERATING SYSTEM

**Important:** To complete this task:

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

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- you must stop and start the WebCT server. You may want to use the *Server Lockdown* feature to temporarily deny users access.
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.
  3. Save the `httpd.conf` file.
  4. Stop and start the WebCT service:
    - a. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **Services**. The *Services* window appears.
    - b. Right-click the server running WebCT and click **Restart**.

**Note:** The default name for the server is WebCT, but if you entered a different name during installation, select the server with that name.

## BACKING UP WEBCT SERVER ON A UNIX OPERATING SYSTEM

**Important:** 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 6: Managing Announcements and Bookmarks* on page 161 in this guide) 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. You may want to use the *Server Lockdown* feature to temporarily deny users access while you back up the server.

**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 by typing:  
`<webct_install_directory>/webct/webctctl 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 server by typing:  
`<webct_install_directory>/webct/webctctl restart`

## BACKING UP WEBCT SERVICE ON A WINDOWS OPERATING SYSTEM

**Important:** 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 6: Managing Announcements and Bookmarks* on page 161 in this guide) 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. You may want to use the Server Lockdown feature to temporarily deny users access while you back up the server.

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

1. Stop the WebCT service:
  - a. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **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 WebCT, 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 WebCT service:
  - a. In Windows, click the *Services* window.
  - b. Right-click the WebCT server, and click **Start**.

## RESTARTING THE WEBCT SERVER ON A UNIX OPERATING SYSTEM

➤ <At the command line, type:

```
webct_install_directory>/webct/webctctl restart
```

**Note:** When restarting the WebCT server on a UNIX operating system, the HTML Editor licensing server may not restart. If this occurs, the following message appears:  
Failed. See <webct\_root>/webct/generic/logs/quicklog for details.  
Wait five minutes and restart the WebCT server again. If unsuccessful, verify that no other processes are using the port. If the server still does not start, contact WebCT Support.

## **RESTARTING THE WEBCT SERVICE ON A WINDOWS OPERATING SYSTEM**

1. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **Services**. The *Services* window appears.
2. Right-click the server running WebCT, and click **Restart**.

## **SHUTTING DOWN THE WEBCT SERVER ON A UNIX OPERATING SYSTEM**

➤ At the command line, type:

```
<webct_install_directory>/webct/webctctl stop
```

## **SHUTTING DOWN THE WEBCT SERVICE ON A WINDOWS OPERATING SYSTEM**

1. In Windows, click **Start**, point to **Settings**, click **Control Panel**, double-click **Administrative Tools**, and double-click **Services**. The *Services* window appears.
2. Right-click the server running WebCT, and click **Stop**.

## CHAPTER 3: COURSE MANAGEMENT

**Note:** This note applies to student information system (SIS) users. Most *Course Management* functions are handled automatically by your SIS. Courses that are created or changed within WebCT Campus Edition will not be reflected in the SIS'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:

Course Table	The <i>Course Table</i> contains a list of all courses on the server. Courses are listed alphabetically within categories and terms.
Creating a Course	You can create a blank course, a course based on a template, or a course based on an existing course.
Modifying Course Information	You can change information stored in the <i>Course Profile</i> , including the course category, the course title, and the designer's information.
Deleting Courses	You can delete courses from the server. When you delete a course, you also delete designer backups of the course.
Resetting Courses	You can reset courses, which removes all student data from the course.
Showing Course Usage	You can see how much space a course is using on the server.
Backing Up and Restoring Courses	You can back up courses and restore them to the same version or a higher version of WebCT.
Creating a Cross-Listed Course	You can create, delete, back up, and restore cross-listed courses. You must also use the IMS API for some of these tasks.
Course Categories	Categories are used to organize courses in the <i>Course Table</i> and on the <i>Course List</i> page.
Terms	Terms are used to organize courses in the <i>Course Table</i> and on the <i>Course List</i> page.

Configuring the Course Settings

*Course Settings* allow you to control course backups, specify course color settings, choose the menu bar, specify WebDAV settings, set Equation Editor options, enable the HTML Editor, and set the appearance of student names and student homepages.

## COURSE TABLE

---

This section contains the following topic:

- *Navigating the Course Table* on page 44

The screenshot shows a web interface for managing course settings. At the top, there are two dropdown menus: 'Sort Order' with the selected value 'Category, Term, Course ID' and 'Display' with the selected value 'Show Category, Show Term'. Below these is an 'Update' button. The main content area is a table with a hierarchical structure. It starts with a collapsed 'Category: Main' row, followed by a collapsed 'Term: Term 01' row. Under 'Term 01', there are two rows: 'ENG101 (English 101)' and 'SPAN101 (Spanish 101)'. The table has a light green header and alternating light green and white rows.

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* on page 81, and for more information on terms, see *Terms* on page 83 in this guide.

If there are cross-listed courses, the master course is marked with an “M” and the alias courses are marked with an “A”. For more information, see *Creating a Cross-Listed Course* on page 55 in this guide.

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

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

## NAVIGATING THE COURSE TABLE

You can sort the *Course Table* by category or term, and then by course title or course ID. You can also show or hide categories, terms, and courses.

- To sort the *Course Table*, from the *Sort Order* drop-down list, select the sort order that you want to use.
- To show or hide categories and terms, from the *Display* drop-down list, select the display mode you want to use.
- To show or hide courses within a category, click the category name.

- To show or hide courses within a term, click the term name.
- To display a *Course Profile*, click the Course ID.

## CREATING A COURSE

---

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.

**Note:** WebCT now supports multiple character sets for some languages. For example, English ISO-8859-1 and English UTF-8 are both supported. When you create a course, ensure that you select the appropriate character set. For more information, see *Setting the default language for new courses* on page 155 in this guide.

This section contains the following topics:

- *Course Profiles* on page 45
- *Creating a Blank Course* on page 47
- *Creating a Course Based on a Template* on page 49
- *Creating a Course Based on an Existing Course* on page 52
- *Creating a Cross-Listed Course* on page 55
- *Creating a Course for the Getting Started Tutorial* on page 56

## COURSE PROFILES

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

Field	Description
<i>Course ID</i>	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 List</i> page, the <i>Courses</i> area of <i>myWebCT</i> , and the course <i>Menu Bar</i> .
<i>Master course</i>	If available, this specifies the master course in a set of cross-listed courses. The master course contains all course content and student information.
<i>Alias courses</i>	If available, this specifies the alias courses in a set of cross-listed courses. The title of the master course is provided in parentheses.

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<b>Field</b>	<b>Description</b>
<i>Course IMS ID</i>	A course identifier used when creating cross-listing courses. An administrator supplies an IMS ID when creating a cross-listed course using the IMS API. WebCT supplies the IMS ID when a course is created using the administrator interface. In this case, the IMS ID will be the same as the Course ID.
<i>Category</i>	The category in which the course is located. The course category appears in the <i>Course Table</i> and the <i>Course List</i> page.
<i>Course Title</i>	The course title appears on the <i>Course List</i> page, the <i>Courses</i> area of <i>myWebCT</i> , and the course <i>Menu Bar</i> .
<i>Course Description</i>	The course description can be displayed in the <i>Courses</i> area of <i>myWebCT</i> .
<i>Terms</i>	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 List</i> page.
<i>Creation Date</i>	The date and time that the course was created. This information appears only in the <i>Course Profile</i> .
<i>Last Access Time</i>	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> .
<i>Language</i>	The language for the course.
<i>Course Design Center</i>	Whether the <i>Course Design Center</i> is available to the designer on first access to the course. The <i>Course Design Center</i> is an interactive tool that guides designers through adding tools and content to a course.
<i>Wizards</i>	The wizards that are available for use in the course.
<i>Additional Information</i>	Any additional course information. This information appears only in the <i>Course Profile</i> .
<i>Designer's First Name</i> <i>Designer's Last Name</i>	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> .
<i>Designer's Telephone</i>	The designer's telephone number. This information appears only in the <i>Course Profile</i> .
<i>Designer's E-mail</i>	The designer's e-mail address. This information appears only in the <i>Course Profile</i> .
<i>Designer's WebCT ID</i>	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

**Note:** If you are creating a cross-listed course, see *Creating a Cross-Listed Course* on page 55 in this guide.

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 presenting the *Course Design Center* to the designer on first access to the course. The *Course Design Center* is an interactive tool that guides designers through adding 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 List* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The Course ID:
    - can contain only alphanumeric characters, underscores, and hyphens. Note: The hyphen cannot be the first character.
    - should not contain the words *student*, *marker*, or *designer*.
    - is case-sensitive.

**Tip:** If you are creating a cross-listed course, you can add an identifier to the Course ID to help you distinguish it from stand-alone courses. For example, ENGL100\_clist\_1234200301.
  - b. In the *Course Title* text box, enter a title for the course. The course title appears on the *Course List* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The course title can contain any character.
  - c. In the *Course Description* text box, enter a brief description for the course.

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d. From the *Term* drop-down list, select the term in which to place the course.

**Note:** If you are creating cross-listed courses, all of the courses must be in the same term.

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.

**Note:** WebCT Campus Edition supports both English ISO 8859-1 and English UTF-8 character sets.

g. Next to *Template*, select *Use Blank Course*.

h. If you want the designer to be presented with the *Course Design Center* upon first entry to the course, next to *Course Design Center*, select *Present the Course Design Center to the Designer on the first access to the course*.

**Note:** The *Course Design Center* guides the designer through course building activities.

i. Next to *Wizards*, select each wizard you want to offer the designer of the course.

**Note:** Wizards guide the designer through using tools to build and customize the course.

4. Complete the *Designer Login* 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 *First Name* text box, enter the first name of the course designer. The designer's first name also appears in the *Courses* area of *myWebCT*.

**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the first name of the designer is taken from the global database.

b. In the *Last Name* text box, enter the last name of the course designer. The designer's last name also appears in the *Courses* area of *myWebCT*.

**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the last name of the designer is taken from the global database.

c. In the *Telephone* text box, enter the designer's telephone number.

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- d. In the *Email* text box, enter the designer's e-mail 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* screen appears and you are prompted to confirm the designer for the course.
8. Click **Continue**. The *New Course Success* screen appears.
9. 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 List* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding Terms* on page 85 in this guide.

## CREATING A COURSE BASED ON A TEMPLATE

**Note:** If you are creating a cross-listed course, see *Creating a Cross-Listed Course* on page 55 in this guide.

There are four templates: Simple\*, Basic, Intermediate, and Advanced. For each template, you have the option of presenting the *Course Design Center* to the designer on first access to the course. The *Course Design Center* is an interactive tool that guides designers through adding tools and content to a course. Each template contains the following tools:

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

**Note:** This note applies to SIS users or other institutions that are using the IMS-compliant API to automate course creation. The Simple template is the default template for SIS 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.

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.

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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 List* 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.

**Tip:** If you are creating a cross-listed course, you can add an identifier to the Course ID to help you distinguish it from stand-alone courses ( for example, ENGL100\_clist\_1234200301).
  - b. In the *Course Title* text box, enter a title for the course. The course title appears on the *Course List* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any character.
  - c. In the *Course Description* text box, enter a brief description for the course.
  - d. From the *Term* drop-down list, select the term in which to place the course.

**Note:** If you are creating cross-listed courses, all of the courses must be in the same term.
  - 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.

**Note:** WebCT Campus Edition supports both English ISO 8859-1 and English UTF-8 character sets.
  - g. For *Template*:
    - i. Select *Use Template*.
    - ii. From the *Select Template* drop-down list, select a template.
  - h. If you want the designer to be presented with the *Course Design Center* upon first entry to the course, next to *Course Design Center*, select *Present the Course Design Center to the Designer on the first access to the course*.

**Note:** The *Course Design Center* guides the designer through course building activities.
  - i. Next to *Wizards*, select each wizard you want to offer the designer of the course.

**Note:** Wizards guide the designer through using tools to build and customize the course.
4. Complete the *Designer Login* section.

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- 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 *First Name* text box, enter the first name of the course designer. The designer's first name also appears in the *Courses* area of *myWebCT*.
- Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the first name of the designer is taken from the global database.
- b. In the *Last Name* text box, enter the last name of the course designer. The designer's last name also appears in the *Courses* area of *myWebCT*.
- Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the last name of the designer is taken from the global database.
- c. In the *Telephone* text box, enter the designer's telephone number.
  - d. In the *Email* text box, enter the designer's e-mail 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* screen appears and you are prompted to confirm the designer for the course.
8. Click **Continue**. The *New Course Success* screen appears.
9. 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 List* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding Terms* on page 85 in this guide.

## CREATING A COURSE BASED ON AN EXISTING COURSE

**Note:** If you are creating a cross-listed course, see *Creating a Cross-Listed Course* on page 55 in this guide.

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.

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You have the option of presenting the *Course Design Center* to the designer on first access to the course. The *Course Design Center* is an interactive tool that guides designers through adding 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 List* 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.
  - Tip:** If you are creating a cross-listed course, you can add an identifier to the Course ID to help you distinguish it from stand-alone courses (for example, ENGL100\_clist\_1234200301).
  - b. In the *Course Title* text box, enter a title for the course. The course title appears on the *Course List* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any character.
  - c. In the *Course Description* text box, enter a brief description for the course.
  - d. From the *Term* drop-down list, select the term in which to place the course.

- Note:** If you are creating cross-listed courses, all of the courses must be in the same term.
- e. From the *Category* drop-down list, select the category in which to place the course.

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- f. From the *Language* drop-down list, select the language for the course.

**Note:** WebCT Campus Edition supports both English ISO 8859-1 and English UTF-8 character sets.

- g. For *Template*:

i. Select *Use Existing Course*.

ii. From the *Select Course* drop-down list, select the course that you want to use as a template.

- h. If you want the designer to be presented with the *Course Design Center* upon first entry to the course, next to *Course Design Center*, select *Present the Course Design Center to the Designer on the first access to the course*.

**Note:** The *Course Design Center* guides the designer through course building activities.

- i. Next to *Wizards*, select each wizard you want to offer the designer of the course.

**Note:** Wizards guide the designer through using tools to build and customize the course.

4. Complete the *Designer Login* 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 *First Name* text box, enter the first name of the course designer. The designer's first name also appears in the *Courses* area of *myWebCT*.

**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the first name of the designer is taken from the global database.

- b. In the *Last Name* text box, enter the last name of the course designer. The designer's last name also appears in the *Courses* area of *myWebCT*.

**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the last name of the designer is taken from the global database.

- c. In the *Telephone* text box, enter the designer's telephone number.

- d. In the *Email* text box, enter the designer's e-mail 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* screen appears and you are prompted to confirm the designer for the course.
8. Click **Continue**. The *New Course Success* screen appears.
9. Click **Continue**. The *Course Profile* appears and the course is added to the *Course Table*.
10. To reset the course, see *Resetting Courses* on page 68 in this guide.

**Important:** If you want the course to be listed on the *Course List* page and in users' *myWebCT*, you must display the term containing the course. For instructions, see *Displaying or Hiding Terms* on page 85, in this guide.

## CREATING A CROSS-LISTED COURSE

A cross-listed course is associated with another course (or other courses) and is taught at the same time, with the same instructor, and in the same location. One course is designated as the master course and it contains all of the course content and user information. All course activity takes place in the master course. The other course is designated as an alias course and it contains only a reference to the master course. When users access a cross-listed course, WebCT will re-direct them to the master course.

In the administrator interface's *Course Table*, a master course is marked with an "M" and an alias course is marked with an "A". Each course has a different Course ID. We recommend that you keep a list of cross-listed courses. The list allows you to keep track of cross-listed courses and distinguish them from stand-alone courses.

On *myWebCT*, designers will see courses in which they are registered as follows:

- if the designer is registered in only one course in a cross-listed set, that course (whether the master course or an alias course) is displayed.
- if the designer is registered in more than one course in a cross-listed set, the course in which the designer was first registered (whether the master course or an alias course) is displayed with the alias courses listed below it. The alias courses are marked *Also known as*.

To create cross-listed courses, you must first create the courses and then cross-list them.

**Important:** You should cross-list courses before students start any course activities, such as taking a quiz or submitting an assignment. You must place all courses in the same cross-listed set in the same term.

There are two methods for creating cross-listed courses: (1) create courses using the administrator interface and cross-list them through the IMS API, and (2) create the courses and cross-list them through the IMS API.

### **Method 1: Create courses through the administrator interface and cross-list them through the IMS API**

1. From the administrator interface, create each course for the cross-listed set. For more information on creating courses, see:
  - *Creating a Blank Course* on page 47.
  - *Creating a Course Based on a Template* on page 49.
  - *Creating a Course Based on an Existing Course* on page 52.
2. From the IMS API, cross-list the courses. For instructions, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

### **Method 2: Create the courses and cross-list them through the IMS API**

For instructions, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

## **CREATING A COURSE FOR THE GETTING STARTED TUTORIAL**

The *Getting Started Tutorial* introduces the basic course elements of WebCT CE to new designers. It requires that you set up a course for training purposes. You need to:

- create a new category to store the tutorial courses.
- create a blank tutorial course for each new designer.

**Note:** Obtain the designer's WebCT ID before proceeding. You will need to enter it when you create the course.

### **Creating a Getting Started Tutorial category**

**Note:** If you have already created an applicable category, go to *Creating a Tutorial course* on page 56.

1. From the *Admin* toolbar, click **Course Mgmt.** The *Course Mgmt* toolbar appears.
2. From the *Course Mgmt* toolbar, click **Categories.** The *Categories* screen appears.
3. From the *Categories* toolbar, click **Add.** The *Category Addition* screen appears.
4. In the *Add category* text box, enter: Getting Started Tutorial
5. Click **Add.** The *Categories* screen appears and the new category is added to the table.
6. From the *Categories* toolbar, click **Admin.** The *Admin* toolbar appears.
7. Go to the next procedure.

### **Creating a Tutorial course**

Ensure that you create the course as outlined below as the lessons in the tutorial are based on these settings.

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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 following identifier for the course: tutorial\_x where “x” is a unique variable of your choice. You may want to use a number or the designer’s last name.
  - b. In the *Course Title* text box, enter: Introduction to Internet Communications
  - c. In the *Course Description* text box, enter: Getting Started Tutorial course
  - d. From the *Terms* drop-down list, select *Default Term.*
  - e. From the *Category* drop-down list, select *Getting Started Tutorial.*
  - f. From the *Language* drop-down list, select the language for the course.
  - g. For *Template*, select *Use Blank Course.*

**Important:** Do not select a template. The user will not be able to complete the lessons in the tutorial.

- h. For *Course Design Center*, ensure that the check box is selected.
  - i. For *Wizards*, ensure that all check boxes are selected.
4. Under *Designer Login*, 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 remaining two sections, *Designer Information* and *Additional Information*, if desired. This information appears only in the *Course Profile.*
6. Click **Continue.** The *New Course* screen appears requesting confirmation that the designer be assigned to the course.
7. Click **Continue.** The *New Course Success* screen appears.
8. Click **Continue.** The *Course Profile* screen appears and the course is added to the *Course Table.*

**Important:** Ensure that each time you create a new blank tutorial course that you designate a unique Course ID.

Be aware that as you create tutorial courses, your available disk space is being reduced. Plan to take the necessary steps to address this.

## **MODIFYING COURSE INFORMATION**

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This section contains the following topics:

- *Converting the Course Character Set* on page 58
- *Changing a Course ID* on page 60
- *Moving a Course to a Different Category* on page 62
- *Moving a Course to a Different Term* on page 62
- *Changing a Course Title* on page 63
- *Editing the Designer's Name, Telephone Number, or E-mail Address* on page 63
- *Changing the Designer's Password* on page 63
- *Assigning a Designer to a Course* on page 64
- *Determining the Primary Designer* on page 65
- *Changing the Primary Designer* on page 65

## CONVERTING THE COURSE CHARACTER SET

You may need to convert the character set if a course is in the ISO-8859-1 character set, if you need to display multilingual content, or if a course was originally created in the wrong character set. You can convert an existing course from the ISO-8859-1 to the UTF-8 character set.

**Important:** You should convert the character set before students start any course activities, such as taking a quiz or submitting an assignment.

It is also possible to convert a course from the UTF-8 to the ISO-8859-1 character set but the conversion is limited and characters may be lost.

If a course contains content files in a different character set, the designer must convert the content files separately before the course itself is converted. For example, if a course is to be converted from ISO-8859-1 to the UTF-8 character set and it contains content files in the Arabic character set, the designer must first convert the content files from Arabic to UTF-8. After the course is converted to UTF-8, the designer can upload the content files (now in the UTF-8 character set) to the course again.

**Note:** If the course was originally in the UTF-8 character set, the designer can use WebCT's *Convert Character Set* feature to convert the content files; otherwise, the designer must convert the content files by some other means.

Uploaded content files in the course can also be converted as long as they are in one of the following file formats:

- text (.txt)
- HTML (.htm and .html)
- comma separated values (.csv)

**Warning:**

- *Mail and Discussions* attachments cannot be converted and may not be viewable after the character set is converted.
- Converting from UTF-8 to ISO-8859-1 is limited and characters may be lost.

This section contains the following topics:

- *To convert the course character set on a Microsoft Windows operating system on page 59*
- *To convert the course character set on a UNIX operating system on page 59*

### **To convert the course character set on a Microsoft Windows operating system**

1. Change the directory to:  
`<webct_install_directory>\webct\webct\generic\bin`
2. Type:  
`convert_charset_of_course <course_id> <character_set>`

where

`<course_id>` This is the WebCT Course ID.

`<character_set>` This is the character set that you are converting to. The options are either `iso-8859-1` or `utf-8` and must be in lower case.

#### **Example 1**

The following example converts the course character set to ISO-8859-1:

```
convert_charset_of_course ENGL100 iso-8859-1
```

#### **Example 2**

The following example converts the course character set to UTF-8:

```
convert_charset_of_course MATH200 utf-8
```

### **To convert the course character set on a UNIX operating system**

1. Change the directory to:  
`<webct_install_directory>/webct/webct/generic/bin`
2. Type:  
`./convert_charset_of_course <course_id> <character_set>`

where:

`<course_id>` is the WebCT Course ID.

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`<character_set>` is the character set that you are converting to. The options are either `iso-8859-1` or `utf-8` and must be in lower case.

### Example 1

The following example converts the course character set to ISO-8859-1:

```
./convert_charset_of_course ENGL100 iso-8859-1
```

### Example 2

The following example converts the course character set to UTF-8:

```
./convert_charset_of_course MATH200 utf-8
```

## 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 List* 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 List* page, the *Courses* area of *myWebCT*, and the course *Menu Bar*. The title can contain any character.
  - c. In the *Course Description* text box, enter a brief description for the course.
  - d. From the *Term* drop-down list, select the term in which to place the course.

**Note:** If you are creating cross-listed courses, all of the courses must be in the same term.

- 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.

**Note:** WebCT Campus Edition supports both English ISO 8859-1 and English UTF-8 character sets.

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- g. For *Template*:
  - i. Select *Use Existing Course*.
  - ii. From the drop-down list, select the course whose Course ID you want to change.
- h. If you want the designer to be presented with the *Course Design Center* upon first entry to the course, next to *Course Design Center*, select *Present the Course Design Center to the Designer on the first access to the course*.

**Note:** The *Course Design Center* guides the designer through course building activities.

- i. Next to *Wizards*, select each wizard you want to offer the designer of the course.

**Note:** Wizards guide the designer through using tools to build and customize the course.

- 4. Complete the *Designer Login* 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 *First Name* text box, enter the first name of the course designer. The designer's first name also appears in the *Courses* area of *myWebCT*.

**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the first name of the designer is taken from the global database.
  - b. In the *Last Name* text box, enter the last name of the course designer. The designer's last name also appears in the *Courses* area of *myWebCT*.

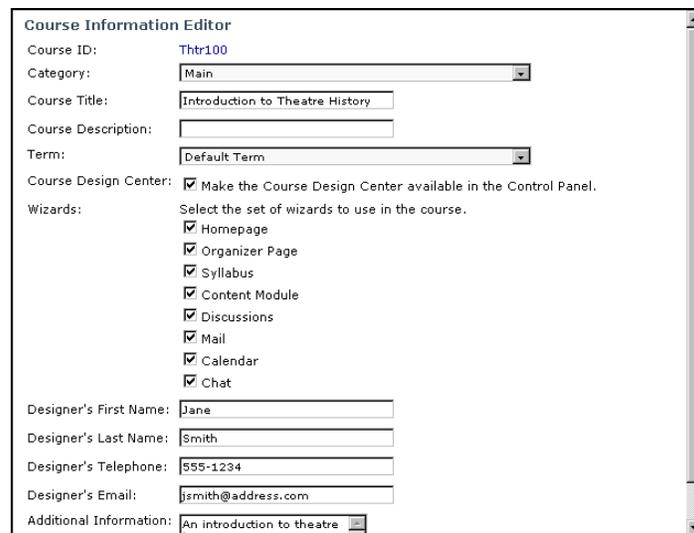
**Note:** If you specified a WebCT ID under *Designer Login*, this field is ignored and the last name of the designer is taken from the global database.
  - c. In the *Telephone* text box, enter the designer's telephone number.
  - d. In the *Email* text box, enter the designer's e-mail address.
  - e. In the *Additional Information* section, enter any additional information. This information appears only in the *Course Profile*.
- 6. Click **Continue**. The *New Course* screen appears and you are prompted to confirm the designer for the course.
- 7. Click **Continue**. The *New Course Success* screen appears.

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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*, click the old course. The *Course Profile* for the old course appears.
10. On the *Course Profile* screen, click **Delete Course**. A warning message appears.
11. Click **OK**. A second warning message appears.
12. Click **OK**. The *Delete Course Success* screen appears and the old course is deleted.

## 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 ID: Thtr100

Category: Main

Course Title: Introduction to Theatre History

Course Description:

Term: Default Term

Course Design Center:  Make the Course Design Center available in the Control Panel.

Wizards: Select the set of wizards to use in the course.

Homepage

Organizer Page

Syllabus

Content Module

Discussions

Mail

Calendar

Chat

Designer's First Name: Jane

Designer's Last Name: Smith

Designer's Telephone: 555-1234

Designer's Email: jsmith@address.com

Additional Information: An introduction to theatre

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

You can move a course from one term to another.

**Note:** If you are moving a cross-listed course, all of the courses in the cross-listed set should be moved to the same term.

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

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2. In the *Course Table*, click the course that you want to move. The *Course Profile* screen appears.
3. From the *Course Profile* screen, click **Modify Course Info**. The *Course Information Editor* screen appears.
4. From the *Term* drop-down list, select the term to which you want to move the course.
5. Click **Continue**. The course is moved and the *Course Profile* is updated.

## CHANGING A COURSE TITLE

The course title appears on the *Course List* 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 E-MAIL 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 e-mail 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 designer, entering a new password changes the 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. Each subsequent designer added to a course becomes a secondary 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* on page 123 in this guide).

**Note:** In a cross-listed course, there is no distinction between a primary designer and a secondary designer. When a designer is assigned to one cross-listed course, they have designer access to all courses in the set, with access to all student and TA records. Similarly, when a TA is assigned to one cross-listed course, they also have TA access to all courses in the set, with access to all student 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. Query the global database for the designer you want to assign to the course. For example, to search for a designer by last name:
  - a. From the *Criteria* drop-down list, select *Last Name*.
  - b. From the *Comparison* drop-down list, select *Equals*.
  - c. In the *Value* 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 user.
5. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
6. Click **Add**. The *Course Addition* screen appears showing the courses that are not currently in the user's course list.
7. Select the courses that you want to add to the user's course list.

**Tip:** To select multiple courses, hold down the CTRL key while selecting the courses. For Mac users, hold down the Apple key.

8. Click **Add**. The *Course Addition* screen appears.
9. 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.

**Note:** There are no primary designers for cross-listed courses; all designers assigned to cross-listed courses are shared access designers.

10. Click **Done**. The *User Records* screen appears.

## DETERMINING THE PRIMARY DESIGNER

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

**Note:** In cross-listed courses, there is no primary designer; instead, all designers are shared access designers.

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 view the designer information. The *Course Profile* screen appears.
3. Verify the information next to *Designer's WebCT ID*:
  - By default, if there is only one WebCT ID, that designer is the primary designer, except in the case of a cross-listed course where all designers are shared access designers.
  - if there is more than one WebCT ID, (*primary*) appears after the WebCT ID of the primary designer, except in the case of a cross-listed course where all designers are shared access designers.
  - if the designer has not been established yet, under *Designer's Email*, *Designer is "orphan"* (*has no WebCT ID*) appears.

## CHANGING THE PRIMARY DESIGNER

**Note:** In a cross-listed course, there is no distinction between a primary designer and a secondary 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* on page 123 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 *Criteria* drop-down list, select *Last Name*.
  - b. From the *Comparison* drop-down list, select *Equals*.
  - c. In the *Value* 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*, *User Types*, and *Status*.
6. From the *Course List Editor* table, select the courses from which you want to remove the designer.
7. From the *Course List Editor* screen, click **Delete**. A warning message appears.
8. Click **OK**. A second warning message appears.
9. Click **OK**. The *Course List Editor* screen is updated.

### **To select the new primary designer**

1. From the *User Mgmt* toolbar, click **Query**. The *Query* toolbar appears.
2. Query the global database for the user to be assigned as the new primary designer. The *User Records* screen appears.
3. From the *User Records* table, select the user.
4. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
5. Click **Add**. The *Course Addition* screen appears, displaying all courses that are not in the user's course list.
6. Select the courses that you want to add to the user's course list, and click **Add**.  
  
**Tip:** To select multiple courses, hold down the CTRL key while selecting the courses. For Mac users, hold down the Apple key.
7. Under *User Type*, select *Designer*, and click **Add**. The *Course List Editor* screen is updated.
8. Click **Done**.

## **DELETING COURSES**

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This section contains the following topics:

- *Deleting Courses* on page 67
- *Deleting Cross-Listed Courses* on page 67
- *Deleting Cross-Listed Relationships* on page 68

## DELETING COURSES

You can delete a course from the WebCT 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. On the *Course Profile* screen, click **Delete Course.** A warning message appears.
4. Click **OK.** A second warning message appears.
5. Click **OK.** The *Delete Course Success* screen appears.

## DELETING CROSS-LISTED COURSES

You can delete either a master course or an alias course from a set of cross-listed courses. If you delete an alias course, it will no longer be associated to the master course or other alias courses. In addition, all user information is moved from the deleted alias course to the master course. If you delete a master course, all course content and user information is moved to an alias course. The alias course then becomes the master course.

**Important:** It is strongly recommended that you delete alias courses before the master course, as this requires less data migration. If you want to delete the cross-listed relationships in a set of cross-listed courses, but keep the courses as stand-alone courses, see the next section, *Deleting Cross-Listed Relationships.*

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.
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.
6. Click **Continue.** The *Course Management* screen appears.

## DELETING CROSS-LISTED RELATIONSHIPS

You can delete the cross-listed relationships in a set of cross-listed courses through the IMS API. Once the cross-listed relationships are deleted, each course becomes a stand-alone course, with content and student data intact. For more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

## RESETTING COURSES

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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 name of the category that contains the courses that you want to reset. The *Reset Courses* table expands to show all the courses in the category.
4. Select the courses 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

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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.

The *Server Usage* table contains the following information:

<i>Course</i>	The Course ID.
<i>Users</i>	The number of students and TAs that have been added to the course.
<i>Files: Course</i>	The amount of disk space taken up by the files in the <i>My-Files</i> folder in <i>Manage Files</i> . The designer has uploaded these files to the course.
<i>Files: Internal</i>	The amount of disk space used by course tools, such as <i>Manage Students</i> and <i>Discussions</i> .

<i>Files: Backups</i>	The amount of disk space used by course backups. Setting a <i>Backup Limit</i> can save disk space. See <i>Limiting the Number of Course Backups</i> on page 88 in this guide.
<i>Total Space</i>	The total <i>Course</i> , <i>Internal</i> , and <i>Backup</i> file space.

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

## **BACKING UP AND RESTORING COURSES**

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This section contains the following topics:

- *Backing Up Courses* on page 69
- *Restoring Courses* on page 70
- *Restoring Courses on a Partitioned Server* on page 72
- *Backing Up Cross-Listed Courses* on page 75
- *Restoring Cross-Listed Courses* on page 76
- *Deleting Course Backup Files* on page 79

You can back up courses for general maintenance or if you want to re-use them for another session. You can also back up courses to migrate them to another operating system, but you cannot upload or download course backup files in the administrator interface. You can do this 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 backup files to another server or storage device.

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

### **BACKING UP COURSES**

You can back up courses on the WebCT server for general maintenance or if you want to re-use them for another session. The backup files are saved in the directory `<webct_install_directory>/webct/webct/generic/admin/backup`.

**Note:** If you want to back up cross-listed courses, see *Backing Up Cross-Listed Courses* on page 75 in this guide.

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.

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- 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 each course that you want to back up.
5. Click **Continue**. The *Backup Courses Confirmation* screen appears.
  6. Click **Continue**. A warning message appears.
  7. Click **OK**. A confirmation screen appears, displaying the filename of the course backup. **Note:** The filename format is `CourseID_MonthDay_Time.zip`  
Example: `Bio101_Dec6_1618.zip`.
  8. Click **Continue**. The *Course Management* screen appears.

## RESTORING COURSES

### Notes:

- If you want to restore courses on a WebCT server that is partitioned, see *Restoring Courses on a Partitioned Server* on page 72 in this guide.
- If you want to restore cross-listed courses, see *Restoring Cross-Listed Courses* on page 76 in this guide.

You can restore a course backup and re-use the course content for another session. By default, the restored course contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and course content from the backup. The restored course also contains the *Last Name*, *First Name*, and *UserID* fields for every student, their course access, and their status (whether they are an orphan user or have a global database record). **Note:** If you restore a course backup from an earlier version of WebCT Campus Edition, the restored course is automatically converted to the current version.

For instructions, see *To restore a course backup* on page 71.

You can also restore a course with one of the following optional features:

- *Restore a course backup and reset the restored course (Optional)* on page 70
- *Restore a course backup over an existing course (Optional)* on page 71
- *Restore a course backup over an existing course and reset the restored course (Optional)* on page 71

### Restore a course backup and reset the restored course (Optional)

You can restore a course backup and reset the restored course, so that it does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

For instructions, see *To restore a course backup* below.

### Restore a course backup over an existing course (Optional)

You can restore a course backup over an existing course. The restored course contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and content from the backup.

For instructions, see *To restore a course backup* below.

### Restore a course backup over an existing course and reset the restored course (Optional)

You can restore a course backup over an existing course and reset the restored course, so that it does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

For instructions, see *To restore a course backup* below.

### To restore a course backup

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 course backup files.
4. Select each course that you want to restore.
5. Under *Restore Options*, select the restore option you want:
  - (Optional) To restore the course backup and reset the restored course, select *Reset restored course.*
  - (Optional) To restore the course backup over an existing course, select *Restore over existing course.*
  - (Optional) To restore the course backup over an existing course and reset the restored course, select both *Reset restored course* and *Restore over existing course.*
6. 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
Thtr100_Jan24_1537.zip	Thtr100_1	

7. From the *Restore to category* drop-down list, select the category.

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8. From the *Restore to term* drop-down list, select the term.
9. 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 *Restore over existing course*, the Course ID is for the new course that will be created when the course backup is restored.

10. In the *Designer WebCT ID* column, do one of the following:
  - If you want to assign a designer for the restored course, 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.
11. Click **Continue**. The course backup is restored.
12. Click **Continue**. The *Course Management* screen appears.
13. If you restored a course from an earlier version of WebCT, the course databases will automatically upgrade to the WebCT Campus Edition 4.0 format when students start logging in. To reduce the load on the server when the course starts, we recommend that you upgrade the course databases to the WebCT Campus Edition 4.0 format at one time. For more information, see *Upgrading Course Databases to the WebCT Campus Edition 4.0 Format* on page 79 in this guide.

## RESTORING COURSES ON A PARTITIONED SERVER

You can restore a course backup and re-use the course content for another session. By default, the restored course contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and course content from the backup. The restored course also contains the *Last Name*, *First Name*, and *UserID* fields for every student, their course access, and their status (whether they are an orphan user or have a global database record).

**Note:** If you restore a course backup from an earlier version of WebCT Campus Edition, the restored course is automatically converted to the current version. For instructions, see *To restore a course backup on a partitioned server* on page 73.

You can also restore a course with one of the following optional features:

- *Restore a course backup and reset the restored course on a partitioned server (Optional)* on page 73
- *Restore a course backup over an existing course on a partitioned server (Optional)* on page 73

- *Restore a course backup over an existing course and reset the restored course on a partitioned server (Optional)* on page 73

### **Restore a course backup and reset the restored course on a partitioned server (Optional)**

You can restore a course backup and reset the restored course, so that it does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

Restore a course backup over an existing course on a partitioned server (Optional)  
You can restore a course backup over an existing course. The restored course contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and content from the backup.

### **Restore a course backup over an existing course and reset the restored course on a partitioned server (Optional)**

You can restore a course backup over an existing course and reset the restored course, so that it does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

### **To restore a course backup on a partitioned server**

1. Using a text editor:
  - a. Create a new document.
  - b. In the document, type the number one (1).
2. Save the file in  
`<webct_install_directory>/webct/webct/generic/admin/=>`  
setting, with the filename `copy_unlink`.
3. Using the administrator interface, from the *Admin* toolbar, click **Course Mgmt**. The *Course Mgmt* toolbar appears.
4. From the *Course Mgmt* toolbar, click **Backups**. The *Backups* toolbar appears.
5. From the *Backups* toolbar, click **Restore**. The *Restore Courses* screen appears, displaying a list of course backup files.
6. Select each course that you want to restore.
7. Under *Restore Options*, select the restore option you want:
  - (Optional) To restore the course backup and reset the restored course, select *Reset restored course*.
  - (Optional) To restore the course backup over an existing course, select *Restore over existing course*.

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- (Optional) To restore the course backup over an existing course and reset the restored course, select both *Reset restored course* and *Restore over existing course*.
8. 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
Thtr100_Jan24_1537.zip	Thtr100_1	

9. From the *Restore to category* drop-down list, select the category.
10. From the *Restore to term* drop-down list, select the term.
11. 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 *Restore over existing course*, the Course ID is for the new course that will be created when the course backup is restored.
12. In the *Designer WebCT ID* column, do one of the following:
- If you want to assign a designer for the restored course, 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.
13. Click **Continue**. The course backup files are restored.
14. Click **Continue**. The *Course Management* screen appears.
15. If you restored a course from an earlier version of WebCT, the course databases will automatically upgrade to the WebCT Campus Edition 4.0 format when students start logging in. To reduce the load on the server when the course starts, we recommend that you upgrade the course databases to the WebCT Campus Edition 4.0 format at one time. For instructions, see the section, *Upgrading Course Databases to the WebCT Campus Edition 4.0 Format* on page 79 in this guide.

## BACKING UP CROSS-LISTED COURSES

You can back up cross-listed courses on the WebCT server for general maintenance or if you want to re-use them for another session. All course backup files are automatically saved in the directory

<webct\_install\_directory>/webct/webct/generic/admin/backup.

However, you may want to create a directory within the `admin/backup` directory and move the cross-listed course backup files to it. Storing the cross-listed course backup files in a separate directory can help you distinguish them from stand-alone course backup files. When you restore the course backup, you must move the backup file to the `admin/backup` directory again.

**Important:** If you attempt to back up one or more courses in a cross-listed set, only one backup of the master course is created.

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. Click the category containing the cross-listed courses that you want to back up. The courses are displayed.
5. Select a course in the cross-listed set to back up.
6. Click **Continue**. The *Backup Courses Confirmation* screen appears.
7. If you selected the master course, the name of the master course is displayed. Only the master course will be backed up.
8. If you selected an alias course, both the master course name and the selected alias course name are displayed. Only the master course will be backed up.
9. If you selected more than one alias course, both the master course name and the selected alias course names are displayed. Only the master course will be backed up.
10. Click **Continue**. A warning message appears.
11. Click **OK**. A confirmation screen appears, displaying the filename of the course backup. **Note:** The filename format is `CourseID_MonthDay_Time.zip`  
**Example:** `Bio101_Dec6_1618.zip`.
12. Click **Continue**. The *Course Management* screen appears.

## RESTORING CROSS-LISTED COURSES

You can restore a course backup and re-use the course content for another session. By default, the restored course is stand-alone and contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and course content from the backup. The restored course also contains the *Last Name*, *First Name*, and *UserID* fields for every student, their course access, and their status (whether they are an orphan user or have a global database record). However, designers who were assigned to a cross-listed course are not restored to the new course automatically. When you restore the course, you must specify a designer.

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

For instructions, see *To restore a cross-listed course backup* on page 77.

You can also restore a course with one of the following optional features:

- *Restore a cross-listed course backup and reset the restored course (Optional)* on page 76
- *Restore a cross-listed course backup over an existing course (Optional)* on page 76
- *Restore a cross-listed course backup over an existing course and reset the restored course (Optional)* on page 77

### Restore a cross-listed course backup and reset the restored course (Optional)

You can restore a cross-listed course backup and reset the restored course. The restored course is stand-alone and does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

### Restore a cross-listed course backup over an existing course (Optional)

You can restore a cross-listed course backup over an existing course. The restored course contains the student list, *Quiz* and *Assignment* grades, *Discussions* topics, *Mail* messages, and content from the backup.

If both the course backup and existing course contain the same cross-listed relationships (the same number of courses with the same Course IDs), the restored course is also cross-listed. WebCT maps all users in the cross-listed backup set to courses in the existing cross-listed set. For example, if you are restoring a cross-listed course backup of ENG100, which is cross-listed with ENG200 and ENG300 and there are users in all of them, then the existing course must also have a course ID of ENGL100 and must also be cross-listed to two other courses with Course IDs of ENG200 and ENG300.

However, if the existing course does not contain the same cross-listed relationships as the course backup or if the existing course is stand-alone, the restored course is stand-alone.

**Note:** You cannot restore a stand-alone course backup over a cross-listed course. If you want to use content from a stand-alone course backup, you must use the *Course Functions* feature in *myWebCT* and, as a designer, restore the course with the option *Restore (keep students)*.

### **Restore a cross-listed course backup over an existing course and reset the restored course (Optional)**

You can restore a cross-listed course backup over an existing course and reset the restored course, so that it does not contain student or teaching assistant data, such as the student list, *Quiz* and *Assignment* grades, *Discussions* topics, and *Mail* messages. However, the restored course contains content from the backup.

If both the course backup and existing course contain the same cross-listed relationships (the same number of courses with the same Course IDs), the restored course is also cross-listed. WebCT maps all users in the cross-listed backup set to courses in the existing cross-listed set. For example, if you are restoring a cross-listed course backup of ENG100, which is cross-listed with ENG200 and ENG300 and there are users in all of them, then the existing course must also have a course ID of ENG100 and must also be cross-listed to two other courses with Course IDs of ENG200 and ENG300. However, if the existing course does not contain the same cross-listed relationships as the course backup or if the existing course is stand-alone, the restored course is stand-alone.

**Note:** You cannot restore a stand-alone course backup over a cross-listed course. If you want to use content from a stand-alone course backup, you must use the *Course Functions* feature in *myWebCT* and, as a designer, restore the course using the option *Restore (keep students)*.

### **To restore a cross-listed course backup**

**Important:** All course backup files are automatically saved in the directory `<webct_install_directory>/webct/webct/⇒generic/admin/backup`. However, if you created a directory within the `admin/backup` directory and moved the cross-listed course backup files to it, before you can restore a course backup, you must move the backup file to the `admin/backup` directory again.

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 course backup files.
4. Select each course that you want to restore.
5. Under *Restore Options*, you can select a restore option:
  - (Optional) To restore the course backup and reset the restored course, select *Reset restored course*.

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- (Optional) To restore the course backup over an existing course, select *Restore over existing course*.
- (Optional) To restore the course backup over an existing course and reset the restored course, select both *Reset restored course* and *Restore over existing course*.

6. 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
Thtr100_Jan24_1537.zip	Thtr100_1	

7. From the *Restore to category* drop-down list, select the category.
8. From the *Restore to term* drop-down list, select the term.
9. 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 is restored.

10. In the *Designer WebCT ID* column, do one of the following:
  - 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.
11. Click **Continue**. The course backup files are restored.
12. Click **Continue**. The *Course Management* screen appears.

13. If you restored a course from an earlier version of WebCT, the course databases will automatically upgrade to the WebCT Campus Edition 4.0 format when students start logging in. To reduce the load on the server when the course starts, we recommend that you upgrade the course databases to the WebCT Campus Edition 4.0 format at one time. For instructions, see the section, *Upgrading Course Databases to the WebCT Campus Edition 4.0 Format* on page 79 in this guide.

## DELETING COURSE BACKUP FILES

You can delete course backup files on your WebCT server.

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 files 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.

## UPGRADING COURSE DATABASES TO THE WEBCT CAMPUS EDITION 4.0 FORMAT

If you restore courses from an earlier version of WebCT, the course databases will automatically upgrade to the WebCT Campus Edition 4.0 format when students start logging in. To reduce the load on the server when the courses start, we recommend that you use the following steps to upgrade the course databases to the WebCT Campus Edition 4.0 format at one time.

- If you are using a UNIX operating system, see *To upgrade course databases to the WebCT Campus Edition 4.0 format (UNIX)* on page 79.
- If you are using a Windows operating system, see *To upgrade course databases to the WebCT Campus Edition 4.0 format (Windows)* on page 80.

**Note:** This is an optional, but recommended, procedure. If you do not perform this procedure, course databases will automatically upgrade to the WebCT Campus Edition 4.0 format when students log in to the courses.

### To upgrade course databases to the WebCT Campus Edition 4.0 format (UNIX)

1. Change the directory by typing:  

```
cd <webct_install_directory>/webct/webct/generic/bin
```
2. Do one of the following:

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- To upgrade all course databases to the WebCT Campus Edition 4.0 format, type:  
`./run_upgrades.pl`

This may take 10 to 30 minutes to complete.

- To upgrade the course databases of a specific course to the WebCT Campus Edition 4.0 format, type:

```
./run_upgrades.pl <course_ID>
```

The course databases are upgraded.

**To upgrade course databases to the WebCT Campus Edition 4.0 format (Windows)**

1. Open a command window:
  - a. In Windows, click **Start** and then click **Run**. The *Run* dialog box appears.
  - b. In the *Run* dialog box, type: `cmd` and press `Enter`. A command window appears.

2. Change the directory by typing:

```
cd <webct_install_directory>\webct\webct\generic\bin
```

3. Do one of the following:

- To upgrade all course databases to the WebCT Campus Edition 4.0 format, type:

```
run_upgrades.pl
```

This may take 10 to 30 minutes to complete.

- To upgrade the course databases of a specific course to the WebCT Campus Edition 4.0 format, type:

```
run_upgrades.pl <course_ID>
```

The course databases are upgraded.

## COURSE CATEGORIES

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This section contains the following topics:

- *Adding Categories* on page 81
- *Editing Categories* on page 81
- *Moving a Course to a Different Category* on page 82
- *Hiding or Revealing Categories* on page 82
- *Deleting Categories* on page 83

*Categories*, used in conjunction with *Terms*, are used to group courses in the *Course Table* and on the *Course List* 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 List* page.

The URL for the *Course List* 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.

### EDITING CATEGORIES

You can change or edit the name of a category.

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 **Edit**. The *Edit Category* screen appears.
4. From the *Edit Category* drop-down list, select the category name that you want to edit.

5. In the *New Category Name* text box, enter the new name, and click **Edit**. The *Categories* screen appears displaying the new category name.

## 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 updated.

## HIDING OR REVEALING CATEGORIES

When you hide a category, all courses within that category are hidden from the *Course List* page. 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
```

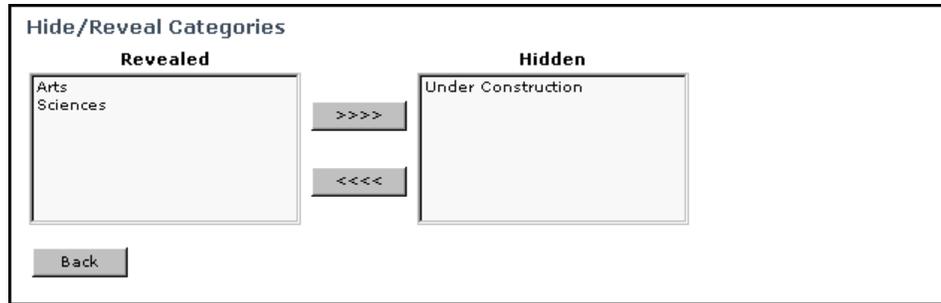
URL for *Homepage*

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

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4. 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.

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

## TERMS

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This section contains the following topics:

- *Adding a Term* on page 84
- *Editing Term Information* on page 84
- *Moving a Term* on page 85
- *Displaying or Hiding Term* on page 85
- *Hiding term* on page 86
- *Deleting Term* on page 87
- *Moving a Course to a Different Term* on page 87

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*Terms*, used in conjunction with *Categories*, are used to organize courses in the *Course Table* and on the *Course List* 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 List* page is:

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

## ADDING 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 **Add.** The *Add Term* screen appears.
4. In the *Term Name* text box, enter a name for the term.
5. Under *Term Start Date*:
  - If you do not want to specify a start date for the term, select *No start date*.
  - If you want to specify a start date for the term, select *Term Start Date* and set the starting date.
6. Under *Term End Date*:
  - If you do not want to specify an end date for the term, select *No end date*.
  - If you want to specify an end date for the term, select *Term End Date* and set the ending date.
7. 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 List* page, in users' *myWebCT*, or in both areas, see *Displaying or Hiding Terms* on page 85 in this guide.

## 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 term list, select the term you want to edit.
4. Under *Term Options*, select *Edit term information* and click **Go.** The *Edit Term* screen appears.

**Tip:** You can also access the *Edit Term* screen by clicking the link for the term on the *Terms* screen.

5. Edit the term information.

6. Click **Update**. The term information is updated.

## MOVING A TERM

By default, terms appear in the *Course Table*, *Course List* 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.
3. 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 number of levels to move.
  - c. Click **Go**. The term is moved up.
4. 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 number of levels to move.
  - c. Click **Go**. The term is moved down.

## DISPLAYING OR HIDING TERMS

You can display or hide terms and their courses on the *Course List* page, users' *myWebCT*, or 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 terms on the Course List

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.

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4. Under *Global Term Settings*, select the appropriate term setting. For example, if the terms that you want to display are currently in progress, you select *Display current terms*.
5. Under *Course Listing Settings*, select the terms that you want to display.
6. Click **Update**.

### **Displaying terms on myWebCT**

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.
4. Under *Global Term Settings*, select the appropriate term setting. For example, if the terms that you want to display are currently in progress, you select *Display current terms*.
5. Under *myWebCT Settings*, for each user type, select the terms that you want to display.
6. Click **Update**.

### **Displaying terms on both the Course List and myWebCT**

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.
4. Under *Global Term Settings*, select the appropriate term setting. For example, if the terms that you want to display are currently in progress, you select *Display current terms*.
5. Under *Course Listing Settings*, select the terms that you want to display.
6. Under *myWebCT Settings*, for each user type, select the terms that you want to display.
7. Click **Update**.

### **Hiding terms from the Course List**

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.
4. Under *Global Term Settings*, clear the appropriate global term setting. For example, if the terms that you want to hide are currently in progress, you clear *Display current terms*.
5. Under *Course Listing Settings*, clear the terms that you want to hide.
6. Click **Update**.

## Hiding terms from myWebCT

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.
4. Under *Global Term Settings*, clear the appropriate term setting. For example, if the terms that you want to hide are currently in progress, you clear *Display current terms.*
5. Under *myWebCT Settings*, for each user type, clear the terms that you want to hide.
6. Click **Update.**

## Hiding terms from both the Course Listing and myWebCT

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.
4. Under *Global Term Settings*, clear the appropriate term setting. For example, if the terms that you want to hide are currently in progress, you clear *Display current terms.*
5. Under *Course Listing Settings*, clear the terms that you want to hide.
6. Under *myWebCT Settings*, for each user type, clear the terms that you want to hide.
7. Click **Update.**

## DELETING TERMS

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 only delete 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

You can move a course from one term to another.

**Note:** If you are moving a cross-listed course, all of the courses in the cross-listed set should be moved to the same term.

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. From the *Course Profile* screen, click **Modify Course Info**. The *Course Information Editor* screen appears.
4. From the *Term* drop-down list, select the term to which you want to move the course.
5. Click **Continue**. The course is moved and the *Course Profile* is updated.

## CONFIGURING THE COURSE SETTINGS

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This section contains the following topics:

- *Limiting the Number of Course Backups* on page 88
- *Allowing Designers to Choose Course Colors* on page 89
- *Choosing the Menu Bar* on page 89
- *Allowing Designers to Use WebDAV Clients* on page 90
- *Setting Equation Editor Options* on page 90
- *Enabling or Disabling the HTML Editor* on page 91
- *Specifying the Default Wizards to Use When Creating New Courses* on page 91
- *Setting the Default Availability for the Course Design Center* on page 92
- *Selecting the Way Student Names Are Display* on page 93
- *Selecting Which Student Names Display in Student Homepages* on page 95
- *Selecting Which Student Names Display in Student Presentations* on page 95
- *Selecting Whether Students See the Class List in Mail* on page 95
- *Selecting Whether Students See Members of Their Private Topics in Discussions* on page 96

## 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.

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2. From the *Course Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Next to *Backup Limit*, from the *Number of backups per course* drop-down list, select the number of backups allowed.
4. Scroll to the bottom of the screen and click **Update**. The *Backup Limit Success* screen appears.
5. Click **Continue**. The *Course Management* 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 more information, see *Setting Course Colors* on page 167 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. Next to *Course Color*, select *Allow designers to change Menu Bar and Course Menu colors*.
4. Scroll to the bottom of the screen and click **Update**. The *Course Color Success* screen appears.
5. Click **Continue**. The *Course Management* 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*.

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. Next to *Menu Bar*, select the version:
  - If you want a larger *Menu Bar*, select *Use normal version*.
  - If you want to increase the content area, select *Use compressed version*.
4. Scroll to the bottom of the screen and click **Update**. The *Menu Bar Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

## ALLOWING DESIGNERS TO USE WEBDAV CLIENTS

You can allow designers to use WebDAV clients. This option will allow designers to upload and download multiple files from their local computer.

**Note:** To find WebDAV URLs, designers should click the **WebDAV info** link on their *myWebCT*. Instructions for enabling WebDAV on the client side are provided in *myWebCT Help*.

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. Next to *Publishing*, select *Allow designers to use WebDAV clients*.
4. Scroll to the bottom of the screen and click **Update**. The *Publishing Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

**Note:** To allow designers to use WebDAV clients, you must restart your server.

6. Restart your server.

## SETTING EQUATION EDITOR OPTIONS

The WebEQ™ Equation Editor allows designers and students to create, view, and edit complex mathematical equations and include them in WebCT content. The equations are encoded in a mark-up language known as MathML (.mml), which can be displayed on the Web. Designers can also import and export equations. The WebEQ Equation Editor is available from *Content Module*, *Discussions*, *Mail*, *Manage Files*, and *Quiz*.

You can either enable or disable the Equation Editor for all courses or allow designers to display or hide the Equation Editor in their course.

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. Next to *Equation Editor*, select one of the following options:
  - To show the Equation Editor in all courses, select *Show the equation editor in all courses*.
  - To hide the Equation Editor in all courses, select *Hide the equation editor from all courses*.
  - To allow designers to hide the Equation Editor in their courses, select *Allow designers to hide the equation editor within a course*.
4. Scroll to the bottom of the screen and click **Update**. The *Equation Editor Success* screen appears.

5. Click **Continue**. The *Course Management* screen appears.

**Note:** To improve response time when using the WebEQ Equation Editor, we recommend that designers and students download WebEQ Equation Editor from WebCT's download area: [www.webct.com/equation](http://www.webct.com/equation)

## ENABLING OR DISABLING THE HTML EDITOR

The edit-on® Pro HTML editor is a third-party What You See Is What You Get (WYSIWYG) editor which designers and students can use within WebCT to create and publish content on the Web without having to know HTML.

The HTML editor is available from within several tools and pages, including *Content Module, Discussions, Mail, Manage Files, Organizer Pages, Student Homepages, and Student Presentations*.

You can either enable or disable the HTML editor for all courses. By default, the HTML editor is enabled for all courses.

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. Next to *HTML Editor*, do one of the following:
  - To show the HTML editor in all courses, select *Enable the HTML Editor*.
  - To hide the HTML editor in all courses, clear the *Enable the HTML Editor* check box.
4. Scroll to the bottom of the screen and click **Update**. The *HTML Editor Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

## SPECIFYING THE DEFAULT WIZARDS TO USE WHEN CREATING NEW COURSES

Wizards guide designers, step-by-step, through adding and editing course content and WebCT tools. Designers can access wizards from *Add Page or Tool* on the *Basic Control Panel*, from the individual tools themselves, and in the *Course Design Center*.

You can select the default set of wizards to use when you create a new course.

Wizards are available for the following pages and tools:

- *Homepage*
- *Organizer Page*
- *Syllabus*

- *Content Module*
  - *Discussions*
  - *Mail*
  - *Calendar*
  - *Chat*
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. Under *Wizards*:
    - If you want a wizard to be used, by default, when you create a new course, select the check box next to the wizard.
    - If you do not want a wizard to be used, by default, when you create new course, clear the check box next to the wizard.
  4. Scroll to the bottom of the screen and click **Update**. The *Wizards Success* screen appears.
  5. Click **Continue**. The *Course Management* screen appears.

## **SETTING THE DEFAULT AVAILABILITY FOR THE COURSE DESIGN CENTER**

The *Course Design Center* consists of a set of wizards that provide designers with step-by-step instructions for adding and editing course content and WebCT tools. The *Course Design Center* appears on first access to a new course. Designers can also access the *Course Design Center* from the *Basic Control Panel*.

You can select whether the *Course Design Center* is available, by default, when you create a new course.

**Note:** To modify the default set of wizards that are used when you create a new course, see *Specifying the Default Wizards to Use When Creating New Courses* on page 91 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. Under *Defaults for New Courses*, next to *Course Design Center*:
  - If you want the *Course Design Center* to be available, by default, when you create a new course, select *By default, make the Course Design Center available to new courses*.

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- If you do not want the *Course Design Center* to be available, by default, when you create a new course, clear *By default, make the Course Design Center available to new courses*.
4. Click **Update**. The *Course Design Center Success* screen appears.
  5. Click **Continue**. The *Course Management* screen appears.

## **SELECTING THE WAY STUDENT NAMES ARE DISPLAYED**

You can select the way student names are displayed in the designer, teaching assistant, and student view for the following tools: *Calendar, Chat, Discussions, Mail, Student Homepages, Student Presentations*, and *Whiteboard*. This section contains the following topics:

- *Display both full names and WebCT IDs* on page 93
- *Display WebCT IDs only* on page 93
- *Display full names only* on page 94
- *Set full names to display in Mail* on page 94

### **Display both full names and WebCT IDs**

If you choose this setting, both the full names and WebCT IDs of students will be displayed in *Calendar, Chat, Discussions, Mail, Student Homepages, Student Presentations*, and *Whiteboard*. However, in *Mail*, when a designer composes a message and uses the **Browse** button to select students, only the WebCT IDs are displayed in the *Send to* field. If you want to allow full names to be displayed in the *Send to* field instead, so that it is easier for designers to distinguish users, see *Set full names to display in Mail* on page 94 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. Next to *Student Name*, select *Display students' full names as well as their WebCT IDs*.
4. Click **Update**. The *Student Name Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

### **Display WebCT IDs only**

If you choose this setting, only the WebCT IDs of students will be displayed in *Calendar, Chat, Discussions, Mail, Student Homepages, Student Presentations*, and *Whiteboard*.

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.

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3. Next to *Student Name*, select *Display students' WebCT IDs only*.
4. Click **Update**. The *Student Name Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

### **Display full names only**

If you choose this setting, only the full names of students will be displayed in *Calendar*, *Chat*, *Discussions*, *Mail*, *Student Homepages*, *Student Presentations*, and *Whiteboard*. However, in *Mail*, when a designer composes a message and uses the **Browse** button to select students, only the WebCT IDs are displayed in the *Send to* field. If you want to allow full names to be displayed in the *Send to* field instead, so that it is easier for designers to distinguish users, see *Set full names to display in Mail* on page 94 in this guide.

**Important:** 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. Next to *Student Name*, select *Display students' full names only*.
4. Click **Update**. The *Student Name Success* screen appears.
5. Click **Continue**. The *Course Management* screen appears.

### **Set full names to display in Mail**

If you choose to display either full names and WebCT IDs or full names only, the chosen setting applies to the designer, teaching assistant, and student view for the following tools: *Calendar*, *Chat*, *Discussions*, *Mail*, *Student Homepages*, *Student Presentations*, and *Whiteboard*. However, in *Mail*, when a designer composes a message and uses the **Browse** button to select students, only the WebCT IDs are displayed in the *Send to* field. You can allow full names to be displayed in the *Send to* field instead, so that it is easier for designers to distinguish users.

1. Using a text editor, create a file consisting of a single line with the number one (1) in it.
2. Save the file in  
`<webct_install_directory>/webct/webct/generic/admin/  
=>setting`, with the filename `mail_use_fullname`.

## SELECTING WHICH STUDENT NAMES DISPLAY IN STUDENT HOMEPAGES

You can select which student names are displayed on the *Student Homepages* screen. You can display all student names, or only those students who have created *Homepages*, or only the student's own name.

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 you want.
4. Click **Update.** The *Student Homepages Success* screen appears.
5. Click **Continue.** The *Course Management* screen appears.

## SELECTING WHICH STUDENT NAMES DISPLAY IN STUDENT PRESENTATIONS

You can select 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. Next to *Student Presentations*, select the display option you want.
4. Click **Update.** The *Student Presentations Success* screen appears.
5. Click **Continue.** The *Course Management* screen appears.

## SELECTING WHETHER STUDENTS SEE THE CLASS LIST IN MAIL

You can select whether 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. Next to *Mail*, select whether you want students to have access to the class list to send mail.
4. Click **Update.** The *Mail Success* screen appears.
5. Click **Continue.** The *Course Management* screen appears.

## SELECTING WHETHER STUDENTS SEE MEMBERS OF THEIR PRIVATE TOPICS IN DISCUSSIONS

You can select whether 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. Next to *Discussions*, select whether you want students to see the members of their private topics.
4. Click **Update.** The *Discussions Success* screen appears.
5. Click **Continue.** The *Course Management* screen appears.

## CHAPTER 4: IMPORTING AND EXPORTING CONTENT

You can allow designers to import and export content that implements the following IMS specifications:

- IMS Content Packaging Specification 1.1.2
- IMS Question and Test Interoperability Specification 1.1

**Note:** This setting is only available if you have a WebCT IMS Global Learning Consortium, Inc. (IMS) Content Migration Utility 2.0 installation. The IMS Content Migration Utility allows the import and export of content and assessment information from within WebCT courses. For more information, go to [www.webct.com/ims](http://www.webct.com/ims)

Designers can import content such as WebCT Campus Edition data, as well as third-party content modules, quizzes, and surveys.

Designers can export WebCT Campus Edition content modules, and quizzes, surveys, and the *Question Database*.

**Note:** Designers cannot export content from an e-Learning Resource Pack (e-Pack).

### To allow designers to import and/or export content

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. Next to *Importing and Exporting Content*:
  - To allow designers to import content, select *Allow designers to import content.*
  - To allow designers to export content, select *Allow designers to export content.*
4. Scroll to the bottom of the screen and click **Update.** The *Importing and Exporting Content Success* screen appears.
5. Click **Continue.** The *Course Management* screen appears.

In step 3, if you selected *Allow designers to export content*, you can also configure the *Add Metadata* screen so that designers can add metadata to their exported content packages. For more information, see the following section, *Configuring the Add Metadata Screen.*

## CONFIGURING THE ADD METADATA SCREEN

---

If you have a WebCT IMS Content Migration Utility 2.0 installation and select the setting to allow designers to export content, you can configure the *Add Metadata* screen to allow designers to add metadata to exported content packages.

Metadata are descriptive labels that are used to index learning content to make it easier to find and use. Adding metadata to content packages facilitates the sharing and exchange of content within and between learning environments by enabling the development of catalogs and inventories.

The *Add Metadata* screen contains up to 25 fields, each based on an IMS metadata element. For more information about IMS metadata elements, see the *IMS Learning Resource Metadata Best Practices and Implementation Guide* at [www.imsglobal.org/metadata/mdbest01.html](http://www.imsglobal.org/metadata/mdbest01.html)

By default, all fields on the *Add Metadata* screen are hidden and so, the screen does not appear in the designer interface. To configure the fields and display the *Add Metadata* screen, follow the steps *on page 100*.

A sample *Add Metadata* screen appears on the next page.

## Sample Add Metadata screen

### Add Metadata

To add information about your content to the exported package, fill in these fields.

#### General

Catalog name:	<input type="text"/>
Catalog entry:	<input type="text"/>
Language:	<input type="text"/>
Description:	<input type="text" value="WebCT 4.0 Content Module"/>
Keyword:	<input type="text"/>
Coverage:	<input type="text"/>
Structure:	<input type="text" value="Collection"/>
Aggregation level:	<input type="text" value="Level 3"/>

#### Life Cycle

Status:	<input type="text" value="Draft"/>
Contributor role:	<input type="text" value="--"/>
Contributor:	<input type="text"/>
Contribution date:	<input type="text" value="March"/> <input type="text" value="1"/> <input type="text" value="2003"/>

#### Educational

Interactivity type:	<input type="text" value="--"/>
Interactivity level:	<input type="text" value="--"/>
Semantic density:	<input type="text" value="--"/>
Intended end-user role:	<input type="text" value="--"/>
Context:	<input type="text" value="--"/>
Typical age range:	<input type="text"/>
Difficulty:	<input type="text" value="--"/>
Typical learning time:	Hours: <input type="text" value="--"/> Minutes: <input type="text" value="--"/>
Description:	<input type="text"/>
Language:	<input type="text"/>

#### Rights

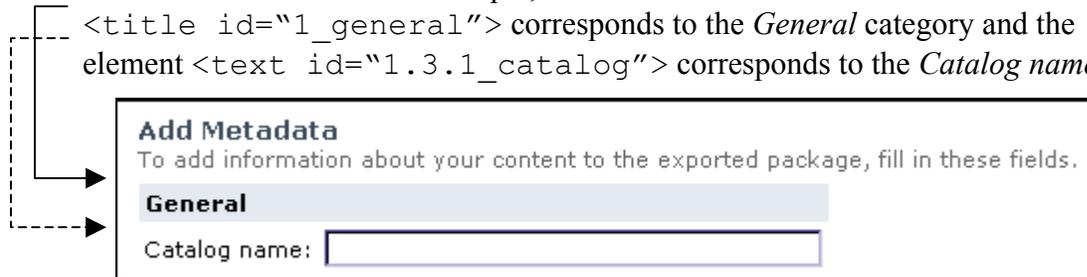
Cost:	<input type="text" value="--"/>
Copyright and other restrictions:	<input type="text" value="--"/>
Description:	<input type="text"/>

## To configure the Add Metadata screen

1. In `<webCT_install_directory>\webct\webct\generic\admin\database`, using a text editor (for example, Notepad), open the file `ims_export_metadata.xml`.

In the file, each element in `<elements>` corresponds to a category or field on the *Add Metadata* screen. For example, the element

`<title id="1_general">` corresponds to the *General* category and the element `<text id="1.3.1_catalog">` corresponds to the *Catalog name* field.



**Note:** The number in each element, for example 1.3.1, represents the IMS data element number.

2. Review the category and field descriptions on pages 102 through 118 and do the following:
  - a. Decide which categories and fields you want to display on the *Add Metadata* screen. By default, all categories and fields are hidden.
  - b. Decide whether you want the fields to be optional or required. By default, all fields are optional (the designer is not required to complete the fields).
  - c. Decide whether you want to add or edit the default field values. By default, some fields contain default values.
3. For all categories and fields you want to display, change the value of the `hidden` attribute from "yes" to "no".

For example, to display the *General* category, the corresponding element looks like the following:

```
<title id="1_general" hidden="no" />
```

4. For all fields in which you want input to be required, change the value of the `input` attribute from "optional" to "required".

For example to make the *Language* field a required field, the corresponding element looks like the following:

```
<text id="1.4_language" hidden="no" input="required" />
```

5. For all fields in which you want to add or edit the default field value, add or edit the `default` attribute.

For example, to make ISBN the default value of the *Catalog name* field, the corresponding element looks like the following:

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```
<text id="1.3.1_catalog" hidden="no" input="required"
⇒ default="ISBN" />
```

6. When you are finished editing the attributes, save the file.
7. In the designer interface, check the changes on the *Add Metadata* screen:
  - a. Open a web browser and enter the following URL:  
http://<webct\_server>:<port>/webct/public/home.pl
  - b. Log in as a designer.
  - c. Within a course, click **Control Panel**. The *Control Panel* appears.
  - d. Click **Manage Course**. The *Manage Course* screen appears.
  - e. Click **Export Content**. The *Export Content* screen appears.
  - f. Under *Select Content to Export*, select either option.
  - g. Click **Continue**. The *Add Metadata* screen appears.
  - h. Made sure all categories and fields display as intended. If required, repeat steps 2 through 6.

## IMS\_EXPORT\_METADATA.XML EXAMPLE

The following `ims_export_metadata.xml` file results in the corresponding *Add Metadata* screen on page 102.

```
<?xml version="1.0"?>
<elements>
  <title id="1_general" hidden="no" />
  <text id="1.3.1_catalog" hidden="no" input="optional" />
  <text id="1.3.2_entry" hidden="no" input="optional" />
  <text id="1.4_language" hidden="no" input="required" />
  <text id="1.5_description" hidden="no" input="required"
    default="DEFAULT_DESCRIPTION_TOKEN" />
  <text id="1.6_keyword" hidden="no" input="optional" />
</elements>
```

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**Add Metadata**  
To add information about your content to the exported package, fill in these fields.

**General**

Catalog name:

Catalog entry:

\*Language:

\*Description:

Keyword:

---

\*Required fields.

## IMS\_EXPORT\_METADATA.XML SETTINGS

This section describes all of the settings in the `ims_export_metadata.xml` file that you can configure to create the *Add Metadata* screen for designers.

### GENERAL CATEGORY

The *General* category groups the general information that describes the learning object as a whole.

Fields

- *Catalog name*
- *Catalog entry*
- *Language*
- *Description*
- *Keyword*
- *Coverage*
- *Structure*
- *Aggregation level*

Element

```
<title id="1_general">
```

Attribute

- `hidden`: This attribute specifies if the category is hidden on the *Add Metadata* screen. Possible values are:
  - `"yes"`
  - `"no"`

The default value is `"yes"`.

---

## Catalog name field

The *Catalog name* field is the name of the catalog in which the learning object is listed, for example, ISBN or ARIADNE.

**Note:** Use this field in conjunction with the *Catalog entry* field.

Category	<i>General</i>
Element	<text id="1.3.1_catalog">
Attributes	<ul style="list-style-type: none"><li>• <b>hidden:</b> This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <b>input:</b> This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li></ul>

---

## Catalog entry field

The *Catalog entry* field is the learning object's catalog number, for example, LEA0875.

**Note:** Use this field in conjunction with the *Catalog name* field.

Category	<i>General</i>
Element	<text id="1.3.2_entry">
Attributes	<ul style="list-style-type: none"><li>• <b>hidden:</b> This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <b>input:</b> This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li></ul>

---

## Language field

The *Language* field is the primary human language used within the learning object to communicate to the intended user.

Category	<i>General</i>
Element	<code>&lt;text id="1.4_language"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li></ul>

---

## Description field

The *Description* field is a description of the learning object.

Category	<i>General</i>
Element	<code>&lt;text id="1.5_description"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li><li>• <code>default</code>: This attribute specifies the field's default value. The default value is <code>"DEFAULT_DESCRIPTION_TOKEN"</code>.<ul style="list-style-type: none"><li>• If the designer exports a content module and all of its contents, the token is replaced by WebCT Campus Edition 4.0 Content Module.</li><li>• If the designer exports all quizzes and surveys in the</li></ul></li></ul>

---

course and all questions in the *Question Database*, the token is replaced by WebCT Campus Edition 4.0 Quizzes, Surveys, and Question Database.

---

## **Keyword field**

The *Keyword* field contains a keyword or phrase that describes the learning object.

Category	<i>General</i>
Element	<code>&lt;text id="1.6_keyword"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li></ul>

---

## **Coverage field**

The *Coverage* field describes the span of such things as time, culture, geography, or region that applies to the learning object, for example, Neolithic or Ming Dynasty.

Category	<i>General</i>
Element	<code>&lt;text id="1.7_coverage"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li></ul>

---

## Structure field

The *Structure* field describes the underlying organizational structure of the learning object.

Category	<i>General</i>
Values	<ul style="list-style-type: none"><li>• "Collection"</li><li>• "Mixed"</li><li>• "Linear"</li><li>• "Hierarchical"</li><li>• "Networked"</li><li>• "Branched"</li><li>• "Parceled"</li><li>• "Atomic"</li></ul>
Element	<code>&lt;list id="1.8_structure"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li><li>• <code>default</code>: This attribute specifies the default value for the field. The default value is "Collection".</li></ul>

---

## Aggregation level field

The *Aggregation level* field describes the functional size of the learning object.

Category	<i>General</i>
Values	<p>Possible values are:</p> <ul style="list-style-type: none"><li>• "1" Level 1 is the smallest level of aggregation, for example, raw media data or fragments.</li><li>• "2" Level 2 indicates a collection of atoms, for example, an HTML document with some embedded pictures or a</li></ul>

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lesson.

- "3"

Level 3 indicates a collection of level 1 learning objects, for example, a 'web' of HTML documents, with an index page that links the pages together, or a course.

- "4"

Level 4 is the largest level of aggregation, for example, a set of courses that leads to a certificate.

Element

```
<list id="1.9_aggregationlevel">
```

Attributes

- `hidden`: This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:

- "yes"
- "no"

The default value is "yes".

- `input`: This attribute specifies if designers must enter a value in the field. Possible values are:

- "optional"
- "required"

The default value is "optional".

- `default`: This attribute specifies the field's default value. The default value is "3".

---

## LIFE CYCLE CATEGORY

The *Life Cycle* category groups the features related to the history and current state of the learning object and those who have affected the learning object during its evolution.

Fields

- *Status*
- *Contributor role*
- *Contributor*
- *Contribution date*

Element

```
<title id="2_lifecycle">
```

Attribute

`hidden`: This attribute specifies if the category is hidden on the *Add Metadata* screen.

Possible values are:

- "yes"
- "no"

The default value is "yes".

---

## Status field

The *Status* field describes the editorial state of the learning object.

Category	<i>Life Cycle</i>
Values	<ul style="list-style-type: none"><li>• "Draft"</li><li>• "Final"</li><li>• "Revised"</li><li>• "Unavailable"</li></ul>
Elements	<code>&lt;list id="2.2_status"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li><li>• <code>default</code>: This attribute specifies the field's default value. The default value is "Draft".</li></ul>

---

## Contributor role field

The *Contributor role* field describes the role that affects the state of this learning object during its evolution (including creation, edits, and publication).

**Note:** Use this field in conjunction with the *Contributor* and *Contribution date* fields. See page 109.

Category	<i>Life Cycle</i>
Values	<ul style="list-style-type: none"><li>• "Author"</li><li>• "Content Provider"</li><li>• "Editor"</li><li>• "Educational Validator"</li><li>• "Graphical Designer"</li><li>• "Initiator"</li><li>• "Instructional Designer"</li><li>• "Publisher"</li></ul>

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- "Script Writer"
- "Technical Implementer"
- "Technical Validator"
- "Terminator"
- "Unknown"
- "Validator"

Element <list id="2.3.1\_role">

- Attributes
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"
  - The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"
  - The default value is "optional".
- 

### **Contributor field**

The *Contributor* field describes the entity involved, for example, if the *Contributor role* is *Author*, enter the author's name. If the *Contributor role* is *Publisher*, enter the organization, such as a university department, company, agency, or institute.

Use this field in conjunction with the *Contributor role* and *Contribution date* fields. See page 108 and below respectively.

Category *Life Cycle*

Element <text id="2.3.2\_entity">

- Attributes
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"
  - The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"
  - The default value is "optional".
-

- `default`: This attribute specifies the field's default value. The default value is "FULL\_NAME\_TOKEN". During export, the token is replaced by the designer's name.
- 

### Contribution date field

Use the *Contribution date* field in conjunction with the *Contributor role* and *Contributor* fields. See pages 108 and 109 respectively.

Category	<i>Life Cycle</i>
Element	<code>&lt;date id="2.3.3_date"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li><li>• <code>default</code>: This attribute specifies the field's default value. The default value is "TODAY_TOKEN". During export, the token is replaced by the current date.</li></ul>

---

## EDUCATIONAL CATEGORY

The *Educational* category groups the educational and pedagogical characteristics of the learning object.

Fields	<ul style="list-style-type: none"><li>• <i>Interactivity type</i></li><li>• <i>Interactivity level</i></li><li>• <i>Semantic density</i></li><li>• <i>Intended end-user role</i></li><li>• <i>Context</i></li><li>• <i>Typical age range</i></li><li>• <i>Difficulty</i></li><li>• <i>Typical learning time</i></li><li>• <i>Description</i></li><li>• <i>Language</i></li></ul>
--------	--

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Element	<code>&lt;title id="5_educational"&gt;</code>
Attribute	<code>hidden</code> : This attribute specifies if the category is hidden on the <i>Add Metadata</i> screen. Possible values are: <ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul> The default value is "yes".

---

### Interactivity type field

The *Interactivity type* field describes the type of interactivity supported by the learning object.

Category	<i>Educational</i>
Values	<ul style="list-style-type: none"><li>• "Active": Active documents include simulations, questionnaires, and exercises.</li><li>• "Expositive": Expositive documents include essays, video clips, all kinds of graphical material, and hypertext documents.</li><li>• "Mixed"</li><li>• "Undefined"</li></ul>
Element	<code>&lt;list id="5.1_interactivitytype"&gt;</code>
Attributes	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li></ul>

---

### Interactivity level field

The *Interactivity level* field describes the level of interactivity between an end user and the learning object.

Category	<i>Educational</i>
Values	<ul style="list-style-type: none"><li>• "very low"</li></ul>

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- "low"
- "medium"
- "high"
- "very high"

Elements <list id="5.3\_interactivitylevel">

- Attributes
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### **Semantic density field**

The *Semantic* density field describes the amount of information conveyed by the learning object as compared to its size or duration.

Category *Educational*

- Values
- "very low"
  - "low"
  - "medium"
  - "high"
  - "very high"

Element <list id="5.4\_semanticdensity">

- Attribute
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"
-

The default value is "optional".

---

### **Intended end-user role field**

The *Intended end-user role* field describes the principal user for which the learning object was designed.

Category	<i>Educational</i>
Values	<ul style="list-style-type: none"><li>• "Author"</li><li>• "Learner"</li><li>• "Manager"</li><li>• "Teacher"</li></ul>
Element	<code>&lt;list id="5.5_intendedenduserrole"&gt;</code>
Attribute	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>The default value is "yes".</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul>The default value is "optional".</li></ul>

---

### **Context field**

The *Context* field describes the principal environment within which the learning and use of the learning object is intended to take place.

Category	<i>Educational</i>
Values	<ul style="list-style-type: none"><li>• "Primary Education"</li><li>• "Secondary Education"</li><li>• "Higher Education"</li><li>• "University First Cycle"</li><li>• "University Second Cycle"</li><li>• "University Postgrade"</li><li>• "Technical School First Cycle"</li><li>• "Technical School Second Cycle"</li></ul>

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- "Professional Formation"
- "Continuous Formation"
- "Vocational Training"

Element <list id="5.6\_context">

- Attribute
- `hidden`: This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - `input`: This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### Typical age range field

The *Typical age range* field describes the intended user, for example, adults only or suitable for children over 7.

Category *Educational*

Element <text id="5.7\_typicalagerange">

- Attribute
- `hidden`: This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - `input`: This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### Difficulty field

The *Difficulty* field describes how complex a learning object is for the target audience.

Category *Educational*

- Values
- "very easy"

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- "easy"
- "medium"
- "difficult"
- "very difficult"

Element <list id="5.8\_difficulty">

- Attribute
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### Typical learning time field

The *Typical learning time* field describes the approximate or typical time it takes to work with this learning object.

Category *Educational*

Element <time id="5.9\_typicallearningtime">

- Attribute
- **hidden:** This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - **input:** This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### Description field

The *Description* field describes how to use this learning object.

Category *Educational*

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Element	<text id="5.10_description">
Attribute	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li></ul>

---

### Language field

The *Language* field describes the primary human language used by the intended user of this learning object.

Category	<i>Educational</i>
Element	<text id="5.11_language">
Attribute	<ul style="list-style-type: none"><li>• <code>hidden</code>: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• <code>"yes"</code></li><li>• <code>"no"</code></li></ul>The default value is <code>"yes"</code>.</li><li>• <code>input</code>: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• <code>"optional"</code></li><li>• <code>"required"</code></li></ul>The default value is <code>"optional"</code>.</li></ul>

---

### RIGHTS CATEGORY

The *Rights* category groups the intellectual property rights and conditions of use for the learning object.

Fields	<ul style="list-style-type: none"><li>• <i>Cost</i></li><li>• <i>Copyright and other restrictions</i></li><li>• <i>Description</i></li></ul>
Element	<title id="6_rights">

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Attribute	<p>hidden: This attribute specifies if the category is hidden on the <i>Add Metadata</i> screen. Possible values are:</p> <ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul> <p>The default value is "yes".</p>
-----------	---

---

### **Cost field**

The *Cost* field describes whether use of the learning object requires payment.

Category	<i>Rights</i>
Values	<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>
Element	<code>&lt;list id="6.1_cost"&gt;</code>
Attribute	<ul style="list-style-type: none"><li>• hidden: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul><p>The default value is "yes".</p></li><li>• input: This attribute specifies if designers must enter a value in the field. Possible values are:<ul style="list-style-type: none"><li>• "optional"</li><li>• "required"</li></ul><p>The default value is "optional".</p></li></ul>

---

### **Copyright and other restrictions field**

The *Copyright and other restrictions* field describes whether copyright and other restrictions apply to the use of the learning object.

Category	<i>Rights</i>
Values	<ul style="list-style-type: none"><li>• "yes"</li><li>• "no"</li></ul>
Element	<code>&lt;list id= =&gt;"6.2_copyrightandotherrestrictions"&gt;</code>
Attribute	<ul style="list-style-type: none"><li>• hidden: This attribute specifies if the field is hidden on the <i>Add Metadata</i> screen. Possible values are:<ul style="list-style-type: none"><li>• "yes"</li></ul></li></ul>

---

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- "no"  
The default value is "yes".
  - input: This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
- 

### **Description field**

The *Description* field comments on the conditions of use of the learning object.

Category

*Rights*

Element

<text id="6.3\_description">

Attribute

- hidden: This attribute specifies if the field is hidden on the *Add Metadata* screen. Possible values are:
    - "yes"
    - "no"The default value is "yes".
  - input: This attribute specifies if designers must enter a value in the field. Possible values are:
    - "optional"
    - "required"The default value is "optional".
-

## CHAPTER 5: USER MANAGEMENT

**Note:** This note applies to SIS users. Most *User Management* functions are handled automatically by your SIS. Any additions or changes made using WebCT Campus Edition will not be reflected in SIS's databases.

### ABOUT USER MANAGEMENT

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*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:

*Global Database* on page 121

You use the global database to access and modify user information, including WebCT IDs, User Type, Courses, and Registered Courses.

*Adding Global Database Records* on page 123

You can add a single user or import a text file containing multiple global database records.

*Adding Multiple Students to a Course* on page 125

You can add multiple students to a course at one time.

*Modifying Global Database Records* on page 126

You can modify the information in global database records, including name, password, User Type, Courses, and Registered Courses.

*Customizing the Columns in the Global Database* on page 133

You can add custom columns to the global database to store and maintain user information.

*Generating Reports* on page 135

You can find global database records by generating standard or custom reports, or by querying fields in the global database.

*Finding Users* on page 139

You can find global database records by searching using different criteria.

*Configuring the User Settings* on page 139

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 *myWebCT*.

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*Helpdesk Users* on page 158

You can create Helpdesk users to assist with administrator functions. You determine which functions Helpdesk users can perform.

## GLOBAL DATABASE

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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.

### DEFAULT FIELDS IN THE GLOBAL DATABASE

The table below describes the content of each field.

Field Name	Content
<i>First Name</i>	The first name of the student, designer, or teaching assistant.
<i>Last Name</i>	The last name of the student, designer, or teaching assistant.
<i>WebCT ID</i>	A unique identifier for each user.
<i>Courses</i>	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).
<i>Registered Courses</i>	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' e-mail 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.

#### Methods of Creating WebCT IDs

The following table describes the methods for creating WebCT IDs and, therefore, for adding global database records.

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Who	How	Required Settings
<i>Administrator</i>	<ul style="list-style-type: none"> <li>Using the administrator interface, either by adding users individually or by importing a text file.</li> <li>Using the API, either by adding users individually or through a text file.</li> </ul>	Always available.
<i>Designer and Student</i>	<ul style="list-style-type: none"> <li>Designer adds students to courses, either by adding students individually or by importing a text file.</li> <li>Designer supplies students with User IDs and Passwords.</li> <li>Student creates their own <i>myWebCT</i> and adds course to it, using the User ID and Password supplied by the designer.</li> <li>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.</li> </ul>	In the administrator interface, in <i>User Settings</i> , select: <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>Display Add Course link in user's myWebCT.</i></li> </ul>
<i>Students</i>	<ul style="list-style-type: none"> <li>Student accesses the <i>Course List</i> page to add a course that allows self-registration.</li> <li>During self-registration, student creates their <i>myWebCT</i> and WebCT ID.</li> <li>Student adds the course to their <i>myWebCT</i>, using their WebCT ID and Password.</li> </ul> <p>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>	In the administrator interface, in <i>User Settings</i> , select: <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> <li><i>Display Add Course link in user's myWebCT.</i></li> <li>In the designer interface, under <i>Change Settings</i>, <i>Create/Edit Welcome Page</i>, select <i>Allow self-registration.</i></li> </ul>

## 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. This section contains the following topics:

- *Adding a Single Global Database Record* on page 123
- *Importing Global Database Records from a Text File* on page 123

### 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 and spaces are not allowed. Also, the password must be at least four characters.
4. Click **Add**. The global database record is added and the *User Records* screen appears.

### IMPORTING GLOBAL DATABASE RECORDS FROM A TEXT FILE

You can import global database records by uploading a text file containing user data. 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 more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

If you are using a Language Plug-in, you can upload a text file that contains field names that are in the language of the interface or in English.

#### To prepare the text file using a text editor

1. In the first line, enter the field names to be updated or created. If you want to include a Password field, name it `Password` (case-sensitive).

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**Important:** Always include a field for WebCT ID because it uniquely identifies each global database record.

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 Registered Courses field and a user has multiple courses, separate the Course IDs with a colon. For example, BIO101:MA101
- 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. User type codes must be uppercase. For example, BIO101;D:MA101;D
- 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.
4. Go to the next procedure.

**Example**

```
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
```

**To import the text file**

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. From the *User Mgmt* toolbar, click **Upload**. The *File Upload* screen appears.
3. Upload the file:
  - If you know the path and filename, in the *Filename* text box, enter the path and filename of the file.
  - If you do not know the path and filename, click **Browse**. Your computer's file browser appears. Locate and select the file you want to upload. The path and filename appears in the *Filename* text box.
4. Click **Continue**.

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- 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. If your text file did not include a password field, under *Initial Passwords*, from the *Select* drop-down list, select the field to be used as the initial password and click **Continue**. The *Final Confirmation* screen appears displaying a table with the new records.
  - c. Click **Continue**. The *Upload File Report* screen appears.
  - d. 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, the *New Column Resolution* screen appears.
  - a. From the *Select* drop-down list, select a resolution for the column:
    - To use an existing column in the global database for the data, select the name of the column.
    - To create a column for the data, select *Create New*.
    - To ignore the data, select *Ignore*.
  - b. Click **Continue**.
  - c. Repeat steps a and b 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.
  - d. If your text file did not include a password field, under *Initial Passwords*, from the *Select* drop-down list, select the field to be used as the initial password and click **Continue**. The *Final Confirmation* screen appears displaying a table with the new records.
  - e. Under *New Fields*, from the drop-down lists for each new field, select the type of column (alphanumeric or numeric) and click **Continue**. The *Upload File Report* screen appears.
  - f. Click **Continue**. The global database records are uploaded.

## **ADDING MULTIPLE STUDENTS TO A COURSE**

---

You can add multiple students only using *Add Multiple Students*. For instructions on adding designers and teaching assistants to a course, see *Adding a Course to a Global Database Record* on page 128 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 *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 *User Records* screen appears.
5. From the *User Records* table, select the students to be added.
6. From the *User Mgmt* toolbar, click **Add Multiple Students**. The *Course Addition: Multiple Students* screen appears.
7. From the course list, select each course to which you want to add the students, and click **Add**.
  - If the *Course Addition: Result* screen appears, click **Continue**. The *User Records* screen appears and 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.
    - c. Click **Continue**. The *User Records* screen appears and the students are added to the course.

## **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. This section contains the following topics:

- *Editing User Information* on page 127
- *Changing a User's Password* on page 127
- *Adding a Course to a Global Database Record* on page 128
- *Removing a Course from a Global Database Record* on page 129
- *Changing a User Type* on page 130
- *Adding or Removing a User's Registered Courses* on page 132
- *Deleting a Global Database Record* on page 132

## EDITING USER INFORMATION

User information includes a user's WebCT ID, first name, and last name. You can edit this 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 *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 *User Records* screen appears.
5. From the *User Records* table, select the user.
6. From the *User Mgmt* toolbar, click **Edit**. The *User Record Editor* screen appears.
7. Edit the record as required 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.

**Important:** Before you change a user's password, we recommend you notify the user. If you change a user's password while the user is logged in to WebCT CE, the user will be logged out immediately and forced to log in again using the new password.

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.
  - 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.
5. From the *User Mgmt* toolbar, click **Password**. The *Change Password* screen appears.
6. Enter a new password for the user.

7. In the *Verify new password* text box, enter it again, and click **Update**. A warning message appears.
8. Click **OK**. A final warning message appears.
9. 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.

All users have a status of either active or inactive as specified in the *Status* column in the *Course List Editor* screen. The license server only counts users with an active status. If a designer denies access to students or TAs, they retain an active status. If a user's status is inactive, the following occurs:

- The course does not display in the user's *myWebCT*.
- The user's information stays in the course.
- The user in a cross-listed course will be made inactive in all courses in the cross-listed set.

**Tip:** You can change a user's status through the IMS API. For more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

## **Adding a Cross-listed Course to a Global Database Record**

If you are adding a cross-listed course to a global database record, you can add only one course from the cross-listed set. If you attempt to add another course from the cross-listed set, this course will replace the one previously added.

When you add a cross-listed course to a designer's global database, the designer will have access to all courses in the cross-listed set, including access to all student and teaching assistant (TA) records. Similarly, when you add a cross-listed course to a TA's global database record, the TA will have access to all courses in the cross-listed set, with access to all student records. When you add users to cross-listed courses, the following rules apply:

- A designer can be in one or more courses in a set of cross-listed courses, but cannot be a student or TA in any of the courses.
- A TA can be in one or more courses in a set of cross-listed courses, but cannot be a student or designer in any of the courses.
- A student can be in only one course in a set of cross-list courses.

**Important:** For the fastest processing of information, we recommend that you create and cross-list courses before you add users to them.

## Adding a course to a user

To add a course to a user, you first search for the user then add a course to the user's global database record.

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 *User Records* screen appears.
5. From the *User Records* table, select the user.

**Note:** You can add courses to only one global database record at a time.

6. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
7. From the *Course List Editor* screen, click **Add**. The *Course Addition* screen appears.
8. Do one of the following:
  - If you are not asked to match IDs, go to step 9.
  - If you are asked if the WebCT ID matches a User ID in the course:
    - a. Confirm that the IDs match, select the user, and click **Continue**. The *Course List Editor* screen appears.
    - b. Click **Add**. The *Course Addition* screen appears.
9. Select the course 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.
10. For each course you selected, choose a user type (designer, teaching assistant, or student) and click **Add**. The *Course List Editor* screen appears with the courses added.
11. Click **Done**. The *User Record* screen appears and the courses are added to the global database record.

## REMOVING A COURSE FROM A GLOBAL DATABASE RECORD

If you remove the primary designer from a course, the first shared access designer 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. Search 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.
  - d. Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the user.
5. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears.
6. From the *Course List Editor* table, select each course you want to remove from the global database record. **Note:** You can remove courses from only one global database record at a time.
7. From the *Course List Editor* screen, click **Delete**. A warning message appears.
8. Click **OK**. A final warning message appears.
9. Click **OK**. The *Course List Editor* screen is updated.
10. 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 *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.
  - d. Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, 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.
7. Select a new user type, and click **Update**. A warning message appears.
8. Click **OK**. The *Course List Editor* screen is updated.
9. Click **Done**. The *Course List Editor* screen appears, the user type is changed, and the global database is updated.

## CHANGING A USER'S STATUS

All users have a status of either active or inactive as specified in the *Status* column in the *Course List Editor* screen. The license server only counts users with an active status. If a designer denies access to students or TAs, they retain an active status.

**Note:** You can also change a user's status through the IMS API. For more information, see the appropriate version of the *Technical Reference Guide: WebCT Campus Edition*.

If a user's status is inactive, the following occurs:

- The course does not display in the user's *myWebCT*.
- The user's information stays in the course.
- The administrator will see a tilde (~) sign in the *User Records* screen, indicating the user is inactive in a 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 *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.
  - d. Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the user. **Note:** You can change the status of one user record at a time.
5. From the *User Mgmt* toolbar, click **Courses**. The *Course List Editor* screen appears showing the courses currently in the user's course list.
6. Select the course and then click **Status**. The *User Status Editor* screen appears. **Note:** You can change the user status of one course at a time.
7. From the *Status* column:
  - To make the user active in the course, select *Active*.
  - To make the user inactive in the course, select *Inactive*.
8. Click **Update**. The *Course List Editor* screen appears with the user status changed.
9. Click **Done**. The *User Records* screen appears with a tilde (~) sign showing the inactive users in the *Courses* column.

## ADDING OR 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 *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.
  - d. Click **Search**. The *User Records* screen appears.
4. From the *User Records* table, select the user.
5. From the *User Mgmt* toolbar, click **Registered Courses**. The *Registered Courses List Editor* screen appears.
6. Select an action.
  - To add courses in the *Registered Course* table:
    - a. Click **Add**. In the *Course Name* text box, enter the name of the course, and click **Add**.
    - b. Enter the course name you want to add, and click **Add**.
  - To remove courses in the *Registered Course* table:
    - a. Select the courses to remove, and click **Delete**. A warning message appears.
    - b. Click **OK**. A final warning message appears.
    - c. Click **OK**. The *Registered Courses List Editor* screen is updated.
7. Click **Done**. The *User Record* screen appears and the global database record is updated.

## 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.

**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.
4. Click **Search**. The *User Records* screen appears.
5. From the *User Records* table, select the global database record(s).

**Note:** You can delete multiple global database records.
6. From the *User Mgmt* toolbar, click **Delete**. A warning message appears.
7. Click **OK**. A final warning message appears.
8. 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' e-mail addresses or telephone numbers.

**Note:** You can also add columns by uploading a text file (see *Importing Global Database Records from a Text File* on page 123 in this guide).

This section contains the following topics:

- *Adding Columns* on page 133
- *Deleting Custom Columns* on page 134
- *Renaming Custom Columns* on page 134
- *Moving Columns* on page 134
- *Releasing Columns to Designers* on page 135

### **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.
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, select *Numeric*.

- If the information to be stored contains letters and numbers, select *Alphanumeric*.
6. Click **Add**. The *Column Editor* screen appears with the new column added.
  7. To automatically add the column to the *Manage Students* table of all existing courses and all new courses that you create, click **Release**.

## DELETING CUSTOM COLUMNS

You can delete custom columns from the global database. However, you cannot delete the built-in WebCT Campus Edition 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.
4. From the *Columns* toolbar, click **Delete**. A warning message appears.
5. Click **OK**. The column is deleted.

## RENAMING CUSTOM COLUMNS

You can rename custom columns that you have added to the global database. However, you cannot rename the built-in WebCT Campus Edition 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.
3. Select the column that you want to rename. A plus sign (+) indicates a built-in column that cannot be renamed.
4. From the *Columns* toolbar, click **Edit**. The *Edit Column Label* screen appears.
5. In the *New Label* text box, enter a new name and click **Update**. The *Column Editor* appears, displaying 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.

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 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 in all existing courses and 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 appear in *Manage Students* as non-editable columns. Custom columns appear as editable 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* appears, displaying the columns that are currently in the global database.
3. 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.

## GENERATING REPORTS

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You can retrieve information from the global database by generating reports. There are two types of reports: standard and custom. Standard reports allow you find all users in a course. You can create custom reports by combining search criteria. You can edit and save these reports for later use.

**Tip:** To search for information by field, use **Query**.

## USING STANDARD REPORTS

You can use standard reports to find users in the global database. This section contains the following topics:

- *Finding all users in a specific course* on page 135
- *Finding all designers in the global database* on page 136
- *Finding all students in the global database* on page 136
- *Finding all teaching assistants in the global database* on page 136
- *Finding all users who are not associated with a course* on page 137

### Finding 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**.

### **Finding 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**.

### **Finding 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**.

### **Finding 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**.

### **Finding 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 re-use. This section contains the following topics:

- *Creating a custom report* on page 137
- *Running a custom report* on page 138
- *Editing a custom report* on page 138
- *Deleting a custom report* on page 138
- *Resetting custom reports* on page 138

### **Creating 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. Click **Add** in the Reports screen. 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 *Criteria* drop-down list, select the column that you want to search in the global database.
  - b. From the *Comparison* drop-down list, select a search condition.
  - c. In the *Value* text box, enter a value or word with which to search.
6. Do one of the following:
  - If you want to add criteria, click **More** and repeat step 5.
  - If you want to remove the last criterion, click **Fewer**.

7. Click **Save**. The *Reports* screen appears and the report is added to the *Custom Reports* table.

### Running 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**.

### Editing 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 click **Edit**. The *Custom Reports* screen appears.
4. Edit the search criteria of 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.

### Deleting 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 each report that you want to delete and click **Delete**. A confirmation message appears.
4. Click **OK**. The custom reports are deleted.

### Resetting 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**. The custom reports are deleted.

## FINDING USERS

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Use **Query** if you want to search the global database by field, or if you want to find all global database records. If you want to find users in a specific course or users in the global database, see *Using Standard Reports* on page 135 in this guide. This section contains the following topics:

- *Searching the global database by field* on page 139
- *Finding all global database records* on page 139

### Searching 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.

### Finding 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

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You can configure the user settings for checking browser compatibility, passwords, global database access, and language. This section contains the following topics:

- *Checking Browser Compatibility* on page 140
- *Allowing Designers to Add Students to Courses* on page 141
- *Allowing Designers to Remove Students from Courses* on page 143
- *Hiding Inactive or Denied Students in Student Listing* on page 143

- *Allowing Designers to Change Cross-Listed Courses* on page 143
- *Allowing Users to Create Global Database Records* on page 144
- *Keeping User Data in Courses* on page 145
- *Changing WebCT Passwords* on page 145
- *Setting Color Accessibility* on page 149
- *myWebCT* on page 149
- *Language Plug-Ins* on page 154

## CHECKING BROWSER COMPATIBILITY

WebCT Campus Edition automatically checks if browsers are supported and also allows users to check manually whether their browsers are validated or non-validated.

A supported browser is one that is compatible with WebCT Campus Edition. A validated browser is one that is compatible with WebCT Campus Edition. A non-validated browser is one that is not fully tested or has known minor issues with WebCT Campus Edition.

**Note:** WebCT Campus Edition does not check the compatibility of service packs and software updates. For the most up-to-date information, check the *WebCT Browser Tune-up* page at [www.webct.com/tuneup](http://www.webct.com/tuneup)

**Important:** Some browsers allow style sheets to be disabled. If your browser has this feature, do not set it to disable style sheets.

This section contains the following topics:

- *Disabling automatic browser checking* on page 140
- *Allowing manual browser checking* on page 141

### Disabling automatic browser checking

Automatic browser checking verifies whether a browser is supported for use with WebCT Campus Edition in the login screen, in *myWebCT*, and in course homepages.

You can disable automatic browser checking by specifying IP addresses in a configuration file.

1. Locate the file  
`<webctroot>/webct/generic/admin/database/  
=>browser_checker_disabled_ips` and open it in a text editor such as Notepad.
2. Read and delete the contents of the file.
3. Do the following as required:

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- To disable automatic browser checking for one computer, specify an IP address, for example:  
10.1.3.12
- To disable automatic browser checking in a field in an IP, use the character \*. For example, to disable all computers on the 10.1.3.\* subnet, type:  
10.1.3.\*
- To disable a range of IPs, use the character - between two numbers in a field. For example, to disable automatic browser checking for computers located in a computer lab, with IPs between 10.1.3.10 and 10.1.3.41, inclusive, type:  
10.1.3.10-41

4. Save and close the file.

### **Allowing manual browser checking**

You can also allow users to manually check if their browsers are *validated* or *non-validated*. Manual browser checking gives users access to more information about their browsers' compatibility and a link to WebCT's *Browser Tune-up* page where there is up-to-date information about supported browsers.

**Note:** The link for manual browser checking is called **Check browser** in the designer interface, *myWebCT* and in course homepages.

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. Next to *Browser Checker*, select *Allow users to check their browsers*.
4. Scroll to the bottom of the screen and click **Update**. The *Browser Checker Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## **ALLOWING DESIGNERS TO ADD STUDENTS TO COURSES**

You can control whether designers are allowed to add students to courses. This section contains the following topics:

- *Allowing designers to add students who do not have a global database record* on page 142
- *Allowing designers to add students by entering the Registered Course name* on page 142
- *Allowing designers to add students by entering their WebCT ID* on page 142
- *Allowing designers to enable student self-registration* on page 142

### **Allowing 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. Next to *Adding Students to Courses*, under *Allow designers to add*, 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.** The *Adding Students to Courses Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

### **Allowing 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.** The *Adding Students to Courses Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

### **Allowing 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.** The *Adding Students to Courses Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

### **Allowing 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**. The *Self-registration Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## **ALLOWING DESIGNERS TO REMOVE STUDENTS FROM COURSES**

You can control how students are removed from 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. Next to *Removing Students from Courses*, select *Allow designers to remove students*.
4. Scroll to the bottom of the screen and click **Update**. The *Removing Students from Courses Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## **HIDING INACTIVE OR DENIED STUDENTS IN STUDENT LISTING**

You can hide students that are inactive or whose access is denied from the student listing on a designer's *Manage Students* screen.

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. Next to *Student Listing*, do one or both of the following:
  - To hide students whose access has been denied, select *By default, hide students who are denied access*.
  - To hide students whose status is inactive, select *By default, hide students whose status is inactive*.
4. Scroll to the bottom of the screen and click **Update**. The *Student Listing Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## **ALLOWING DESIGNERS TO CHANGE CROSS-LISTED COURSES**

You can control whether designers are allowed to change the cross-listed course in which a student or TA is originally enrolled.

**Note:** Enabling this feature also allows TAs to change the enrolled course for students.

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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. Next to *Cross-listed Courses*, select *Allow designers to update Enrolled Courses.*
4. Scroll to the bottom of the screen and click **Update.** The *Update Enrolled Courses Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

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

You can control whether users are allowed to create their own global database record. This section contains the following topics:

- *Allowing anyone to create global database records* on page 144
- *Allowing users to choose their own WebCT ID* on page 144

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

This option enables 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. Next to *Global DB Record Creation*, select *Allow anyone to create global database records.*
4. Scroll to the bottom of the screen and click **Update.** The *Global DB Record Creation Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

### **Allowing 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.** The *Global DB Record Creation Success* screen appears.
5. Click **Continue.** The *WebCT Administrator* screen appears.

## KEEPING USER DATA IN COURSES

Both the WebCT Campus Edition interface and the APIs can be used to remove courses from a global database record, or to delete global database records. However, if you do not want user data to be deleted when a course is removed, enable this setting.

**Important:** Use the WebCT Campus Edition interface to re-add the students. The *User Data* setting does not apply when students are re-added using either of the APIs.

**Note:** For SIS users, by default, when the SIS is enabled, this setting is automatically deselected. User data will not be kept in SIS courses. We recommend 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**. The *User Data Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## CHANGING WEBCT PASSWORDS

You can control whether users are allowed to change passwords. This section contains the following topics:

- *Allowing designers to change users' passwords* on page 145
- *Allowing users to change their WebCT password* on page 146
- *Allowing designers to change their WebDAV access password* on page 146
- *Requiring users to change their password* on page 147
- *Setting length restrictions for passwords* on page 148

### Allowing designers to change users' 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. Next to *WebCT Passwords*, select *Allow designers to change users' passwords*.

4. Scroll to the bottom of the screen and click **Update**. The *User Password Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allowing users to change their WebCT passwords**

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. Next to *WebCT Passwords*, select *Allow users to change their WebCT* password.
4. Scroll to the bottom of the screen and click **Update**. The *Global Password Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allowing designers to change their WebDAV access password**

Your authentication method determines whether you should allow designers to change their WebDAV access password.

This section contains the following topics:

- *Allowing designers to authenticate to WebCT through a single sign-on method on page 146*
- *Allowing designers to authenticate to WebCT through WebCT's internal database on page 147*
- *Allow designers to authenticate to WebCT through LDAP, Kerberos, or a custom authentication source on page 147.*

### **Allowing designers to authenticate to WebCT through a single sign-on method**

If designers authenticate to WebCT through a single sign-on method, you must enable this setting. This is required because designers are authenticated to WebCT by an external source, but to access WebDAV they must use another password.

**Important:** Ensure that designers are aware that their WebDAV and WebCT passwords are different. If they change their WebDAV password, the change affects only access to WebDAV. If they change their authentication password, the change does not affect access to WebDAV.

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. Next to *WebCT Passwords*, select *Allow designers to change their WebDAV access password*.

4. Scroll to the bottom of the screen and click **Update**. The *WebDAV Password Success* screen appears.
5. Click **Continue**. The WebCT Administrator screen appears.

### **Allowing designers to authenticate to WebCT through WebCT's internal database**

If designers authenticate to WebCT through WebCT's internal database, you must disable this setting. If designers want to change their WebDAV access password, they do it by changing their WebCT password.

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. Next to *WebCT Passwords*, clear the *Allow designers to change their WebDAV access password* check box.
4. Scroll to the bottom of the screen and click **Update**. The *WebDAV Password Success* appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allow designers to authenticate to WebCT through LDAP, Kerberos, or a custom authentication source**

If designers authenticate to WebCT through LDAP, Kerberos, or a custom authentication source, you must disable this setting. Designers should not change their WebDAV access passwords, as they are required to use the same password to access both WebCT and WebDAV.

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. Next to *WebCT Passwords*, clear the *Allow designers to change their WebDAV access password* check box.
4. Scroll to the bottom of the screen and click **Update**. The *WebDAV Password Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Requiring users to change their password**

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

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

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

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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. Select one or both of the following password settings:
  - To require users to change their password after they log in for the first time, next to *WebCT Passwords*, select *Require users to change their password when they log in for the first time*.
  - 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.
4. Scroll to the bottom of the screen and click **Update**. A *Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### Setting length restrictions for passwords

**Important:** If you are using LDAP, Kerberos, or a custom protocol as the first authentication source, we recommend that you do not use this feature.

You can set the minimum or maximum length of passwords. WebCT authentication only recognizes the first 8 characters.

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. Set a length restriction for passwords:
  - To set the minimum number of characters in passwords, next to *WebCT Passwords*, in the *The Minimum length of a password is* text box, enter the number.
  - To set the maximum number of characters in passwords, next to *WebCT Passwords*, in the *The Maximum length of a password is* text box, enter the number.
4. Scroll to the bottom of the screen and click **Update**. The *User Password Length Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## 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 Campus Edition 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 Campus Edition. 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. Next to *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 overrides other color schemes that the designer selects for course content pages.
4. Scroll to the bottom of the screen and click **Update**. The *Color Accessibility Success* screen appears.
  5. Click **Continue**. The *WebCT Administrator* screen appears.

## myWEBCT

You can control how *myWebCT* is displayed and also enable or disable features in *myWebCT*. This section contains the following topics:

- *Displaying the link to myWebCT in courses* on page 150
- *Allowing users to use myWebCT login hint* on page 150
- *Allowing users to use the global calendar* on page 150
- *Allowing designers to display Course News* on page 151
- *Displaying Add Course link in users' myWebCT* on page 151
- *Displaying Remove Course link in users' myWebCT* on page 151
- *Sorting courses displayed in myWebCT* on page 152

- *Displaying course information in myWebCT* on page 152
- *Displaying same course information in myWebCT and homepage* on page 152
- *Displaying a user's role in myWebCT* on page 153
- *Displaying term information in users' myWebCT* on page 153

### **Displaying the link to myWebCT in courses**

1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.
2. Click **Settings**. The *Administrator Settings* screen appears.
3. Next to *myWebCT*, select *Display link to myWebCT in courses*.
4. Scroll to the bottom of the screen and click **Update**. A *Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allowing users to use myWebCT login hint**

You can control whether users can create a login hint to help them if they forget their password. If a user forgets their password, they can use this hint to confirm their identity. The password is then reset and the user is e-mailed the new password.

**Note:** To enable 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*, next to *Mail*, select *Allow server to send mail*.
3. In the *Please specify the absolute path of sendmail on your system* text box, enter the name of the SMTP server that should be used for outgoing e-mail. **Note:** For UNIX servers, type the absolute path of sendmail in the text box. Typically, this path is `/usr/sbin/sendmail`
4. Under *User Settings*:
  - a. Next to *WebCT Passwords*, select *Allow users to change their WebCT password*.
  - b. Next to *myWebCT*, select *Allow users to use myWebCT login hint*.
5. Scroll to the bottom of the screen and click **Update**. The *Login Help Success* screen appears.
6. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allowing 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.

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2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Next to *myWebCT*, select *Allow users to use the global calendar*.
4. In the *The customized course list displays a maximum of \_\_\_ course calendars* text box, enter the maximum number of course calendars that a user can access together in one calendar view.
5. Scroll to the bottom of the screen and click **Update**. The *myWebCT Success* screen appears.
6. Click **Continue**. The *WebCT Administrator* screen appears.

### **Allowing 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. Next to *myWebCT*, select *Allow designers to display Course News*.
4. Scroll to the bottom of the screen and click **Update**. The *myWebCT Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Displaying Add Course link in users' myWebCT**

If this option is disabled, users who need to self-register must do so from the *Course List* 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. Next to *myWebCT*, select *Display Add Course link on users' myWebCTs*.
4. Scroll to the bottom of the screen and click **Update**. The *Add Course Link Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Displaying Remove Course link in users' 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. Next to *myWebCT*, select *Display Remove Course link on users' myWebCTs*.
4. Scroll to the bottom of the screen and click **Update**. The *Removing Students from Courses Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Sorting 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*.

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. Next to *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**. The screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Displaying 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:** For SIS users, you can display the IMS ID 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. Next to *myWebCT*, under *Select the course information to be shown in each user's myWebCT*, make your selection(s).
4. Scroll to the bottom of the screen and click **Update**. The *myWebCT Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Displaying same course information in myWebCT and homepage

You can allow the course information, including the Course ID or IMS ID, course description, and course title, which are displayed in users' *myWebCT* to also display on the course homepage.

**Note:** This option is selected by default for SIS users.

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. Next to *myWebCT*, select *Display the same course information on both myWebCT and the course homepage*.
4. Scroll to the bottom of the screen and click **Update**. The *myWebCT Success* screen appears.

5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Displaying 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' roles 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. Next to *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**. The *myWebCT Success* screen appears.
  5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Displaying term information in users' myWebCT**

You can display term information in users' *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. Next to *myWebCT*, select *Show term information in myWebCT*.
4. Scroll to the bottom of the screen and click **Update**. The *myWebCT Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## **COURSE LIST**

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

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

### **Displaying 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. Next to *Course Listing*, select *Display all courses*.
4. Click **Update**. The *Course Listing Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### Selecting 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. Next to *Course Listing*, select *Display several courses at a time* and, in the text box, enter the number of courses to be displayed.
4. Click **Update**. The *Course Listing Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## LANGUAGE PLUG-INS

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

- *Setting the default language for the WebCT server* on page 154
- *Allowing users to change the language for their myWebCT* on page 155
- *Setting the default language for new courses* on page 155
- *Setting the default numeric format for the WebCT server* on page 156
- *Setting the default time format* on page 156
- *Setting the character set for imported and exported administrator files* on page 157
- *Setting the character set for API import* on page 157
- *Setting the language for the WebCT administrator interface* on page 157

### Setting the default language for the WebCT server

You can set the default language for the WebCT server. The default language appears in the WebCT Campus Edition interface for all courses on the server. WebCT supports both English ISO 8859-1 and English UTF-8 character sets. The selected language is used 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.

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2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Next to *Language*, from the *Set default language for WebCT as* drop-down list, select the language.
4. Click **Update**. A *Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

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

You can allow users to change the language for their *myWebCT*. WebCT supports both English ISO 8859-1 and English UTF-8 character sets.

**Note:** Enabling this setting does 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. Next to *Language*, select *Allow users to change their myWebCT language*.
4. Click **Update**. The *myWebCT Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Setting the default language for new courses**

WebCT has two default English language plug-ins, English (ISO-8859-1) and English (UTF-8). You can install other language plug-ins, each of which has a UTF-8 version. A setting in the administrator interface allows you to choose one of the installed languages as the default language used when new courses are created.

If your designers need to mix characters from different languages within courses, select a UTF-8 language as the default setting for new courses, and create ISO-8859-1 courses only as required.

However, if the majority of your instructors use ISO-8859-1 files for their course content, select an ISO-8859-1 language as the default setting for new courses, and create UTF-8 courses only as required.

#### **Notes:**

- If new courses are created in the UTF-8 character set, this enables designers of mixed language courses to upload files as UTF-8.
  - If new courses are not created in the UTF-8 character set, designers do not have access to the functionality allowing them to upload files as UTF-8.
  - The default language for new courses can be changed when creating a new course.
1. From the *Admin* toolbar, click **User Mgmt**. The *User Mgmt* toolbar appears.

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2. From the *User Mgmt* toolbar, click **Settings**. The *Administrator Settings* screen appears.
3. Next to *Language*, select *Set the default language for new courses as* drop-down list, select the language.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Setting the default numeric format for the WebCT server**

You can set the default numeric format for the WebCT server. Numbers appearing in the WebCT Campus Edition 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. Next to *Language*, from *Set default numeric default format as* drop-down list, select the numeric format.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

### **Setting the default time format**

You can set the time to display in either the 12-hour clock or the 24-hour clock. Designers can override 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. Next to *Language*, from the *Set default time format as* drop-down list for, select the time format.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Setting the character set for imported and exported administrator files

WebCT supports both ISO 8859-1 and UTF-8 character sets. However, the character set for the administrator interface is always UTF-8. If you use the administrator interface or the API to import data that is encoded in a character set other than UTF-8, WebCT converts the data to UTF-8. Therefore, you must use this setting to select the character set of your region so that whenever you import data, the data can be converted. The default is set to convert from Western European (ISO 8859-1).

**Important:** This setting does not change the language of the administrator interface. To change the language, see *Setting the language for the WebCT administrator interface* on page 157 in this guide.

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. Next to *Language*, from the *Set character set for administrator file upload/download* drop-down list, select the character set for your region.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Setting the character set for API import

WebCT supports both ISO 8859-1 and UTF-8 character sets. However, the character set for the administrator interface is always UTF-8. If you use the API to import data that is encoded in a character set other than UTF-8, WebCT converts the data to UTF-8. Therefore, you must use this setting to select the character set of your region so that whenever you import data using the API, the data can be converted. The default is set to convert from Western European (ISO 8859-1).

**Important:** This setting does not change the language of the administrator interface. To change the language, see *Setting the language for the WebCT administrator interface* on page 157 in this guide.

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. Next to *Language*, from the *Set character set for API import* drop-down list, select the character set for your region.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## Setting the language for the WebCT 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. Next to *Language*, from the *Set language for administrator as* drop-down list, select the language.
4. Click **Update**. The *Language Success* screen appears.
5. Click **Continue**. The *WebCT Administrator* screen appears.

## HELPDESK USERS

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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 log in at

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

**Note:** If your WebCT installation is configured to support the Secure Sockets Layer (SSL) protocol, the helpdesk user can log in to the secure server:

`https://<webct_server>:<port>/webct/helpdesk/  
⇒helpdesk.pl`

This section covers the following topics:

- *Creating a Helpdesk User Account* on page 158
- *Modifying a Helpdesk User Account* on page 159
- *Deleting a Helpdesk User Account* on page 159
- *Logging In to the Helpdesk Area* on page 160

## 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.

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2. From the *Helpdesk Mgmt* toolbar, click **Add User**. The *Create Helpdesk Account* screen appears.
3. Enter a login ID and password. These are required fields.
4. (Optional) Enter a first name and last name.
5. 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 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*.
6. Select one of the following:
  - If the helpdesk user can search for global database records by searching 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*.
7. Click **Create**. A confirmation screen appears.
8. Click **Continue**. The *Helpdesk Accounts* screen appears and the helpdesk user account is created.

## **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**. A confirmation screen appears.
4. Click **Continue**. The *Helpdesk Accounts* screen appears.

## **DELETING A HELPDESK USER ACCOUNT**

1. From the *Admin* toolbar, click **Helpdesk Mgmt**. The *Helpdesk Accounts* screen appears, listing any existing helpdesk user accounts.

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2. From the *Helpdesk Mgmt* toolbar, click **Delete Users**. The *Delete Helpdesk Account* screen appears.
3. Select the helpdesk account that you want to delete and click **Delete**. A confirmation screen appears.
4. Click **Continue**. The *Helpdesk Accounts* screen is updated.

## **LOGGING IN 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 SSL protocol, enter the URL for the secure server:  
`https://<webct_server>:<port>/webct/helpdesk/  
=>helpdesk.pl`
2. Enter the helpdesk login ID and password.

## CHAPTER 6: MANAGING ANNOUNCEMENTS AND 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 can hide and reveal institutional bookmarks on their *myWebCT*. They cannot issue, modify, or delete them.

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 <i>myWebCTs</i> of all users on the WebCT server. You can create, modify, and delete bookmarks. You can also hide or reveal bookmarks.

### MANAGING ANNOUNCEMENTS

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When you create or modify an announcement, you specify when it is displayed on users' *myWebCTs*, and to which courses it applies. This section contains the following topics:

- *Creating an Announcement* on page 161
- *Modifying an Announcement* on page 162
- *Deleting an Announcement* on page 163

### 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:
  - In the *Title* text box, enter the title for the announcement.

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- In the *Summary* text box, enter the announcement that you want to display on users' *myWebCTs*. If your announcement exceeds 200 characters, you can provide further information in the *Details* area.
  - 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*,
- a. Next to *Available After*, enter the date and select the time that you want the announcement to begin displaying on users' *myWebCTs*.  
  
**Note:** Today's date is displayed by default in the Month, Day, and Year list boxes.
  - b. Next to *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 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

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*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.

This section contains the following topics:

- *Creating a Bookmark* on page 163
- *Modifying a Bookmark* on page 164
- *Hiding and Revealing Bookmarks* on page 164
- *Moving Bookmarks Up or Down* on page 164
- *Deleting a Bookmark* on page 164

## 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://` protocol.

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 each bookmark you want to hide or reveal. Hidden bookmarks are marked "(Hidden)".
4. Click **Hide/Reveal**. The selected bookmarks are hidden or 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 confirmation message appears.
4. Click **OK**. The bookmark is deleted.

## MANAGING PERSONAL BOOKMARKS

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You can change the default personal bookmarks displayed on every user's *myWebCT* across the server. This is accomplished by editing specific files located in your WebCT installation.

This section contains the following topics:

- *Adding bookmark links* on page 165
- *Removing Bookmark links* on page 165

### ADDING BOOKMARK LINKS

Bookmark links are added by editing an `.add` file. Each time a user logs in, WebCT checks the `.add` file for updates and makes global changes to *Personal Bookmarks*.

1. Go to the following file directory:

```
<webct_install_directory>/webct/webct/generic/  
⇒admin/database/homearea
```

2. In a text editor, open the file: `user_links_file.add`. This file contains a list of default links that are automatically added to *Personal Bookmarks* in *myWebCT*.
3. Using one line per link, insert the links that you want to add to *Personal Bookmarks*. A link must consist of a URL, three colons (:::), and a brief description of the link. The description appears in *Personal Bookmarks*. Links appear in the order in which they are listed in the file.

Example:

```
http://www.webct.com/webct_communities:::Ask a  
homework/research question.
```

4. Save your changes. Each new bookmark link is added.

### REMOVING BOOKMARK LINKS

1. Go to the following file directory:
2. `<webct_install_directory>/webct/webct/generic/  
⇒admin/database/homearea`
3. In a text editor, open the file:

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```
user_links_file.add
```

Select the link that you want to delete and use the text editor's *Cut* command to remove it from the file.

4. Save the changes.
5. In a text editor, open the file:

```
user_links_file.del
```

This file contains a list of links that are removed from every user's *Personal Bookmarks* in *myWebCT*.

6. Paste the link into the `.del` file.
7. Save the changes. The next time a user logs in, the link is removed from their *Personal Bookmarks*.

## CHAPTER 7: CUSTOMIZING WEBCT

You can customize the appearance of the WebCT *Login 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:

Setting Course Colors	You can set the default color scheme for all courses on the WebCT server.
Setting myWebCT Colors	You can set the default color scheme for all <i>myWebCT</i> pages on the WebCT server.
Adding a Logo to Courses	You can brand your courses by adding a logo.
Customizing the Login and Logout Pages	You can customize the WebCT Login and Logout pages.
Running WebCT within a Frameset	You can run WebCT within a frameset used by your institution.

### SETTING COURSE COLORS

---

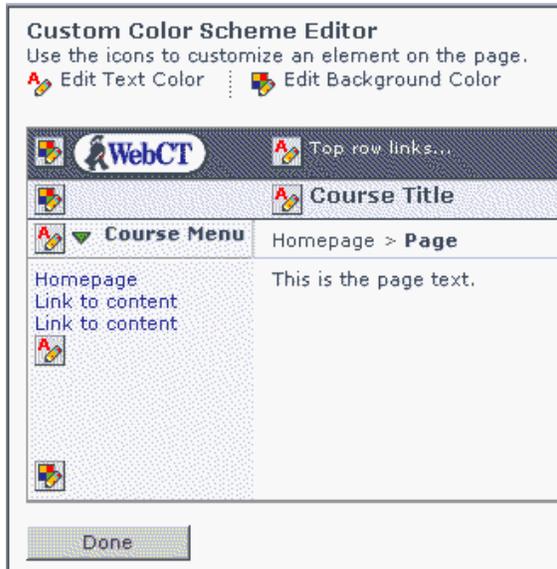
The *Custom Color Scheme Editor* screen allow you to set the default color scheme for the top menu frame and the side navigation frame for all courses on the WebCT server. If you allow it, designers can also set course colors for their own courses (see *Configuring the Course Settings* on page 88 in this guide).

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

- Top Row Background
- Top Row Links
- Bottom Row Background
- Course Title
- Course Menu Background
- Course Menu Headings
- Course Menu 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.

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3. For the element that you want to change, click either the **Edit Text Color** icon or the **Edit Background Color** icon. The *Custom Color* screen appears.
4. Specify a color:
  - To use the color palette, click the color that you want. The color appears in the preview frame.
  - To enter the RGB color code, in the *Color Value* text box, enter the value of the color and click **Preview**. The color appears in the preview frame.
5. Click **Update**. The *Custom Color Scheme Editor* screen appears with a preview of your color choice.
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* on page 88 in this guide).

## SETTING MYWEBCT COLORS

---

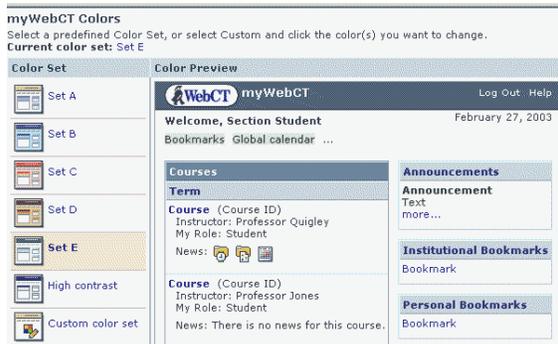
The *myWebCT Colors* screen lets you customize the colors used on all *myWebCT* pages. You can choose from five preset color schemes, one high contrast color scheme, or you can create your own color scheme.

Each element on the *myWebCT* screen has its own setting in the *myWebCT Colors* screen:

- Top Bar Background
- Top Bar Title
- Top Bar Links
- Course Bar Title
- Course Listing Background
- Channel Bar Background

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- Page Background
  - Course Bar Background
  - Channel Bar Title
  - Channel Background
1. From the *Admin* toolbar, click **Color Schemes**. The *Color Schemes* toolbar appears.
  2. From the *Color Schemes* toolbar, click **myWebCT Color**. The *myWebCT Colors* screen appears.



3. Select a preset color scheme or create your own color scheme:
  - To select a pre-set color scheme or the high contrast scheme, under *Color set*, click the color set that you want.
  - To create your own color scheme:
    - a. Click **Custom color set**.
    - b. For the element that you want to change, click either the **Edit Text Color** icon or the **Edit Background Color** icon. The *Custom Color* screen appears.
    - c. Specify a color:
      - To use the color palette, click the color that you want. The color appears in the preview frame.
      - To enter the RGB color code, in the *Color Value* text box, enter the value of the color and click **Preview**. The color appears in the preview frame.
    - d. Click **Update**. The *Custom Color Scheme Editor* screen appears with a preview of your color choice.
    - e. 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 but it will not appear 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. Save the file as `logo_pill_round1.gif`.
3. Copy `logo_pill_round1.gif` to  
`<webct_install_directory>/webct/user/  
⇒web-ct/<lang_code>/img`

**Note:** Because the current version of WebCT Campus Edition supports both the ISO-8859-1 and UTF-8 character sets, you may find two `<lang_code>` directories, one for each character set. For example, if English is the language of your WebCT server, you will find an `en` directory, which uses the ISO-8859-1 character set. In addition, you will find an `en8` directory, which uses the UTF-8 character set. 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 LOGIN AND LOGOUT PAGES**

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When designers, teaching assistants, and students access WebCT, they are required to log in by entering their WebCT ID and Password. If you are using ticket-based authentication, users are presented with a login page similar to the following:



You can use the default login page or create a custom login page. You can also create a custom login error page and a custom logout page. This section contains the following topics:

- *Customizing the Login Page* on page 171
- *Customizing the Login Error Pages* on page 172
- *Customizing the Logout Page* on page 174

## CUSTOMIZING THE LOGIN PAGE

When users log in to the WebCT server, they are presented with the default WebCT *Login Page*. You can customize the login page. A `<langcode>_login.html` file has been included with WebCT, which you can use as the template for your custom page.

To customize the appearance of the login page, we recommend that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript™ code changes, use a text editor.

Because the current version of WebCT Campus Edition supports both the ISO-8859-1 and UTF-8 character sets, you may find two `<langcode>_login.html` files, one for each character set. For example, if English is the language of your WebCT server, you will find an `en_login.html` file, which uses the ISO-8859-1 character set. In addition, you will find an `en8_login.html` file, which uses the UTF-8 character set.

If you are using a portal and want users to bypass the WebCT *Login Page* and be authenticated through the portal instead, you can specify the URL for the portal's authentication page. For more information, see *Setting Up Ticket-Based Authentication* on page 30 in this guide.

1. Using a text editor or web authoring tool, open the following file.  
`<webct_install_dir>/webct/webct/generic/ticket/  
⇒<langcode>_login.html.`

**Important:** The file contains code that is necessary for a user to log in. Before you modify the `login.html` file, create a backup so that if you don't like your modifications, you can return to the original file. To maintain the required functionality, the following code must remain in the file:

```
<HTML>
<BODY>
<FORM method="POST" name="authenticate">
<INPUT type="HIDDEN" name="request_uri" value="REQUEST_URI_TOKEN">
<INPUT type="HIDDEN" name="action" value="webform_user">
<INPUT type="TEXT" size="16" REQUIRED name="WebCT_ID">
<INPUT type="PASSWORD" size="16" REQUIRED name="Password">
<INPUT type="submit" name="goto_button" value="Log in">
</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. The next time a user logs in to WebCT, the custom page will be displayed.

## CUSTOMIZING THE LOGIN ERROR PAGES

When users are unable to log in to WebCT, default login error pages are displayed. You can modify the login 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 in and to try logging in at a later time. A `<langcode>_error.html` file has been included with WebCT, which you can use as the template for your custom page.

To make minor changes to the appearance of the login error page, we recommend that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript code changes, use a text editor.

Because the current version of WebCT Campus Edition supports both the ISO-8859-1 and UTF-8 character sets, you may find two `<langcode>_error.html` files, one for each character set. For example, if English is the language of your WebCT server, you will find an `en_error.html` file, which uses the ISO-8859-1 character set. In addition, you will find an `en8_error.html` file, which uses the UTF-8 character set.

1. Using a text editor or web authoring tool, open the following file:  
`<webct_install_dir>/webct/webct/generic/ticket/  
=><langcode>_error.html`

**Important:** The file contains code that is necessary to generate an error. Before you modify the `error.html` file, create a backup so that if you don't like your modifications, you can return to the original file. To maintain the required functionality, the following code should remain in the file:

```
<SCRIPT LANGUAGE="Javascript">
<!-- error message when cp is enabled and invalid course error. -
->
if (ERROR_MSG_TOKEN == 1109)
{
document.writeln("<P><SMALL>ERROR(ERROR_MSG_TOKEN)</SMALL><BR>");
document.writeln("<B>An error occurred in WebCT
authorization.</B>");
document.writeln("</P>");
document.writeln("<P>The requested course has not yet been
created.
Please try again in a few minutes. </P><P>To return to Campus
Pipeline,
click the School Services tab. <BR>If this error persists,
please
contact your administrator or designer.");
document.writeln("</P>");
}<!-- error message ticket access is denied by admin. -->
if ((ERROR_MSG_TOKEN == 1010) ||
(ERROR_MSG_TOKEN == 1110))
```



## CUSTOMIZING THE LOGOUT PAGE

When users log out of WebCT by clicking the **Log Out** link, they are returned to the default WebCT *Login page*. You can customize the logout page so users see a custom logout page or are linked to a web site. A `<langcode>_logout.html` file has been included with WebCT, which you can use as the template for your custom page.

To make minor changes to the appearance of the logout page, we recommend that you use a web-authoring tool. To make more substantial modifications, such as HTML and JavaScript code changes, use a text editor.

Because the current version of WebCT Campus Edition supports both the ISO-8859-1 and UTF-8 character sets, you may find two `<langcode>_logout.html` files, one for each character set. For example, if English is the language of your WebCT server, you will find an `en_logout.html` file, which uses the ISO-8859-1 character set. In addition, you will find an `en8_logout.html` file, which uses the UTF-8 character set.

**Note:** If you are using a portal and want to specify a different page to be displayed after users log out, you can specify the URL for that page. For more information, see *Setting Up Ticket-Based Authentication* on page 30.

1. Using a text editor or web authoring tool, open the following file:  
`<webct_install_dir>/webct/webct/generic/ticket/  
=><langcode_logout.html`

**Important:** The file contains code that is necessary to log out. Before you modify the `logout.html` file, create a backup so that if you don't like your modifications, you can return to the original file. To maintain the required functionality, the following code must remain in the file:

```
<HTML>  
SCRIPT_COOKIE_TOKEN  
<SCRIPT Language="JavaScript">  
DeleteCookie("TICKET_NAME_TOKEN", "/", "WEBCT_DOMAIN_TOKEN");  
</SCRIPT>  
</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. The next time a user logs out of WebCT, the custom page will be displayed.

## RUNNING WEBCT WITHIN A FRAMESET

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You can show WebCT within a frameset that brands your institution or provides navigation links to the rest of your institution's web site. To run 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**. The *Server Management* screen appears.

# CHAPTER 8: HOSTING E-LEARNING RESOURCE PACKS

## OVERVIEW

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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 [www.webct.com](http://www.webct.com) or can be obtained by purchasing a textbook that contains a printed Access Code.

This chapter contains the following sections:

Restoring an e-Pack	Explains how to restore an e-Pack on the WebCT server.
Configuring the Publisher Environment Settings	Explains how to configure the Publisher Environment Settings.
Troubleshooting Access Codes	Provides solutions for common Access Code problems.

## RESTORING AN E-PACK

---

**Note:** If your student information system (SIS) is integrated with WebCT, do not restore e-Packs using the following method. Instead, see the appropriate version of the *Guide to Integrating Datatel with WebCT Campus Edition* or the *Guide to Integrating SCT with WebCT Campus Edition*.

The first time a student logs in to a course that uses an e-Pack, the student must enter an Access Code. The Access Code is authenticated by WebCT's validation server and the student is granted access. The student will not be required to enter the Access Code again, as long as their User ID remains in the course for which it is validated. However, if a student is moved to another course, even if it is based on the same e-Pack, the student will be prompted for a new Access Code. Designers and teaching assistants are not required to purchase Access Codes and will automatically bypass the Access Code authentication process.

You can restore an e-Pack through either the

- administrator interface
- command-line interface

If your e-Pack files are larger than 100 MB, we recommend that you restore through the command-line interface. For instructions, *Restoring an e-Pack through the Command-Line Interface* on page 178 in this guide.

## RESTORING AN E-PACK THROUGH THE ADMINISTRATOR INTERFACE

If the e-Pack files are smaller than 100 MB, you can restore the e-Pack through the administrator interface.

1. Copy the e-Pack into the following directory:  
`<webct_install_directory>/webct/webct/generic/  
⇒admin/backup`
2. Log in to the administrator interface.
3. From the *Admin* toolbar, click **Course Mgmt.** The *Course Mgmt* toolbar appears.
4. From the *Course Mgmt* toolbar, click **Backups.** The *Backups* toolbar appears.
5. From the *Backups* toolbar, click **Restore.** The *Restore Courses* screen appears.
6. Select the backup file to restore, and click **Continue.** The *Restore Courses Confirmation* screen appears.
7. Verify the information displayed on the 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.
8. Click **Continue.** The restore procedure begins and a progress bar appears.
9. Click **Continue.** The *WebCT Administrator* screen appears.

## RESTORING AN E-PACK THROUGH THE COMMAND-LINE INTERFACE

If the e-Pack files are larger than 100 MB, we recommend that you restore through the command-line interface. You can use the command-line interface on either a UNIX or Microsoft Windows operating system. This section contains the following topics:

- *Restoring an e-Pack on a UNIX operating system on page 178*
- *Restoring an e-Pack on a Microsoft Windows operating system on page 178*

### Restoring an e-Pack on a UNIX operating system

1. Change directory to  
`<webct_install_directory>/webct/webct/generic/admin`
2. Type the following command:  
`./restore.pl`
3. Follow the on-screen prompts.

### Restoring an e-Pack on a Microsoft Windows operating system

1. Bring up the Windows command line:
2. In Windows, click **Start** and point to **Run**. The *Run* dialog box appears.
3. In the *Run* dialog box, type `cmd` and press **Enter**. A command window appears.
4. Change directory to:  
`<webct_install_dir>\webct\webct\generic\admin`
5. Type the following command:  
`restore.pl`
6. Follow the on-screen prompts.

## CONFIGURING THE PUBLISHER ENVIRONMENT SETTINGS

---

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.

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4. In the *WebCT Server Name* text box, enter the URL for the WebCT server. For example, if students access the e-Pack through the URL `http://www.yourserver.com:8900`, enter `www.yourserver.com` (do not include the `http://` or `https`).

**Important:** The server name may be different from the actual machine name. The server name entered here must be web-visible.

5. In the *WebCT Server Port* text box, enter the port number of the WebCT server. For example, if the URL is `http://www.yourserver.com:8900`, enter 8900.
6. Click **Continue**. A confirmation message appears.
7. Click **OK**. The *Publisher Environment Settings* are 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.

## 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
<p><i>A student receives the message:</i> It appears that the Access Code that you are attempting to use is for a different textbook or a different edition of this textbook.</p>	<ul style="list-style-type: none"> <li>The student may have purchased the wrong Access Code for the e-Pack that they are using. The screen that displays this message also gives instructions on how to contact WebCT Support and explains the information necessary in order to assist.</li> </ul>
<p><i>A student receives the message:</i> Error: The WebCT PIN Authentication Environment File is missing.</p>	<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>
<p><i>A student receives a Message Authentication error.</i></p>	<ul style="list-style-type: none"> <li>This may be caused by your institution's network security program preventing HTTP requests from originating within the network. You should modify the security setting to make an exception that allows HTTP requests to be sent to the WebCT validation server at the following IP address: 209.139.226.205.</li> </ul>

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Problem	Solution
<p><i>A student receives the message:</i> This Access Code has previously been used by another ID.</p>	<ul style="list-style-type: none"> <li>• The student is trying to re-use an Access Code from a previous semester, or is using another student's Access Code, or is using an Access Code for a different course. If the student is using an Access Code for a different course, WebCT Support can provide a replacement as long as the WebCT administrator or course designer can verify that the student entered the wrong course in error.</li> </ul>
<p><i>A student receives the message:</i> Error: This access code does not exist.</p>	<ul style="list-style-type: none"> <li>• This may be caused by a typing error. Ensure that the student enters the Access Code exactly as it appears, including punctuation. Also, an upper-case "I" and the numeral "1", and an upper-case "O" and the numeral "0" are easily confused, so ensure that the correct character is entered.</li> <li>• Many textbooks include codes for other web sites and digital products. Ensure that the Access Code entered is a WebCT code, and not a code for another product.</li> </ul>
<p><i>A student is asked to re-register Access Codes after previously having had access to the course.</i></p>	<ul style="list-style-type: none"> <li>• This error can occur if the <i>Publisher Environment Settings</i> are configured incorrectly. Check these settings and ensure that the WebCT server name and port in the settings match those that the students use. Ensure that the <i>Server Name</i> field does not include <code>http://</code> or <code>https://</code>.</li> <li>• Students may have been given temporary access to the course because of high loads on the WebCT validation server and/or the authentication database. Students should gain full access to the course the next time they register the Access Code. If students cannot gain access to the course the next time they try and the Access Code is valid and typed correctly, contact WebCT Support.</li> </ul>
<p><i>A student who hasn't created a myWebCT is unable to self-register in an Access Code protected course.</i></p>	<p>Ensure that the following administrator settings are enabled:</p> <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>, next to <i>Adding Students to Courses</i>, enable the setting <i>Allow the designer to add students who do not have a global database record</i>.</li> <li>3. Under <i>User Settings</i>, next to <i>Global DB Record Creation</i>, enable the setting <i>Allow anyone to create global database records</i>.</li> <li>4. Click <b>Update</b>.</li> </ol>

## APPENDIX A PERL SCRIPTS

Below is a list of Perl scripts in the

<webct\_install\_directory>/webct/webct/generic/admin directory, and a brief description of their function and syntax. These scripts are executed from the command line. More information and examples are available in each of the files.

Script	Description
backup_test.pl	<p>Examines the pathname of a course backup to see if it meets WebCT's conventions. Any course backup with a pathname containing invalid characters cannot be restored. You can specify multiple files. For example,</p> <pre>backup_test.pl pathname1...pathname2...pathnameN</pre> <p><b>Note:</b> The pathname includes the filename. If no pathname is specified, the script looks at all backup files in admin/backup.</p>
batch.pl	<p>Allows you to delete, reset, back up, back up and reset, or back up and delete courses.</p> <p><b>Valid Flags:</b></p> <ul style="list-style-type: none"><li>--backup creates the course backups</li><li>--reset resets the course backups</li><li>--delete deletes the course backups</li><li>--help displays the valid options and flags</li></ul> <p><b>Valid Options:</b></p> <ul style="list-style-type: none"><li>-f &lt;FILE&gt; uses a file containing a list of courses to create backups for. The file must contain one Course ID per line and must be in .txt format. You can specify either the file's relative or absolute path.</li><li>-p &lt;PATTERN&gt; does wildcard matches when making a list of courses to back up. This pattern should be a Perl-compatible regular expression.</li></ul>

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Script	Description
category.pl	<p>Allows you to create, remove, and assign courses to a category.</p> <p>Valid Flags:</p> <ul style="list-style-type: none"><li>--add creates categories.</li><li>--delete deletes categories. If courses are specified or if the <code>-p</code> or <code>-f</code> option is used, the courses are deleted from the category and moved to the <i>Main</i> category.</li><li>--help displays the valid options and flags.</li></ul> <p>Valid Options:</p> <ul style="list-style-type: none"><li><code>-f &lt;FILE&gt;</code> uses a comma-delimited file containing a list of courses to operate on. The file must be in <code>.txt</code> format. Depending on the operation, the file content is different:<ul style="list-style-type: none"><li>If using the <code>--add</code> option to add a category, you can add courses to the category. The file must contain the category name and a list of Course IDs. For example, <code>MathCategory,Math100,Math102.</code></li><li>If using the <code>--delete</code> option to delete a category, you can move courses from the deleted category to the <i>Main</i> category. The file must contain a list of Course IDs to be moved. For example, <code>History200,History400,History500.</code></li></ul></li><li><code>-p &lt;PATTERN&gt;</code> does wildcard matches when making a list of courses to add or remove from a specified category. This pattern should be a Perl-compatible regular expression.</li><li><code>-c &lt;Course_List&gt;</code> adds or removes a list of courses from the category they are in.</li></ul>

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Script	Description
<pre>restore.pl</pre>	<p>Restores course backups. You must specify the filenames (not the pathname) of each backup. The script looks for the file in <code>admin/backup</code>. For example, <code>restore.pl filename1...filename2...filenameN</code>.</p> <p><b>Valid Flags:</b></p> <ul style="list-style-type: none"> <li><code>--designer</code> restores the course backup as a designer.</li> <li><code>--no_students</code> restores the course without modifying the existing list of students in the course. Can be used with the <code>--designer</code> flag.</li> <li><code>--help</code> displays the valid options and flags.</li> </ul> <p><b>Valid Options:</b></p> <ul style="list-style-type: none"> <li><code>-f &lt;FILE&gt;</code> uses a comma-delimited file containing the information for restoring courses. The file must be in <code>.txt</code> format. Depending on the operation, the file content is different: <ul style="list-style-type: none"> <li>If you restore the course as a designer by using the <code>--designer</code> option, the file must contain the filename of the course backup and Course ID of the restored course. For example, <code>math101_mar10_1230.zip,Math101</code>.</li> <li>If you do not restore the course as a designer by using the <code>--designer</code> option, the file must contain the filename of the course backup, Course ID of the restored course, category, designer's WebCT ID, and term. For example <code>math101_mar10_1230.zip,Math101,MathCategory,JoeDesigner,SpringTerm</code>.</li> </ul> </li> <li><code>-c &lt;CATEGORY&gt;</code> places the restored courses into the specified category.</li> <li><code>-w &lt;WEBCTID&gt;</code> uses the specified WebCT ID as the primary designer of the restored course.</li> <li><code>-d &lt;DIRECTORY&gt;</code> uses the specified directory as the default location for the backup files.</li> <li><code>-n &lt;NAME&gt;</code> uses the specified course name for the restored course. This is useful only if restoring a single course and is used most often with the <code>--designer</code> option.</li> </ul>

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Script	Description
superuser.pl	<p>Adds a designer WebCT ID to every course on the WebCT server. You can use the designer WebCT ID to log in to all of the courses. If you create any courses after running the script, you must run it again to add the WebCT ID to the new courses.</p> <p><b>Warning:</b> If there are many courses on your WebCT server, do not attempt to access the courses through myWebCT because of lengthy processing time. Instead, log in to a specific course through the course URL at <code>http://&lt;webct_server&gt;:&lt;port&gt;/⇒SCRIPT/&lt;course_ID&gt;/scripts/⇒serve_home</code>.</p>

Below is a list of Perl scripts in the `<webct_install_directory>/webct/webct/generic/bin` directory, and a brief description of their function and syntax. These scripts are executed from the command line. More information and examples are available in each of the files.

Script	Description
run_upgrades.pl	Upgrades course databases to the WebCT Campus Edition 4.0 format.

## APPENDIX B: URLS

Screen	URL
<i>Administrator Login</i>	http://<webct_server>:<port>/webct/admin/ ⇒admin.pl
<i>Helpdesk Login</i>	http://<webct_server>:<port>/webct/helpdesk/ ⇒helpdesk.pl
<i>Entry Page</i>	http://<webct_server>:<port>/webct/public/ ⇒home.pl
<i>Course List</i>	http://<webct_server>:<port>/webct/public/ ⇒show_courses.pl
<i>Login Page</i>	http://<webct_server>:<port>/webct/ticket/ ⇒ticketLogin

**Note:** If you have configured your WebCT installation to support the SSL protocol, the secure URLs begin with `https://`

## APPENDIX C: LOG FILES

In WebCT Campus Edition, log activities such as user data and server errors have been enhanced and centralized. We recommend that you keep log files so that if a problem occurs, WebCT Support can use the log files to analyze the problem.

**Important:** Because log files can grow quite large, we strongly recommended that you rotate the files on a regular basis. To do this, stop the WebCT server, rename and compress the log files, and re-start the WebCT server.

WebCT Campus Edition activities are logged to the following file:

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

Apache activities are logged to the following files:

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

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

If you have configured your WebCT installation to support the SSL protocol, SSL activities are logged to:

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

## APPENDIX D: SERVER SETTINGS

Use this form to record your WebCT server settings.

Admin E-mail: Set administrator e-mail address as \_\_\_\_\_

Mail:  Allow server to send mail.  
SMTP Mail Server: \_\_\_\_\_

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

Chat/Whiteboard/HTML Editor: Chat maximum number of users: \_\_\_\_\_

Whiteboard maximum number of users: \_\_\_\_\_

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

Whiteboard Port: \_\_\_\_\_

HTML Editor Port: \_\_\_\_\_

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

SSL:  Inactive  
 Secure passwords  
 Secure everything

User Authentication:  Use ticket based authentication  
 Display Log Out link in course Menu Bar  
Ticket shared secret is \_\_\_\_\_

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

URL to redirect users to after logging out: \_\_\_\_\_

URL to redirect users to when authentication is required: \_\_\_\_\_

---

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: 1st 2nd 3rd 4th Never

LDAP server: 1st 2nd 3rd 4th Never

MIT Kerberos V5 KDC or

Windows 2000 Domain Controller: 1st 2nd 3rd 4th Never

Custom authentication scheme: 1st 2nd 3rd 4th Never

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LDAP settings:

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

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

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

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

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

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

Kerberos/Domain Controller settings:

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

Instance: \_\_\_\_\_

## **DATATEL SETTINGS**

Default Datatel Course Template:  Present the Course Design Center to the designer on the first access to the course.  
 Use Blank Course  
 Use Template: Simple Basic Intermediate Advanced  
 Use Existing Course: \_\_\_\_\_

User ID for Datatel to authenticate with WebCT: \_\_\_\_\_

Password for Datatel to authenticate with WebCT: \_\_\_\_\_

Datatel Server URL: \_\_\_\_\_

Datatel Colleague Account: \_\_\_\_\_

Datatel WebAdvisor Login User ID: \_\_\_\_\_

Datatel WebAdvisor Login Password: \_\_\_\_\_

Final Grades Export:  Allow designers to export final grades

Midterm Grades Export:  Allow designers to export midterm grades

## **SCT SETTINGS**

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

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

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SCT MercuryMessage Broker Server uses HTTPS: \_\_\_\_\_

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

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

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

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

Use IMS ID (<CRN>.<TERM>) instead of Course ID:

Default SCT Course Template:  Present the Course Design Center to the designer on the first access to the course.

Use Blank Course

Use Template: Simple Basic Intermediate Advanced

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

Final Grades Export:  Allow designers to export final grades

Midterm Grades Export:  Allow designers to export midterm grades

## **SINGLE-SIGNON SETTINGS**

Allow WebCT authentication across a domain. Please specify your domain: \_\_\_\_\_

Do not allow WebCT authentication across a domain.

## **PUBLISHER ENVIRONMENT SETTINGS**

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

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

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