

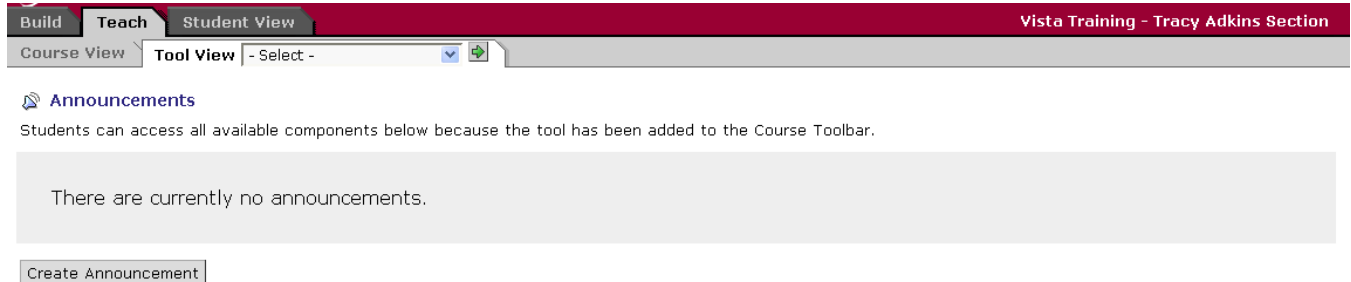
# Managing Communication Tools

## Announcements

### To Access Announcements

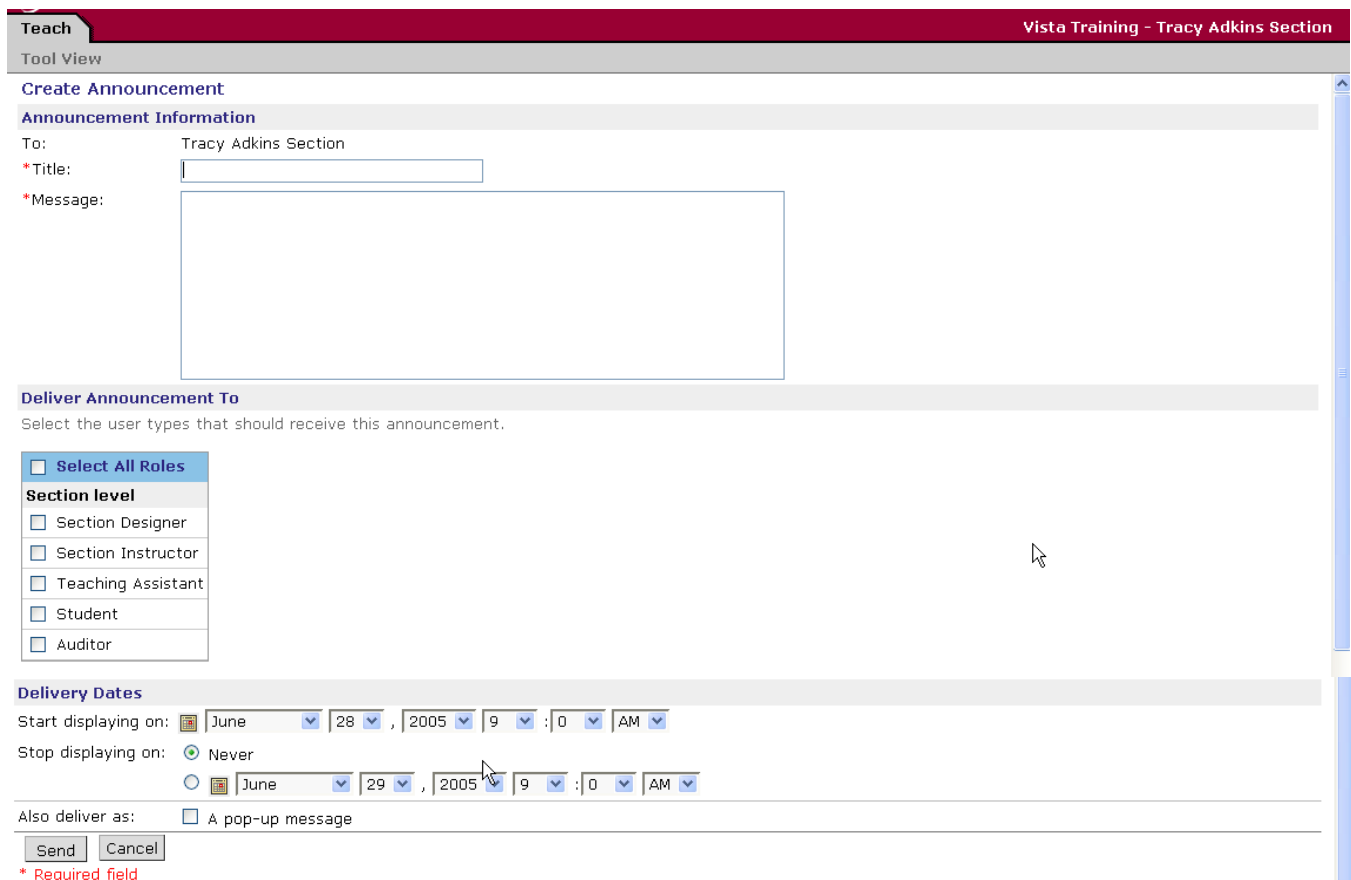
Click the **Teach** tab, and then click the **Tool View** subtab.

Then click the **Announcements** link.



### To Create an Announcement

On the Announcements screen, click **Create Announcement**.



In the Title box, *enter a title or subject* for the announcement.

In the Message box, *enter the message* for the announcement.

In the Deliver Announcement to section, *select the check box(es)* for the type of role you wish to receive the announcement.

In the Delivery Dates section, *enter a start and end date/time* for the announcement.

If necessary, select the **Pop-up** check box to have the announcement displayed in a pop-up window.

## WebCT Vista 3.x

Click **Send**.

### To Preview an Announcement

1. From the Announcements screen, click the **Preview button**  in the options column for the appropriate announcement.

### To Delete an Announcement

1. From the Announcements screen, click the **Delete button**  in the options column for the appropriate announcement.
2. Click **OK** to confirm the deletion.

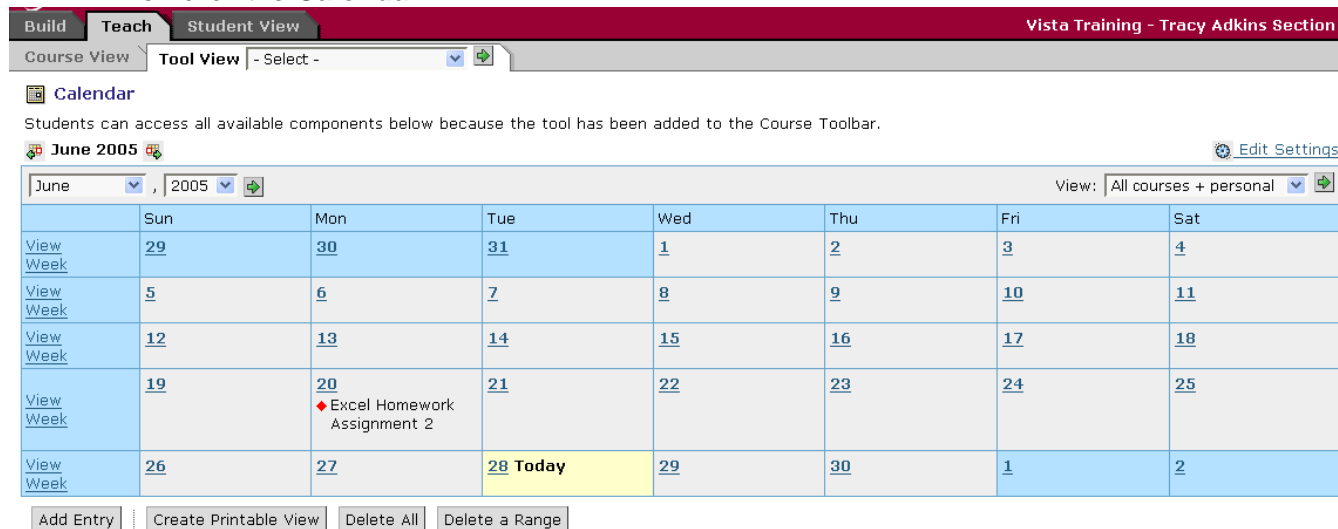
### To Edit an Announcement

1. From the Announcements screen, *click the name of the announcement*.
2. Make any changes necessary, and then click **Send**.

## Calendar

### To Access Calendar

1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then click the **Calendar link**.



Build Teach Student View Vista Training - Tracy Adkins Section

Course View Tool View - Select -

Calendar

Students can access all available components below because the tool has been added to the Course Toolbar.

June 2005 Edit Settings

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
View Week	29	30	31	1	2	3	4
View Week	5	6	7	8	9	10	11
View Week	12	13	14	15	16	17	18
View Week	19	20 ◆ Excel Homework Assignment 2	21	22	23	24	25
View Week	26	27	28 Today	29	30	1	2

Add Entry | Create Printable View | Delete All | Delete a Range

#### Key:

- FirstGPC TestClass - Tracy Section
- ◆ Vista Training - Tracy Adkins Section

*Entries in italic are private entries.*

### To Create an Entry

1. From the Calendar screen, click the **Add Entry button**.

Add Entry

Settings

\*Summary:

Start date:   ,   :

End date:   ,   :

This is an all-day event

Type:  Access level:

\*Detail:

Use HTML

▶ More Options (Expand this area to see more options.)

\* Required field

2. In the **Summary box**, enter a brief description for the calendar entry.
3. Choose a **Start/End date and time** or click the **This is an all-day event** checkbox.
4. Select the **Course drop down list** and choose the course (or section) that this entry applies to. If it does not apply to a particular course, select **Personal**. Then click the **Access level drop down list** and choose **Private** or **Public**.
5. In the **Detail box**, enter a more detailed description of the entry.
6. Click the green **More Options** arrow to expand the Add Entry screen.

▼ More Options (Expand this area to see more options.)

Links:  Internal link:     
 Internet URL:

Recurrence:  This entry repeats:  
 Every day  
 Every week on these days:  
 Sun  Mon  Tue  Wed  Thu  Fri  Sat

Until:   ,

\* Required field

7. In the Links section, select either the **Internal link** or **Internet URL** radio button.
  - a. If the Internal link radio button is selected, click the drop down list and select the type of tool you want to link to. Then click the green **Go arrow**. This will open a separate window; listing all components of that tool. Select the radio button next to the component you want to link to then click **Add Selected**.
  - b. If the Internet URL radio button is selected, enter the address of the website in the adjacent box.
8. If necessary, select the **This entry repeats** checkbox and then choose the type of repeat: **Every day** or **Every week on these days** radio buttons. Then make the appropriate day selections.
9. Choose the appropriate **Until** date.
10. Then click **Save**.

To Set Student Access

1. From the Calendar screen, click the **Edit Settings** button .

The screenshot shows the 'Section Settings' and 'Custom View' sections of the WebCT Vista 3.x interface. The 'Section Settings' section includes a checkbox for 'Allow Student public entries', a label for 'Default Entry Type for Section Instructor', and radio buttons for 'Public' and 'Private'. The 'Preferred View' section includes radio buttons for 'Month', 'Week', and 'Day', and a 'Week begins on:' dropdown menu set to 'Sun'. The 'Custom View' section includes a label 'To display course calendar entries, select the appropriate check box.', two radio buttons for 'Show entries from all my courses' and 'Only show entries from these courses:', a table with a 'Course Name' header and two rows of courses with checkboxes, and a checkbox for 'Show personal entries (entries not associated with any course)'. At the bottom are 'Save' and 'Cancel' buttons.

3. In the Sections Settings section, clear the **Allow Student public entries check box** if you do not want students to be able to make entries for the entire class.
4. If you want to change the default type of entry for the Section Instructor, select the **Private radio button**.
5. Click **Save**.
6. The Preferred View for the calendar can automatically be changed by selecting the **Month, Week, or Day radio button.**
7. To choose which day of the week the week starts on, click the **Week begins on drop down list** and *select your choice*.
8. Then in the Custom View section, select the **Show entries from all my courses radio button** or select the **Only show entries from these courses radio button** and then choose the courses by *selecting the appropriate check boxes*.
9. If you want to also see entries that are not course specific, select the **Show personal entries (entries no associated with any course) check box**.
10. Finally, click **Save**.

To Display a Custom View of the Calendar

1. From the Calendar screen, regardless of the view, click the **View drop down list**.
2. Select Custom view.
3. Then click the green **Go arrow**.

To Create a Printable View

1. From the Calendar screen, regardless of the view, click the **Create Printable View button**.

Build Teach **Student View** Vista Training - Tracy Adkins Section

Course View **Tool View** - Select -

**Create Printable View**

**Date Range**

Start date: June 28, 2005

End date: June 28, 2005

Start time between: 12 : 00 AM AND 11 : 45 PM

End time between: 12 : 00 AM AND 11 : 45 PM

**Filter Results**  Only show entries in which:

Summary contains

More Choices Fewer Choices

**Course Selection**

Show entries from all my courses

Only show entries from these courses:

**Course Name**

FirstGPC TestClass - Tracy Section

Vista Training - Tracy Adkins Section

**Access Level**

Private entries only

Public entries only

Both private and public entries

Continue Cancel

2. Choose a **Start/End date** and **Start/ End time** from the drop down menus.
3. Choose any filters that might apply.
4. Then choose the Access Level for the type of entries you want to compile. Select the **Private entries only**, **Public entries only**, or the **Both private and public entries radio button**.
5. Choose the Show entries from all my courses radio button or the Only show entries from these courses: radio button then select the check boxes next to the appropriate courses.
6. Then click **Continue**. The compiled list of entries should appear. You can then print this list if you like.
7. Click **Print or Cancel** to return to the Calendar screen.

To View Details of an Entry


1. From the Calendar screen (in the month view), click either the **View Week link** found on the left side of the calendar or *click the date* for which you would like to view details to go to the Day view.

To Edit an Entry

1. From either the Week view or the Day view click the **Edit button** found directly under an entry.

2. Make any necessary changes then click **Save**.


To Delete an Entry

1. From either the Week view or the Day view click the **Delete button**  found directly under the entry.
2. Click **OK** to confirm the deletion.

To Delete All Entries for a Particular Day

1. From either the Week view or the Day view click the **Delete All button** found directly under the entry.
2. Click **OK** to confirm the deletion.

To Delete Recurring Entries

1. From either the Week view or the Day view click the **Delete button**  found directly under the entry.
2. Choose either the **Delete this Occurrence Only button** or the **Delete All button**.

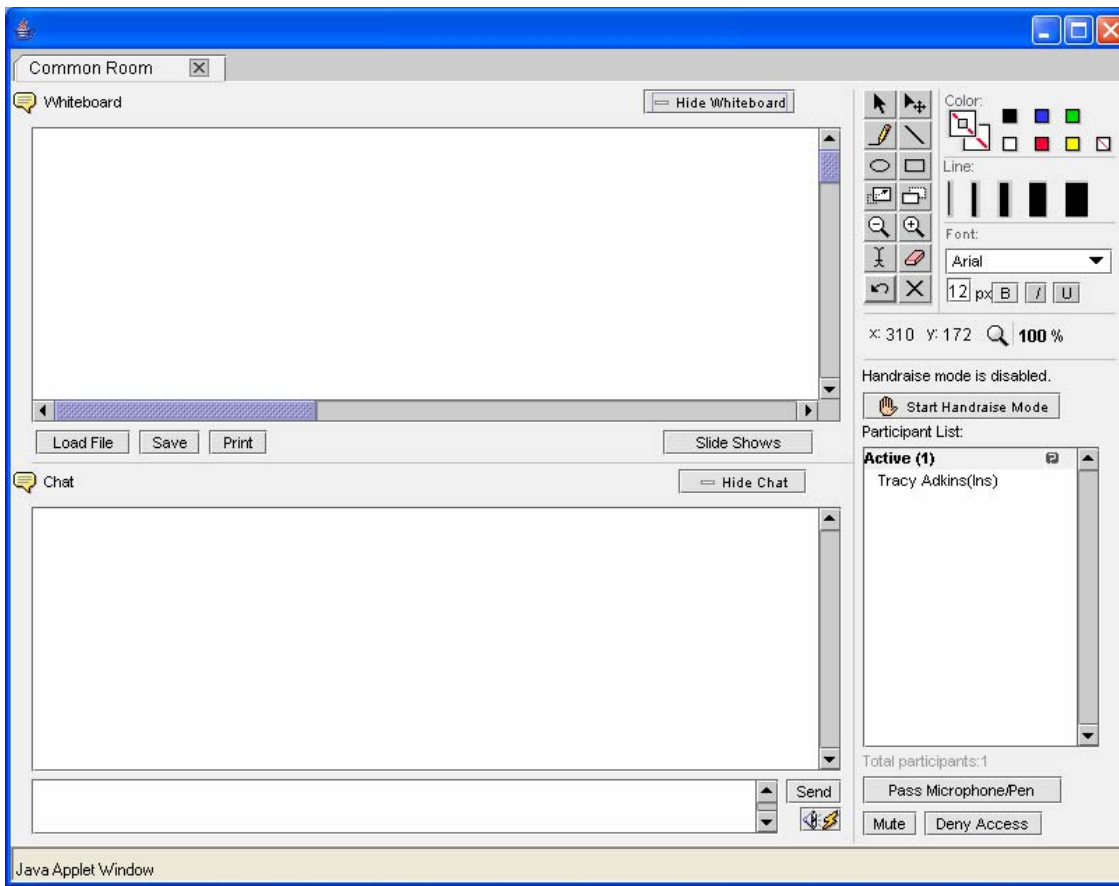
**Chat**

To Access Chat and Whiteboard


1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then click the **Chat and Whiteboard link**.

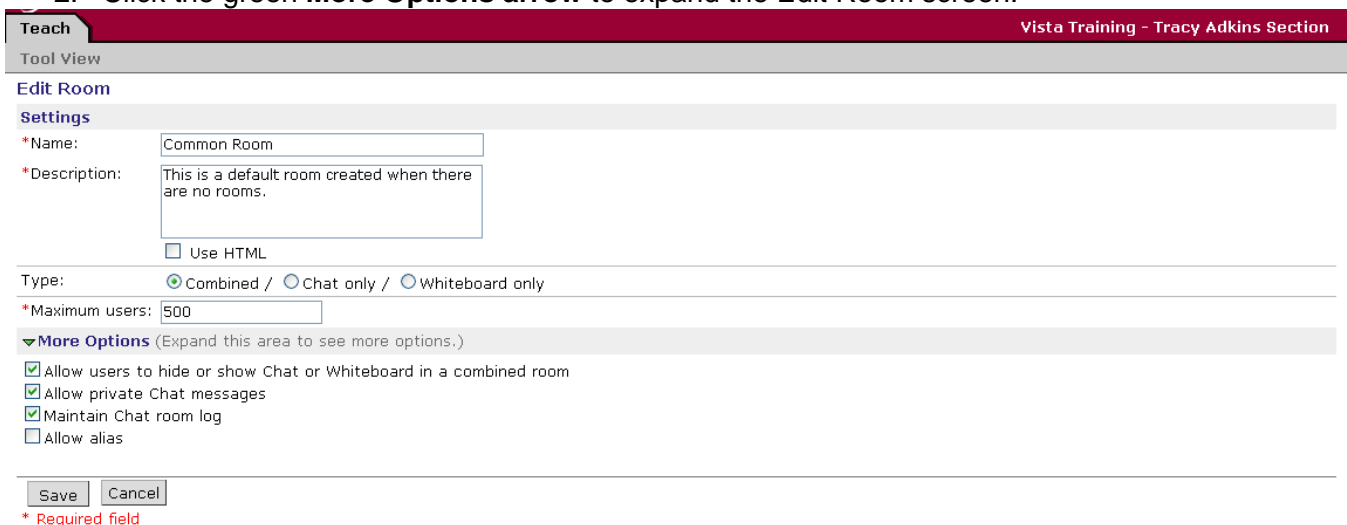
3. Then *click the appropriate Chat/Whiteboard link*.

## WebCT Vista 3.x




### To Allow Private Messages in a Room

1. From the Chat and Whiteboard screen, click the **Edit Settings button**  that corresponds to the appropriate room.
2. Click the green **More Options arrow** to expand the Edit Room screen.



3. Select the **Allow private Chat messages checkbox**.
4. Then click the **Save button**.

### To Maintain a Chat Room Log

1. From the Chat and Whiteboard screen, click the **Edit Settings button**  that corresponds to the appropriate room.

## WebCT Vista 3.x

2. Click the green **More Options** arrow to expand the Modify Room screen.

Teach Vista Training - Tracy Adkins Section

Tool View

Edit Room

Settings

\*Name: Common Room

\*Description: This is a default room created when there are no rooms.

Use HTML

Type:  Combined /  Chat only /  Whiteboard only

\*Maximum users: 500

▼ More Options (Expand this area to see more options.)

Allow users to hide or show Chat or Whiteboard in a combined room

Allow private Chat messages

Maintain Chat room log


Allow alias

Save Cancel

\* Required field


3. Select the **Maintain Chat room log** checkbox.
4. Then click the **Save** button.

### To View a Chat Room Log

1. From the Chat and Whiteboard screen, click the **View Log** button  that corresponds to the appropriate room.

## From within a Chat and Whiteboard Session

### To Set an Entry Chime

1. Open the appropriate chat room, and then click the **Chimes** button  at the bottom of the chat room window.

### To Start Handraise Mode (student cannot send messages unless that are passed the pen)

2. Open the appropriate chat room, and then click the **Start Handraise Mode** button on the right side of the chat room window.

### To Enable a Student to Send Messages to the Chat Room when in Handraise Mode

1. Click the name of the student in the Participant List.
2. Click the **Pass Pen/Microphone** button and the bottom of the chat room window.

### To Mute a Student

1. Click the name of the student in the Participant List.
2. Click the **Mute** button and the bottom of the chat room window.

### To Unmute a Student

1. Click the name of the student in the Participant List.
2. Click the **Unmute** button and the bottom of the chat room window.

### To Deny Access to a Student

1. Click the name of the student in the Participant List.
2. Click the **Deny Access** button and the bottom of the chat room window.

### To Grant Access to a Student

1. Click the name of the student in the Participant List.
2. Click the **Grant Access** button and the bottom of the chat room window.

### To Send a Private Message

1. Double click the name of the student in the Participant List.
2. *Enter the message* into Send Private Message window.
3. Click **Send**.

## Whiteboard

### Drawing Lines and Objects

You can draw freehand, or you can draw the following objects:

- straight line
- empty oval
- filled oval
- empty rectangle
- filled rectangle

### To Draw a Line or Object

1. From the Whiteboard , click one of the following icons:

**Draw Freehand** 

**Draw Straight Line** 

**Draw Empty Oval** 


**Draw Filled Oval** 

**Draw Empty Rectangle** 

**Draw Filled Rectangle** 

2. Click anywhere on the Whiteboard and, keeping the mouse button pressed, draw moving the mouse.
3. When you are finished drawing, release the mouse button. The object or line displays on the Whiteboard of all users in the room.
4. To draw another object or line, repeat steps 1 to 3.


### To Reshape Drawing Objects

1. From the Whiteboard, click the **Reshape icon** . Selection handles appear around all objects on the Whiteboard.
2. For each object you want to reshape, click one of its selection handles and, keeping you mouse button pressed, move your mouse to reshape the object.

### Moving Items

You can move objects, text, and symbols that appear on the Whiteboard.

### To Move Items

1. From the Whiteboard, click the **Move icon** . Selection handles appear around all items on the Whiteboard.
2. For each item you want to move, click one of its selection handles and, keeping your mouse button pressed, move your mouse to drag the item to the desired position.
3. When you are finished moving the item, release your mouse button.

## Upload Images

You can upload images and display on the Whiteboard.


### To Load Images

1. Click the **Load File button** in the middle of the window. The Choose a File window opens up.
2. If necessary, *upload your image file*.
3. *Select the radio button* next to the file you wish to load.
4. Click **Add Selected**.

## Zooming In and Out

You can zoom in to get an enlarged view of objects on the Whiteboard, or you can zoom out to get a view of all objects on the Whiteboard.

### To Zoom In and Out

1. From the Whiteboard room, click the **Zoom In**  or **Zoom Out icon** . The view is adjusted.
2. Use the horizontal and vertical scroll bars to bring objects into view.

## Undoing Your Last Operation


You can undo, one by one, all Whiteboard operations performed since entering the room.

### To Undo Operations

1. From the Whiteboard room, click **Undo icon** . Your last operation is undone.

## Inserting Text

### To Insert Text

1. From the Whiteboard, click the **Enter Text icon** .
2. To insert the cursor, *click anywhere on the Whiteboard*.
3. *Type your text*.
4. When you are finished typing, press **Enter** on your keyboard.

## Customizing Font Attributes

You can change the font attributes such as font, size, bold, italics, and underline for the text you insert on the Whiteboard.


### To Customize Font Attributes

1. From the Whiteboard, click the **Font drop down list** and *select a font*.
2. In the px box *enter a font size*.
3. Click **B**, **I**, or **U** to add bold, italics, or underlining to text.

## Duplicating Items

You can duplicate selected objects, text, and symbols that appear on the Whiteboard.

### To Duplicate Items


1. From the Whiteboard, click the **Duplicate icon** . Selection handles appear around all items on the Whiteboard.
2. For each item you want to duplicate, click one of its selection handles. A copy of the item appears on the Whiteboard.

## Clearing the Drawing Area

You can clear the Whiteboard drawing area of all text, objects, and symbols.

## WebCT Vista 3.x


### To Clear the Drawing Area

1. From the Whiteboard room, click the **Clear Whiteboard icon** . A confirmation message appears.
2. Click **OK**. The Whiteboard drawing area is cleared.

### **Deleting Items**

You can delete selected objects, text, and symbols from the Whiteboard.

### To Delete Items

1. From the Whiteboard, click the **Delete icon** . Selection handles appear around all items on the Whiteboard.
2. For each item you want to delete, click one of its selection handles. The item is deleted.

### **Saving Files**

Once you have inserted items on the Whiteboard you can save the file and load it later into another session. The file is saved in vector format.

### To Save a File

1. From the Whiteboard, click Save. The Save File pop-up window appears.
2. Enter a name for the file.
3. Click Save. The file is saved.

### **Loading Files**

You can load Whiteboard files that you have saved.

### To Load Saved Files

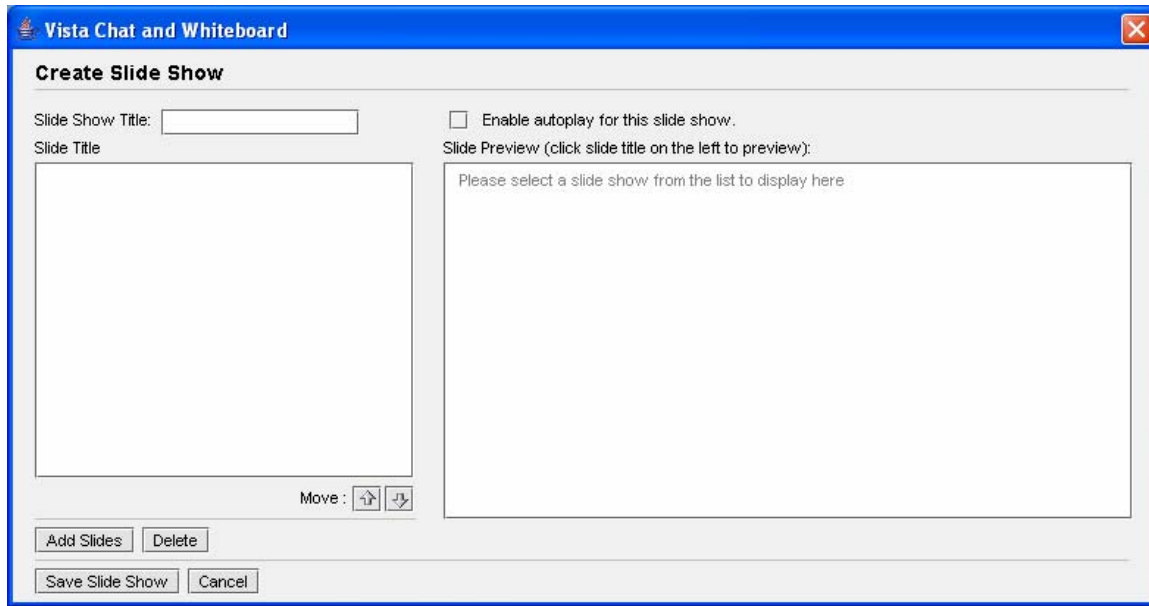
1. From the Whiteboard room, click **Load File**. The Load File pop-up window appears, displaying a list of all saved files.
2. *Select the radio button for the file* and then click **Add Selected**.

### **Slide Shows**

Images that have been created on the Whiteboard can be saved and assembled into a slide show. Images that have been uploaded to the Chat and Whiteboard folder of the File Manager can also be assembled into slide shows.

### To Create a Slide Show

1. From the Whiteboard, click the **Slide Shows button**. Then click **Create Slide Show**.



2. Enter a title for the slide show in the Slide Show Title box.
3. Click **Add Slides**.
4. If necessary, upload your image file(s).
5. Check the boxes next to the images that you wish to add to the slide show.
6. Click **Add Selected**.
7. Select the way in which you want to present your slide show:  
To manually control the presentation of the slides do not select anything. To have the slides presented automatically, select the **Enable autoplay for this slide show check box**.  
If autoplay is selected chose the Display time by selecting a slide in the Slide Title list and then in the Display text box, enter the number of seconds you want to display that slide. Then click **OK**. Repeat for each slide.
8. Click **Save Slide Show**.

#### To Load a Slide Show

1. From the Whiteboard, click the **Slide Shows button**. Then in the Slide Show Title list select the show you wish to load. Then click **Load Selected Slide Show**.

#### **Printing Whiteboard Content**

You can print the content of the Whiteboard drawing area.

TIP: To print files, you must first load them on to the Whiteboard.

#### To Print Whiteboard Content

1. From the Whiteboard, click **Print**. The contents of the drawing area appear in a new browser window.
2. Make your selections to print from your browser.

#### **Deleting Slide Shows**

##### To Slide Shows

1. From the Whiteboard, click the **Slide Shows button**. Then in the Slide Show Title list select the show you wish to delete. Then click **Delete**.
2. Click **OK**.

## Selecting Colors



### To Set the Drawing Color

1. From the Whiteboard, click the **Foreground Color icon**.  
TIP: The Foreground Color and Background Color icons appear next to the color palette.
2. From the color palette, *click the new drawing color*. The color is updated.

### To Set the Background Color


1. From the Whiteboard, click the **Background Color icon**.  
TIP: The Foreground Color and Background Color icons appear next to the color palette.
2. From the color palette, *click the new background color*. The color is updated.

## Changing Line Thickness

You can change the line thickness so that objects you draw will appear in the new line thickness. You can also apply the new line thickness to existing objects on the Whiteboard.



### To Change Line Thickness

1. In the Whiteboard room, from the Line Thickness icons, *click the new line thickness*. The objects you draw will appear in the new line thickness.
2. If you want to apply the new line thickness to existing objects:  
Click the **Select icon** . Selection handles appear around all objects on the Whiteboard.  
For each object whose line thickness you want to update, *click one of its selection handles*.  
The object's line thickness is updated to your current selection.
3. If you do not want to have all subsequently drawn objects appear in the new line thickness, repeat step 1.

## Discussions

### To Access Discussions

1. Click the **Teach tab**, and then click the **Tool View subtab**.
2. Then click the **Discussions link**.

Build Teach Student View Vista Training - Tracy Adkins Section




























Course View Tool View - Select - Search this tool:

Discussions

Students can access all available components below because the tool has been added to the Course Toolbar.

Create Topic Create Category Reorder Categories

All Topics 5 Messages ( 5 New )  
 All My Posts 0 Messages

Move	Title	Messages	Available	options ?
	<b>Unit 1 Discussions</b> Unit 1 Discussions			  
	<input type="checkbox"/> Unit 1 Summary	0 Messages	Yes	  
	<input type="checkbox"/> Unit 1 Group 1	2 Messages ( 2 New )	Yes	  
	<input type="checkbox"/> Unit 1 Group 2	3 Messages ( 3 New )	Yes	  
	<input type="checkbox"/> Unit 1 Group 3	0 Messages	Yes	  
	<input type="checkbox"/> Unit 1 Group 4	0 Messages	Yes	  
	<b>Uncategorized Topics</b>			
	<input type="checkbox"/> Introductions	0 Messages	Yes	  

Create Topic Create Category


To Create Discussion Categories

1. Click the **Create Category** button.
2. In the Title box, *enter a name for the category.*
3. In the Description box, *enter a description of the category.*
4. Click the **Save** button.

To Edit a Category

1. From the Discussions screen, click the **Edit Settings** button  found in the options column.
2. Make your changes then click the **Save** button.

To Delete a Category and all it's Contents

1. From the Discussions screen, click the **Delete** button .
2. Click **OK** to complete the deletion.

To Create Discussion Topics

1. Click the **Create Topic** button.
2. In the **Title** box on the Create Topic screen, *enter a title* for the topic.
3. If you want to grade the messages that students post inside this topic, select the **Topic is gradable** check box. Then in the Grade Book column title box *enter a name* for the column in your grade book. Select either the **Numeric grade** or **Alphanumeric grade** radio button. If you select Numeric grade then in the Out of box *enter the maximum value* for the grade.
4. Select the **Editable posts** check box to allow students to edit their messages after they have been posted.
5. Select the **Locked** check box to keep people from posting to this topic.
6. Select the **Anonymous** check box to allow the possibility of posting messages to this topic anonymously.
7. Click the **Save** button. This will return you to the Discussions screen.

To Create a Topic and Place it into a Category


1. Click the **Create Topic** button.
2. In the **Title** box on the Create Topic screen, *enter a title* for the topic.
3. If you want to grade the messages that students post inside this topic, select the **Topic is gradable** check box. Then in the Grade Book column title box *enter a name* for the column in

## WebCT Vista 3.x


your grade book. Select either the **Numeric grade** or **Alphanumeric grade radio button**. If you select Numeric grade then in the Out of box *enter the maximum value* for the grade.

4. Select the **Editable posts check box** to allow students to edit their messages after they have been posted.
5. Select the **Locked check box** to keep people from posting to this topic.
6. Select the **Anonymous check box** to allow the possibility of posting messages to this topic anonymously.
7. Click the **More Options green arrow** to expand the screen.
8. In the Category section, select the Specify an existing category radio button. Then from the adjacent drop down list select the appropriate category.
9. Click the **Save button**. This will return you to the Discussions screen.


### To Edit a Topic

1. From the Discussions screen, click the **Edit Settings button** .
2. Make your changes then click the **Save button**.

### To Delete a Topic and all it's Contents

1. From the Discussions screen, click the **Delete button** .
2. Click **OK** to complete the deletion.

### To Lock a Topic or Unlock a Topic

1. From the Discussions screen, click the **Edit Settings button** .
2. Then check or clear the **Lock check box**.
3. Click the **Save button**.

### To Turn off a Topic

1. From the Discussions screen, locate the Available column.
2. Then locate the topic that you wish to lock.
3. Click the corresponding **NO** or **YES** entry located *in the Available column*.

### To Post Discussion Messages

1. *Click the name of the discussion category*, if necessary.
2. Then *click the name of the discussion topic*.
3. Click **Create Message**.

## WebCT Vista 3.x

Close this window

### Create Message

\*Subject:

HTML Creator:  On /  Off

Message:

Use HTML    Insert equation: New

\* Required field

Close this window

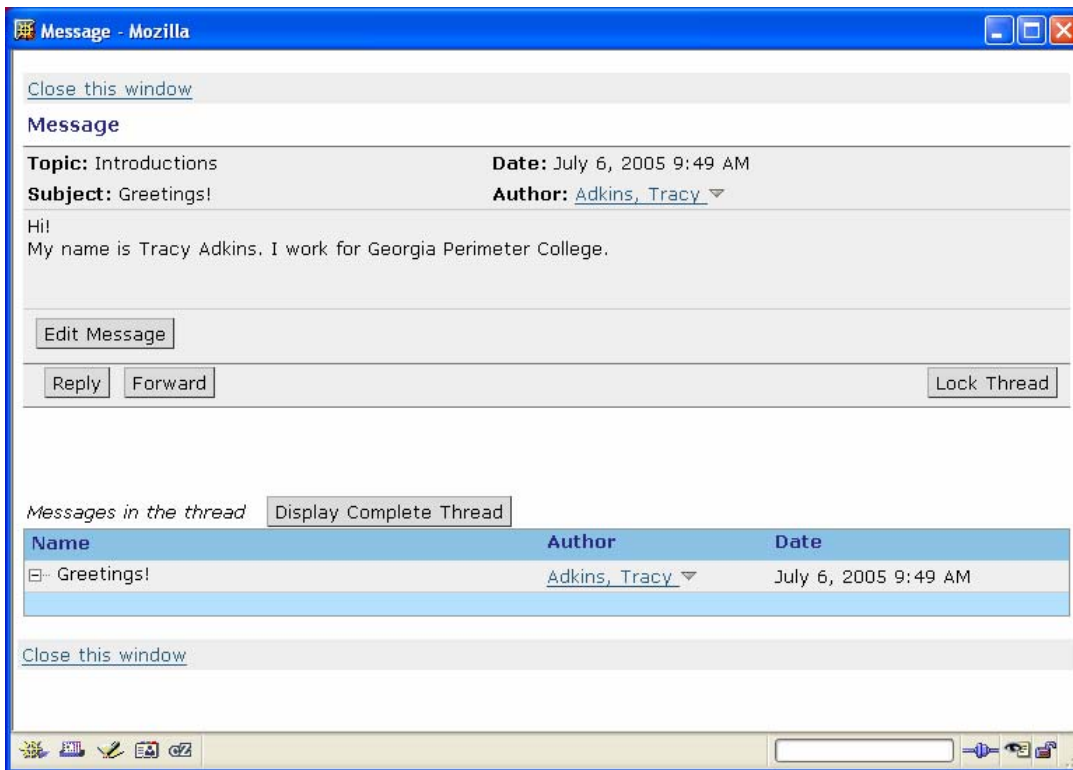
Done

4. Enter a subject in the Subject box. In the Message box, enter the message. If you would like to add formatting, click the **HTML Creator on radio button**. If necessary, click the **Insert equation drop down list**, select a previous equation or New, and then click the green **Go arrow** to add an equation to the message.
5. You can also click **Browse** to attach files to the message.
6. Click **Post**.

### To Read a Discussion Message

1. Click the subject of the message. The message will open in a new window.

## WebCT Vista 3.x

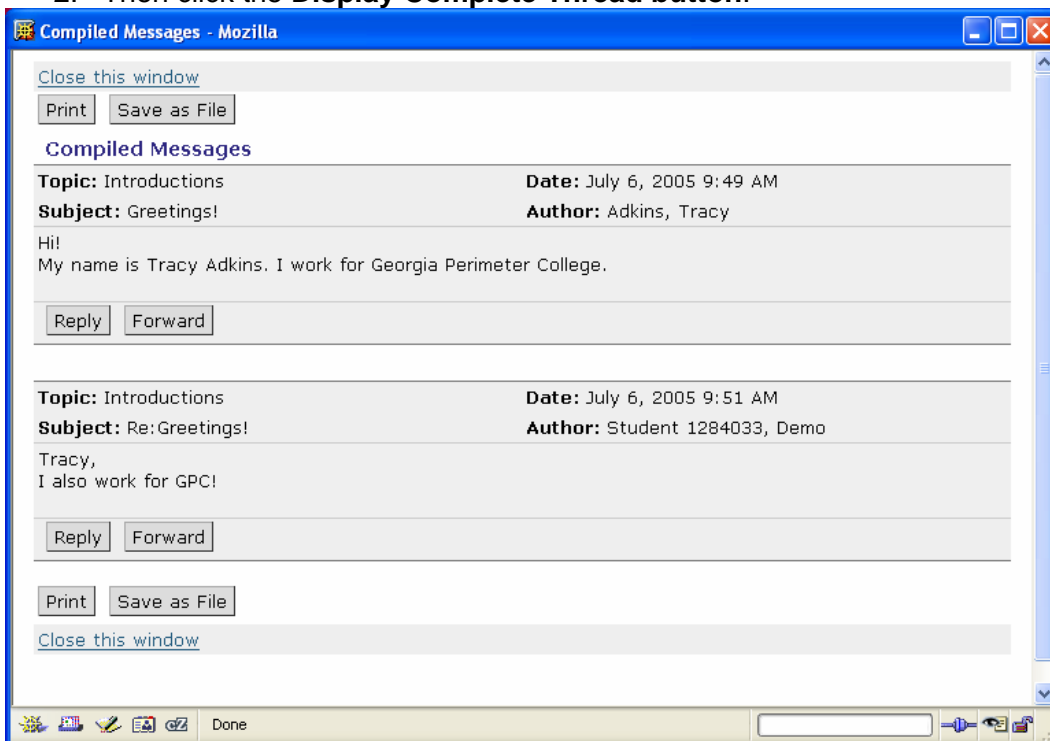


### To Reply to a Discussion Message

1. Click the *subject* of the message.
2. Then click the **Reply** button.
3. Proceeds as if you were posting a new message.

### To Display a Complete Thread (all responses to a message)

1. Click the *subject* of the message. The message will open in a new window.
2. Then click the **Display Complete Thread** button.




To Move Discussion Messages or Threads

1. Select the check box next to the message/thread.
2. Then click the **Move to drop down list** and *select the topic* to move the message to.
3. Then click the green **Go arrow**.
4. Click **OK** to complete the move.

To Copy Discussion Messages or Threads

1. Select the check box next to the message/thread.
2. Then click the **Copy to drop down list** and *select the topic* to move the message to.
3. Then click the green **Go arrow**.
4. Click **OK** to complete the copy.

To Delete a Message or Thread

1. Click the **Delete button**  in the options column for the appropriate message/thread.
2. Click **OK** to complete the deletion.