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Below is a list of WebCT Pages and Tools, along with a description of each tool. (The descriptions were copied from the Help section in WebCT. For a complete description of each tool, see the online help that is available in WebCT by clicking on **Help** in the menu bar located at the top of the homepage.

Tool	Description
 <p style="text-align: center;">Organizer Page</p>	<p>Organizer Page – An organizer page is a blank page to which you can add additional tools, pages, or links.</p>
 <p style="text-align: center;">Single Page</p>	<p>Single Page – A single page is a link to any uploaded file such as, HTML, Microsoft Word, Graphic files, etc. (See the File Extensions handout for information on what's viewable in a browser window.)</p>
 <p style="text-align: center;">URL</p>	<p>URL – The URL feature allows you to add a link to any page on the World Wide Web.</p>
 <p style="text-align: center;">Syllabus</p>	<p>Syllabus - <i>Syllabus</i> allows you to create a customized syllabus for your course. It contains sections for course information, instructor information, course goals, policies, textbooks, course requirements, and lesson. You can also add custom sections. If you have created a syllabus in text or HTML, you can import it and use it instead of the pre-defined Syllabus sections.</p>
 <p style="text-align: center;">Content Module</p>	<p>Content Module – The <i>content module</i> can consist of a number of pages of content such as lecture notes, multimedia presentations, assignments, and quizzes. You organize the content pages into a <i>Table of Contents</i>, which provides students with a guide to the sequence of study for the course content. The hierarchical structure also makes it easier for students to find specific course content.</p>
 <p style="text-align: center;">Glossary</p>	<p>Glossary - Use <i>Glossary</i> to create a fully-searchable glossary for your course. It can contain images as well as text, so that illustrative glossary definitions are possible. This Glossary work in conjunction with the Content Module.</p>
 <p style="text-align: center;">Image Database</p>	<p>Image Database - <i>Image Database</i> allows you to create databases of images for your students. In addition to the image, you can include a title and description.</p>

Tool	Description
 <p data-bbox="358 323 428 348">Index</p>	<p data-bbox="548 149 1341 331">Index - Use <i>Index</i> to define keywords for a content page (in the content module) and include them in the course index. The index is organized in the same way as a textbook's index. Entries are listed alphabetically, with each entry having one or more additional subentries associated with it. The subentry is followed by a link to the page on which the index entry is located.</p>
 <p data-bbox="350 527 431 552">Search</p>	<p data-bbox="548 365 1336 449">Search - <i>Search</i> allows you to conduct a search for text within any course. Searching is limited to course content and tools that you have added to your course.</p>
 <p data-bbox="342 716 431 741">Compile</p>	<p data-bbox="548 560 1344 707">Compile - <i>Compiler</i> allows you and your students and teaching assistants to create a custom collection of course notes from the topics in a Content Module. After compiling the notes, you can view them on screen, save them to a file on your computer, or print them from your browser.</p>
 <p data-bbox="302 905 480 930">Resume Course</p>	<p data-bbox="548 749 1317 932">Resume Course - <i>Resume Course</i> works in conjunction with the Content Module to provide a quick method for your students to resume studying your Content Module pages where they left off. When they leave your course, they can return to the last content page by choosing Resume Course from the Menu Bar. (Resume Course is for student use only.)</p>
 <p data-bbox="342 1115 436 1140">CD ROM</p>	<p data-bbox="548 963 1354 1142">CD ROM - The <i>CD-ROM</i> tool allows you to provide students access to multimedia files from a course Content Module. You do not have to upload the files to your course; instead, you provide your students with a CD that contains copies of the multimedia files. When students click a link in the Content Module, the CD-ROM tool reads the file from the student's local CD-ROM drive.</p>
 <p data-bbox="318 1331 461 1356">Discussions</p>	<p data-bbox="548 1184 1354 1362">Discussion - <i>Discussions</i> (commonly called a bulletin board) allows you and your students and teaching assistants to send, read, and search for messages. <i>Discussions</i> is divided into different topics which allow you to create discussion groups around particular subjects. Topics can be public or private.</p>
 <p data-bbox="367 1549 415 1575">Mail</p>	<p data-bbox="548 1383 1312 1535">Mail - <i>Mail</i> allows you, your students, and teaching assistants to send, receive, reply, and forward mail messages to others <u>in the course</u>. You can also store drafts of mail messages, search your mail messages, and add mail folders. Note: WebCT Mail is not connected to your GroupWise Mail.</p>
 <p data-bbox="367 1755 415 1780">Chat</p>	<p data-bbox="548 1583 1360 1793">Chat - <i>Chat</i> allows you, and your students and teaching assistants to have real-time conversations. There are four general purpose chat rooms and one general forum for the course. There is also a general chat room for all courses, which is a room shared by everybody from all courses on the same server. Conversations in the four general purpose rooms are recorded. You are the only person in the course who can see the records.</p>

Tool	Description
 <p>Whiteboard</p>	<p>White Board - <i>Whiteboard</i> is a drawing tool that designers, students, and teaching assistants may use during an online discussion. This tool allows users to type text, draw objects, insert graphics, and make modifications — especially useful for drawing and viewing diagrams in real-time.</p>
 <p>Calendar</p>	<p>Calendar - <i>Calendar</i> allows students, teaching assistants, and instructors to exchange information about class events quickly and effectively. Depending on the calendar settings chosen, both instructors and students can post public calendar entries (visible to everyone in the course) or private ones (visible only to the author). Calendar entries may include links to course content or to external websites.</p>
 <p>Student Tips</p>	<p>Student Tips - <i>Student Tips</i> allows you to write tips for students on topics such as using WebCT. These tips display randomly each time a student logs onto your course. Students can control whether or not they see the <i>Student Tip of the Day</i> by enabling/disabling <i>Student Tips</i>. Students can use <i>Student Tips</i> only if you have added it to your course.</p>
 <p>Quiz & Survey</p>	<p>Quiz - Use <i>Quiz and Survey</i> to create and administer your quizzes and surveys. Quizzes can be completely or partially graded by WebCT depending upon the type of questions in the quiz; WebCT is unable to automatically grade paragraph questions. Survey responses are automatically tabulated, and the results are summarized.</p>
 <p>Self Test</p>	<p>Self Test - <i>Self Test</i> allows you to create a multiple-choice test that students can use to test their knowledge. No grades are assigned or recorded. Instead, when a student answers a question in a self test, they are informed immediately whether the answer is correct. You can also include reasons why the answer is correct or incorrect.</p>
 <p>Assignments</p>	<p>Assignments - <i>Assignments</i> allows you to create and distribute course assignments to your students. Then you can download, evaluate, and assign a grade to the completed work.</p>
 <p>Student Presentations</p>	<p>Student Presentations – <i>Student Presentations</i> 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.</p>
 <p>Student Homepages</p>	<p>Student Homepages – <i>Student Homepages</i> gives students the tools they need to create a personal Web page, which contains information about themselves, the projects they are working on, links to their favorite Web sites, and perhaps biographical information about their favorite pets!</p>

Tool	Description
 <p data-bbox="316 315 462 344">My Progress</p>	<p data-bbox="548 151 1349 304">My Progress – <i>My Progress</i> allows students to see the parts of the course they have accessed, and the number of content module pages visited. They can also view a history of the content module pages they have visited, including the time they accessed the page. To see <i>My Progress</i>, you must log on to your course as a student.</p>
 <p data-bbox="316 514 462 541">My Grades</p>	<p data-bbox="548 352 1349 472">My Grades – My Grades allow the student to view their own grades as entered by the designer. The My Grades link is only accessible to students. Designers (Instructors) can access the grades through Manage Course/Manage Students.</p>
 <p data-bbox="284 735 495 762">Language Selector</p>	<p data-bbox="548 550 1349 693">Language - Menus and buttons will appear in the selected language. However, course content or text created by other users (e.g. Mail messages, Discussion topics, icon labels, user names) will remain in the original language. You can allow your students to change the language by adding a Languages tool to your course.</p> <p data-bbox="548 699 1349 756">Note: Depending on administrator settings, this feature may not be available.</p>