

The following is a sample of a module from the original 13-part tutorial series I designed to introduce students WebCT and related issues when taking Internet courses at Corning Community College, and is available to students through the campus portal, MyCCC.

Partial, 6 pgs














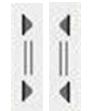




ICON GLOSSARY & INDEX











This document is a resource for the entire series of modules on WebCT courses at CCC. Print this out and refer to it to find definitions of unidentified icons you encounter and to look up topics to find the information you are looking for. If you have questions, refer to the contact information in *Get Help!* to get the assistance you need. The *Index* of topics begins on page 4.

Icon Glossary

Have you seen an icon in your course and wondered what it was used for? In WebCT you will encounter many icons with special functions. This document provides a list of their function(s) as well as locations in WebCT where you will find these features, and pages in the tutorial modules where the icon is demonstrated. This is not an exhaustive list, but represents common features. This module does not include icons that already have text as part of the tool's identity or tools within the *HTML Creator*, *Chat/Whiteboard*, or *Equation Editor*. *Tutorial location key: module/page#(s)*

Icon/Title	Function	WebCT Location	Tutorial
 ActionLinks for This Item	A link to an action or menu of actions that apply to a specific item. To display the menu of options, users right-click on this icon next to the item of interest to select an action.	Many areas throughout WebCT; examples include participants in a discussion topic, messages and custom folders in mail, chat rooms, assignments and assessments, and course files.	Assignments/3, 5 Chat/1 Discussions/10 Mail/2, 5
 Attachment	Indicates an attachment is included. No action is linked from this icon.	Mail and discussion messages that have attachments display this icon next to the authors of the messages.	Discussions/5 Mail/5
 Back	Takes user back to the previous location in a path of links, usually indicated to the left of the <i>breadcrumb path</i> at the top of the content window.	Many areas: In learning modules to indicate a user's location in the module, discussion topics, folders within <i>My Files</i> , files and folders located on the <i>Course Content</i> home page; wherever users enter deeper layers within their course.	Assessments/4 Learning-Modules/2
 Bookmarks	Adds links to pages and comments pertaining to each bookmark.	In the <i>Action Menu</i> in the upper right tool bar of a learning module.	Learning-Modules/3
 Create Printable View	Compiles all or selected contents for printing and/or saving.	In the <i>Action</i> menu in the upper right tool bar of a learning module, and below a list of messages in the <i>Selected Actions</i> area of course mail and discussions. Also available without the icon in the <i>Calendar</i> .	Discussions/10 Learning-Modules/3 Mail/5 Navigate/2
 Calendar	Displays your global WebCT calendar from <i>My WebCT</i> .	In the <i>My WebCT</i> view, located in the upper right of the window. Also listed in the <i>Course Tools</i> menu when added to a course.	Navigate/2
 Edit	Applies edits to a particular item.	Many areas; often available from the <i>ActionLinks</i> menu of an item, and upper right corner of channels in <i>My WebCT</i> .	Navigate/2

Icon/Title	Function	WebCT Location	Tutorial
 Entire Thread	Displays the complete thread of replies to the same subject.	Located to the right of the subject of a discussion thread.	Discussions/3
 Expand-Collapse Description	Displays or hides the description of an item. The down arrows display the text of the description and the up arrows hides the information. One or the other icon is in view at one time.	Used for descriptions of discussion topics, learning modules, and assessments; located below the item's title to the left of the word <i>Description</i> .	Assessments/1 Discussions/1-2 Learning-Modules/1
 Expand-Collapse This Area	Displays or hides a main menu. One or the other icon is in view at one time.	Located to the left of the title area of the <i>Course Tools</i> and <i>My Tools</i> menus.	Navigate/3
 Expand-Collapse Course Content Map	Displays or hides the <i>Course Content Map</i> menu. One or the other icon is in view at one time.	Located to the right of <i>Course Contents</i> in the <i>Course Tools</i> menu; the list expands or collapses underneath this item in <i>Course Tools</i> .	Navigate/3
 Expand-Collapse Menu	Displays or hides the <i>Course Tools</i> and <i>My Tools</i> menus, showing both the text and icons <i>or</i> only the icons of the menu. One or the other set of arrows is in view at one time.	Between the <i>Course Tools/My Tools</i> menu and the content window of the course.	Learning-Modules/1 Navigate/1, 3
 File	Displays a list of files in a learning module; also sometimes used to launch the files in a module, such as launching a media player for an audio clip.	In the <i>Action Menu</i> in the upper right tool bar of a learning module.	Learning-Modules/3
 Go	Initiates an action on an item or takes the user to the next screen view of an item.	Many areas; examples include advancing to a different set of pages in <i>Paging Preferences</i> , moving or copying messages to another mail folder, inserting equations into messages, filtering content in <i>My Files</i> , selecting calendar views, and as part of an <i>ActionLinks</i> menu item.	Announcements/2 Asssignments/9 Chat/1, 4, 5 Discussions/2, 4, 9 Learning-Modules/4 Mail/3, 5, 6 My Tools/2 Navigate/2
 Hide-Show Folders	Displays or hides the folder frame listing all your mail folders. One or the other icon is in view.	Located in the upper left of the mail window, below <i>Your Location</i> path information.	Mail/2
 Mail Accounts	Displays the list of mail accounts of all your courses in <i>My WebCT</i> . Can select the mail account of the course you want to enter.	In the <i>My WebCT</i> view, located in the upper right of the window.	Navigate/2

Icon/Title	Function	WebCT Location	Tutorial
 New Material	Indicates new material has been added to a particular area of your course; disappears as soon as user enters to view the new content. No action is tied directly to this icon.	Located to the right of each menu button in <i>Course Tools</i> where new material has been added.	Navigate/3
 Next Month Previous Month	Feature within the <i>Calendar</i> to click to the next or previous month view.	Located in the upper left of the WebCT <i>Calendar</i> , before and after the current month in view.	Navigate/2
 Next Page	Advances to the next page of items or content; will not show if there are no additional items or pages to view.	In the <i>Action Menu</i> in the upper right tool bar of a learning module, and in <i>Paging Preferences</i> in the lower right corner of other areas of WebCT.	Announcements/2 Assignments/9 Chat/4, 5 Discussions/4 Learning-Modules/1, 2, 4 Mail/6
 Notes	Creates notes relevant to specific content within a learning module.	In the <i>Action Menu</i> in the upper right tool bar of a learning module; can also be accessed and edited in <i>Notes</i> from the <i>My Tools</i> menu.	Learning-Modules/1, 2 My Tools/4
 Paging Preferences	Brings up <i>Edit Paging</i> dialogue box to set the number of items you want in view per page. By default, usually set to 10 items.	In the lower right corner of the content window in many areas of WebCT. Examples include: announcements, assignments, chat room lists, discussions, learning modules, mail, web links, who's online, and <i>My Files</i> .	Announcements/1, 2 Assignments/9 Chat/4, 5 Discussions/2, 4 Learning-Modules/4 Mail/6
 Previous Page	Returns to the previous page of items or content; will not show if there are no previous pages left.	In the <i>Action Menu</i> in the upper right tool bar of a learning module, and in <i>Paging Preferences</i> in the lower right corner of other areas of WebCT.	Learning Modules/2
 Remove Item	Removes an attachment from a list.	To the right of an attachment's file name below the mail or discussion message box. Also in the <i>Edit Submission</i> window of an assignment.	Assignments/3 Discussions/6 Mail/4
 Remove Recipient	Removes a specific recipient from a list of recipients.	To the right of each recipient's name listed in a new, replied, or forwarded mail message.	Mail/4
 Retrace	Retraces your exact steps through a particular learning module.	In the <i>Action Menu</i> in the upper right tool bar of a learning module.	Learning-Modules/1, 2
 Selected Actions/Items	Indicates special actions available specific to the WebCT feature displayed. No action is linked from this icon.	Located to the left of the menu of actions. Examples: below the list of posts in discussions, messages in mail, and file titles in <i>My Files</i> .	Discussions/10 Mail/5 My Tools/2

Index

This alphabetical index of WebCT topics is compiled from the series of modules about WebCT courses at Corning Community College. Each topic is followed by a module name and a number indicating the page number of the module where the topic can be found. Some topics are covered in several modules, and therefore all locations for each topic are listed. *Tutorial location key: module/page#(s)*

Topic, Tutorial Location(s)	Topic, Tutorial Location(s)
Action Menu, Learning Modules/1-3	Course List, Navigating/2-3
ActionLinks, Discussions/10, Mail/2, 5, Assignments/3, 5, Chat/1	Create Messages, Discussions/5-6, Mail/3-4
Adobe PDF, Printing, Opening & Printing/7	Course Tools, Navigating/3
All/Unread Messages, Mail/5	Create Printable View, Discussions/10, Learning Modules/3, Mail/5, Navigate/2
Announcements, Previous/Pop-up Announcements/1, 2	Delete Messages, Mail/5
Attachments, Add/Remove, Discussions/6, Mail/4, Assignments/2-3	Downloading Files, Internet Explorer, Getting Started/7, Opening & Printing/2
Back-up Files, My Tools/3	Enter (Open) a WebCT Course, Getting Started/1-2
Bookmarks, Learning Modules/3	Equation Editor, Discussions/9
Breadcrumb Path, Learning Modules/2, Assessments/4	Expand/Collapse Menus & Descriptions, Navigating/1, 3, Discussions/1-2, Learning Modules/1, Assessments/1
Browsers, Supported/Checker, Getting Started/3	Export My Progress to Excel, My Tools/3
Calendar View, Navigating/2	FAQ's, MyCCC Welcome Page, Getting Started/11
Chat Rooms, Chat/1	File (icon), Learning Modules/3
Check Browser, Getting Started/3	Folders, Mail/1-2
Contact Information, Technical Assistance, Get Help! Getting Started/12, Opening & Printing/9	Get Files, Discussions/6, Mail/4, Assignments/3, My Tools/2
Course Content Home Page, Navigating/1	Get Help, Get Help! Getting Started/12, Opening & Printing/9
Course Content Map, Navigating/3	Graded Assignments, Assignments/1, 5