

WebCT 3.7

Student
Presentations

INSTRUCTIONAL COMPUTING SERVICES



WebCT 3.7

Student Presentations

<https://webct.ics.purdue.edu>

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Student Presentations

You and your students can use Student Presentations only after you have added it to the Homepage or an Organizer page.

Student Presentations allows you to create groups of students within a class and assign them a project that they assemble in their own area of your WebCT course. The groups create their presentation in HTML as linked web pages. You, and other students in the course can view the completed project. Projects could be collaborative writing assignments, research proposals, or multimedia Web presentations on particular course topics. If you want to assign students to individual student presentations, you can do that as well.

Student Presentations allows you to:

1. Create groups manually or generate groups at random, using the Group Generator
2. Edit groups after you have created them
3. Create a group discussion area. Students access this feature through the Discussions feature.
4. Send mail to each group of students using mail.
5. View students' completed work

To Create a Group Manually

1. Click Student Presentations. The Student Presentations screen opens.
2. Select Designer Options.
3. Under Add Options, select Add and click Go. The Add Group screen appears.
4. Type a group name in the text box. The group name must be one word (no spaces), consisting only of alphanumeric characters (letters, digits or underscore).
5. Specify the students who belong to the group by selecting the check box beside their names in the Class List. By default, only students who have not yet been assigned to a group are shown. To display all students in the class, select Show all students under Class List.
6. Type the instructions for the project in the Description text box. You can also use the Description text box to create a hyperlink to a page you have previously created (such as the project assignment) using HTML coding.

7. To create a discussion area for this group, select Create a discussion area for this group. Type a name for the discussion group in the text box (or use the default Group Name). To include yourself as a member of the discussion, select Include Instructor.
8. To create the group, click Update. A confirmation message appears, confirming that the group has been created.
9. To return to the Student Presentations screen and display the newly created group, click Continue.

Notes:

- You can create a group that does not contain any students by naming the group but selecting no students from the listing. You can then add students to that empty group at a later date. You can also reorganize existing groups at a later date, using the Edit Group feature.
- The project description may be added after the groups have been created
- A student may belong to more than one group
- The Class List can be sorted on any one column by clicking the button label at the top of each column
- The Mail icon does not appear until you add students to the group
- Students gain access to their discussion group through the Discussions tool

To Create a Group using the Group Generator

1. Click Student Presentations. The Student Presentations screen opens.
2. Select Designer Options.
3. Select Group Generator and click Go. The Group Generator screen appears.
4. Type the number of groups you would like to have in the text box. If you would like the students that do not fit evenly into the groups to be included, select Add the extra students to the groups. If you want your groups to have an even number of students, and manually enter the extra students after the groups are generated, select Exclude the extra students for later addition.
5. To create the groups, click Continue. Note: the number of groups cannot exceed the number of students in the course.
6. To create a discussion area for this group, select Create a discussion area for this group. Type a name for the group in the text box underneath (or use the default Group Name). To include yourself as a member of the discussion, select Include Instructor.

7. To generate the groups, click Update. The groups are automatically generated, with names Group1, Group2, ..., GroupN. A confirmation message appears, confirming that the groups have been created.
8. To return to the Student Presentations screen and display the newly created groups, click Continue.

To Communicate with the Group

1. Add Mail to the Homepage or an Organizer page
2. A mail icon automatically appears to the left of each group's name under Group Listings on the Student Presentations screen, if there are students in the groups you create. If you have created a group with no students in it, the mail icon will not appear until you add students.
3. Send mail by clicking on the mail icon. A new window opens, with the "To" field already filled in with the User IDs of the group members.

To Reset (delete) Groups

Use this feature to delete groups before creating new ones. Warning: all of the files relating to the groups you delete are also deleted, and are unrecoverable

1. Click Student Presentations. The Student Presentations screen opens.
2. Select Designer Options.

To Delete a Single Group

1. Select it by clicking the option button to the left of the Group Name.
2. Under Edit Options, select Delete.

To Delete All Groups

1. Under Edit Options select Delete All.
2. Click Go. A prompt appears asking you to confirm that you wish to delete the group(s). Click OK to continue.

To Edit Groups

1. Click Student Presentations. The Student Presentations screen opens.
2. Select Designer Options.
3. Select the group you wish to edit by clicking the option button to the left of the Group Name.
4. Under Edit Options, select Edit and click Go. The Group Information screen appears.
5. To add or remove students from the group, select/deselect the check box beside their name.

6. To edit the group name, or to add or edit a description, type in the appropriate text box.
7. To create a discussion area for the group and include yourself as a member, select Create a discussion area for this group and Include Instructor.
8. Click Update. The Update Report screen appears, with a message confirming that the changes have been made.
9. To save the changes and display the groups, click Continue.

To View the Students' Work

1. Use the File Manager to view your students' submissions.
2. All group presentation information is stored in the File Manager under the My-Files folder in a folder called "student_pres". This "student_pres" folder contains a separate subfolder for each group. The group subfolder names are identical to the group names. The group subfolders are automatically created when you add or generate groups in the Student Presentation tool.
3. Alternatively, you can gain access to the student's submissions through the File Manager hyperlink on the Group Information screen.

When you select "Manage Files" from your Navigation Bar you will see that a "student_pres" folder has been created. In that folder you will find a folder for each of the student groups. In the separate group folders are the files that the group has created and uploaded.

This ability to view files can help you to judge a group's progress even if the group hasn't created an index.html file yet. It can also allow you to view the HTML contents of a group's files to see what skills and tools the group is using in its presentation. You can also use the "Manage Files" functions to add or delete files from a group's directory, and you can edit the group's files as well. This may be helpful if, for example, you would like to provide an image file or HTML file for a group to include in a presentation. You can copy or upload files directly into the group's presentation directory.

Student Presentations Caveats

Each group will need to create a starting page with the name index.html. Once that file exists the "Description" field in the "Group List" (or the "Project" field in the student view) will become a link pointing to the index.html file. The contents of the HTML <TITLE> tag will become the text for the link. If the index.html file doesn't have a <TITLE> tag then the link will read "(Untitled)". Selecting a group's link will open a new window and display their work.

Providing Feedback

Once you have had a chance to view and assess your students' work you may want to provide some feedback for your presentation groups. There are a couple of ways to provide quick feedback to a group, both of which involve the use of WebCT built-in tools. One method is to use the **Mail** tool provide in WebCT. If you have installed the Mail tool in your WebCT course, you will notice that when you open the Presentation tool a Mail icon exists to the left of each group name. Clicking this icon opens a new message automatically addressed to all of the group's members. You can use this message to send feedback to all of a group's members at once. If you have not installed the Mail tool this option will not be present.

Another method is to use the private discussion topic feature when creating your groups. If you have created these topics the Presentation tool will display a "Topic" column in the "Group List". Clicking the links in this column will open the Discussions tool and display the private topic for a particular presentation group. Since the group's members can only view this topic, it can also be used for feedback to the group regarding their project.

Because the Student Presentations tool doesn't integrate itself into the gradebook, any grades you assign based on group projects will have to be manually entered into your gradebook.

Helping Students to Get Started

Your student's view of Student Presentations varies from the designer view in a number of ways. For example, to upload completed presentations, students must navigate through a series of screens that you, as a designer, do not see. The following set of instructions is written with the student in mind.

A presentation is done in two steps: first, you create the Web presentation as a set of linked HTML pages; then you upload it to WebCT.

The following pages may be copied and given to your students.

What is the Student Presentations Tool?

The Student Presentations tool allows you to upload files to your WebCT course. This is a way for you to work with other students on collaborative projects, and to post finished papers or presentations. The Student Presentation area has several levels of access:

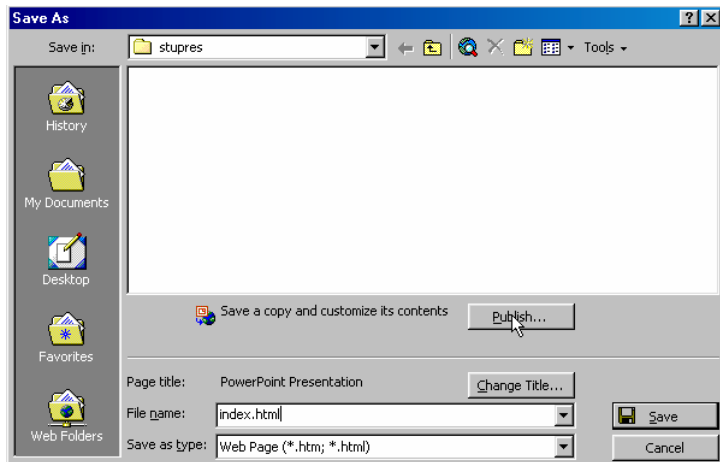
- You and members of a designated group will be able to actually edit and change the documents placed in the area.
- Other students within the course (who are not members of the designated group) and your instructor will be able to see the work you have done.
- Your instructor may use the presentation area as a way to comment on or edit your projects and papers.

Using PowerPoint 2000 to Create Your Presentation

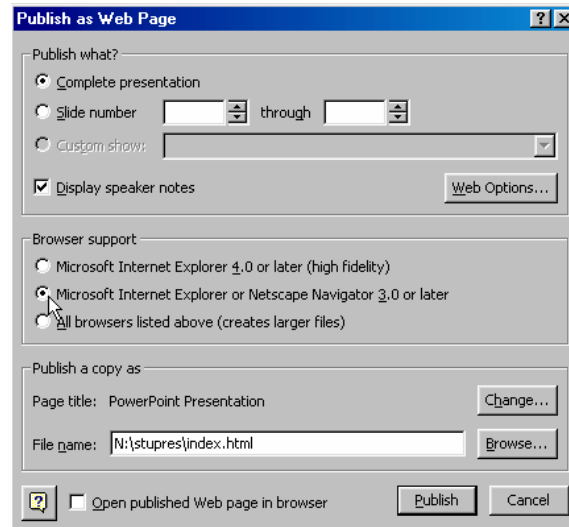
To incorporate a PowerPoint presentation into WebCT, it first needs to be saved as HTML. PowerPoint uses a wizard to help you provide the information it needs to complete the process. The conversion process will create 1 file and a subfolder, all of which need to be uploaded to your WebCT course.

To Create the PowerPoint HTML Files for Uploading into WebCT

1. Open or create the presentation.
2. On the **File** menu, click **Save as Web Page**.
3. In the **File** name box, type **index.html**.
4. In the folder list, select where you would like to save your files.
5. Click on the **Publish** button.



6. In the Publish as Web Page dialog box, **enable the radio** button next to “Microsoft Internet Explorer or Netscape Navigator 3.0 or later.”



7. Click on the **Publish** button.

Note: PowerPoint 2000 will create a file named “index.html” and a folder named “index_files” in the drive location that you specified. You will need to move both the file and the folder to the WebCT server.

Zipping Files to Upload to WebCT

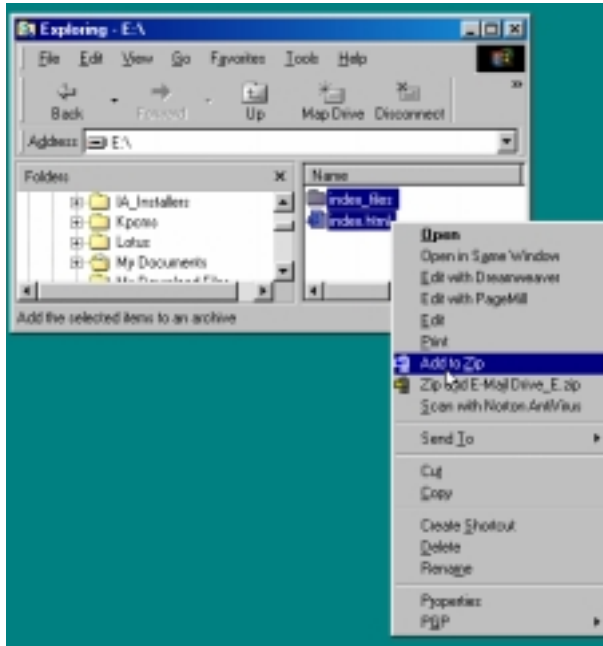
You are allowed to upload only one file at a time when uploading content into your presentation area in the WebCT course. If you compress (i.e. archive or zip) multiple files into one zip file you will significantly reduce the amount of time it will take to upload your course content into WebCT.

Zip utilities allow you to compress multiple files into one single file. WinZip is available in the PUCCLabs or you can download an evaluation version for the PC at <http://www.winzip.com>. For the Mac use ZipIt. You can download a copy from <http://www.shareware.com>.

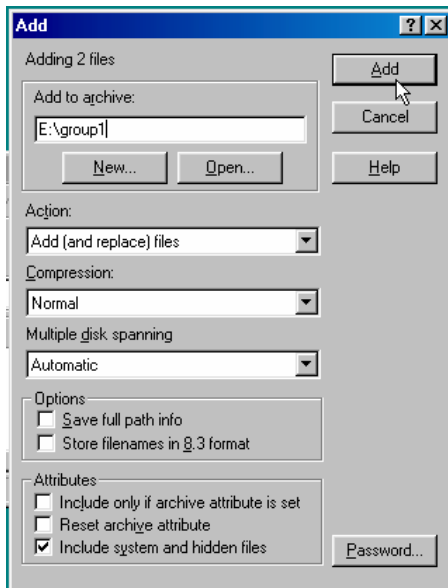
You can zip entire folders when using WinZip and ZipIt. When unzipping zip files that contain folders, WebCT will automatically create corresponding subfolders in your group’s presentation folder.

To Create a Zip File Using WinZip

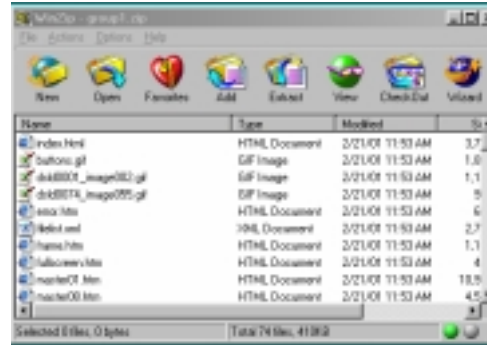
1. From Windows Explorer, select the files you want to zip (index.html & the index_files subfolder). *You can select multiple files & folders, by holding down the shift key while clicking on each file or folder you want to zip.*
2. Right click on the selected file & folder, and select Add to Zip from the short cut menu. The Zip Add dialog box will appear.



3. In the Add to archive text box, type the zip file name (group1), and click the Add button



4. The WinZip application window opens, select **File > Close**. Your file is now zipped and ready to upload to WebCT.



To Get to the Presentations Area

The instructor will set up the Presentations area. Students are put into groups and the groups are named. In some cases, a 'group' may be just one person. Look for the **'Student Presentations'** icon or link on your course home page or tool page.

When you click on the Presentations link, you will see a page with a table that lists group names, members and perhaps a brief project title.

Student Presentations			
Mail	Group	Description	Members
	Group1	None	000000 fsmith kmclean
	Group2	None	brubble fflintstone gstudent

To Upload the Zipped Presentation

1. To upload a presentation, click **Student Presentations**. The Student Presentations screen appears, with a list of all the groups in the class. An Edit Files link appears beside the name of your group.
2. To open the File Manager, click the **Edit Files** link. The File Options screen appears.
3. Under File Options, select **Upload File** and click **Go**. The Upload File screen appears.
4. To locate your presentation files, click **Browse**. Your local computer's browser opens.
5. Locate the zip file, select, and click **Open**.
6. The Upload File screen appears, with the name of your file in the Filename text box.
7. Click **Upload**. The File Options screen appears, and the uploaded file shows as a hyperlink under your group folder.

To Unzip Your Presentation Files

Before anyone can view your presentation the file must be unzipped. This operation allows you to unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

1. From the Student Presentations screen, click **Edit Files**. The Manage Files screen appears.
2. Select the checkbox next to the file you want to unzip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select **Unzip**.
4. Click **Go**. The Unzip File screen appears.
5. From the list box, select a destination folder for the unzipped files and click **Unzip**.
6. The Manage Files screen appears. The files have been unzipped. Your class can now see your presentation.

Changing or Editing Your Presentation

To Download Files

You can download a file from the server hosting your WebCT course to your personal computer. Note: if you want to download multiple files at once, zip them first and then download the .zip file.

1. From the Student Presentations screen, click the Edit Files link. The Manage Files screen appears.
2. Select the checkbox next to the file you want to download. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the File Options header, select Download File.
4. Click Go. The Download File screen appears.
5. To download the file, click Download. A dialog box appears. Follow the instructions in the dialog box to save the file on your computer.
6. To return to the Manage Files screen, click the Return to previous file listing link.
7. To open the downloaded file, close the WebCT Browser, if necessary, and open the file on your computer.

To Edit Files

Occasionally, you may want to edit files in WebCT. The Edit option enables you to make changes to the text and codes in your .txt and .html files in File Manager.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox next to the file you want to edit. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the File Options header, select Edit.
4. Click Go. The Edit File screen appears.
5. To change the name, type in the Filename text box.
6. Edit the content of the file by typing in the large text box. For easier viewing, you can resize this text box by adjusting the width and height controls. Adjusting the size of the text box has no effect on the file's content.
7. When you have finished editing file content, click Save.

To Copy Files

The Copy option allows you to copy one or more files from the current folder to another folder. Copies of the file will then exist in two folders.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to copy. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select Copy.
4. Click Go. The Copy Files screen appears.
5. The file(s) that you selected to copy appear on the left side of the screen. If you decide not to copy a file, clear its checkbox. Select a destination folder from the drop-down box on the right and click Copy.
6. The Manage Files screen appears. The file has been copied.

To Move Files

The Move option allows one or more files to be moved from the current folder to another folder. When a file is moved, it will no longer exist in the original folder. If you want to leave a copy of the file in its original folder, use the Copy feature.

1. From the Student Presentations screen, click the Edit Files link. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to move. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. Select Move in the drop-down box next to the Folder Options header.

4. Click Go. The Move Files screen appears.
5. The file(s) that you selected appear on the left side of the screen. If you decide not to move a file, clear its checkbox. From the list box on the right, select a destination folder and click Move.
6. The Manage Files screen appears. The file has been moved.

To Rename a File

1. The Rename option allows you to rename a file.
2. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
3. Select the checkbox next to the file you want to rename. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
4. In the drop-down box next to the File Options header, select Rename.
5. Click Go. The Rename File screen appears.
6. Type a new name for the file in the New name text box.
7. Click Rename.
8. The Manage Files screen appears. The file has been renamed.

To Delete a File

The Delete option allows you to delete one or more files.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkbox(es) next to the file(s) you want to delete. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down list next to the Folder Options header, select Delete.
4. Click Go. The Delete Files screen appears.
5. The file(s) that you selected appear(s) on the left side of the screen. If you decide not to delete a file, clear its checkbox. To delete the file(s), click Delete.
6. The Manage Files screen appears. The file has been deleted.

To Zip Files Within WebCT

The Zip feature compresses several files into one file. This feature is particularly useful if you want to download more than one file at a time.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkboxes next to the files you want to zip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. In the drop-down box next to the Folder Options header, select Zip.
4. Click Go. The Zip Files screen appears.

The files that you selected appear on the left side of the screen. If you decide not to zip a file, clear its checkbox. Select a destination folder from the list box on the right, and type a name for the zip file in the Filename text box.

5. Click Zip.
6. The Manage Files screen appears. The files have been zipped.

After you download the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

To Unzip Files Within WebCT

This operation allows you to unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

7. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
8. Select the checkbox next to the file you want to unzip. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
9. In the drop-down box next to the Folder Options header, select Unzip.
10. Click Go. The Unzip File screen appears.
11. From the list box, select a destination folder for the unzipped files and click Unzip.
12. The Manage Files screen appears. The files have been unzipped.

To Change File Case

WebCT enables you to change the case of many file names at once with the Upper Case and Lower Case features.

1. From the Student Presentations screen, click Edit Files. The Manage Files screen appears.
2. Select the checkboxes next to the files you want to change. Files are listed under the Folders and Files heading in the bottom half of the Manage Files screen.
3. Select Upper Case or Lower Case in the list box next to the Folder Options header.

4. Click Go.
5. The files that you selected appear on the left side of the screen. If you decide not to convert a filename, clear its checkbox. Click Go.
6. The Manage Files screen appears. The case has been changed.

To Send Mail

You can send mail to your group and to other groups. Every member in the group receives your mail.

1. From the main Student Presentations screen, click the Mail icon to the left of the group name.

To Use The Group Discussion Board

1. Click Discussions where it appears in your course. Your discussion group name appears in the Topics column.