


TLT: TECHNOLOGY FOR LEARNING & TEACHING



WebCT Q & A



TLT

tip: Google yourself !

Next time you are preparing your T&P portfolio, try a Google search for your name on the web. You might find evidence for how much a book or article you authored is being used in college classes. If you have a more common name, try the book or article title instead. Thanks to Martha Reineke, Philosophy and Religion, for this tip.

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What is WebCT?

WebCT stands for Web Courseware Tools. It is entirely web-based. There is no software to install (other than a web browser such as Netscape or Internet Explorer) on the computers used by the students or instructors.

How is WebCT used?

WebCT can be used to create entire online courses or to supplement traditional courses.

What is the cost of WebCT?

There is no direct cost to you. The University has a site license for the server software. Because WebCT uses no software other than a browser, you don't need

to purchase any additional software.

What are some features of WebCT?

A course tool is a feature supplied by WebCT that can be incorporated into any course. Examples of tools include discussion, real time chat, online quiz/test delivery, grading, grade storage and distribution, e-mail between course participants, and more.

Where is WebCT used?

UNI, Iowa, and Iowa State use WebCT as do numerous private colleges in Iowa. More than 2,200 institutions in over 80 countries around the world use WebCT.

How can I learn more?

Learn more about WebCT at UNI by going to the UNI WebCT site.

- Set your browser to <http://webct.uni.edu>
- Click on Faculty

How can I start using WebCT?

- Attend training sessions provided by ITS-Educational Technology. Go to <http://webct.uni.edu/institute>
- Request a course site at <http://webct.uni.edu/support/faculty.htm>
- Customize your WebCT site
- Receive instructional design assistance from TyAnn More-

Instructional technology consulting

Faculty need assistance in the rapidly changing instructional technology arena. ITS recognized this need and in 1999 created a position to provide faculty with such assistance. TyAnn Morehead, Instructional

Design and Development Specialist, provides support for faculty as they work on integrating technology into their teaching. TyAnn assists faculty in maximizing campus technology resources, recom-

mending instructional technology solutions, and providing advanced support for programs such as FrontPage and WebCT. Call or email TyAnn to schedule a consultation (273-5854; tyann.morehead@uni.edu).

PowerPoint on the web



TLT tip: Rich text format

How many times have you received a word-processed attachment from a colleague or student only to be unable to open it? Saving and sending files as rich text format (RTF) can alleviate many of these compatibility problems. RTF saves the essential formatting of a file (bold, fonts, etc.) without the proprietary formatting of the specific word processor. Almost all word processors can open RTF files. In order to create an RTF file you **MUST** do Save as...rtf. Simply changing the existing extension from .doc or .wpd to .rtf **DOES NOT** convert the file. The Save as command creates a copy of the file so you will have both the original and the .rtf files. **Mac users note:** it will help with cross-platform compatibility if you save the file with .rtf after the file name.

Whether it is a presentation you want to make available after a conference or class, there are several options available to publish your PowerPoint presentations to the web. Which option is right for you depends on a variety of factors.

- Who is your audience?
- What is the purpose? Do you want the audience to be able to view, print, download, or modify the presentation?
- How much effort do you want to invest?

The options are presented in the order of ease of use for the instructor.

Make the entire presentation available. The fastest way is to just transfer your PowerPoint file to a web site and make a link to download. The presentation will play in an Internet Explorer window. Netscape users will need to download the file then

open it in PowerPoint. Disadvantages to this are you are making the file itself available, which can be modified, and Netscape users may be confused. Advantages are end-users can print the presentation in handout view, which allows space for note taking, and it is the easiest process.

Save the presentation as HTML. How easy this is and how well it works depends on if you are using PowerPoint 97, 98, 2000, 2001, or XP. None of the three work as well in Netscape as they do in Internet Explorer (imagine that!). There are tricks to make the HTML "play nice" with Netscape. The advantages of this method are that no special software is required to view the presentation and the source file is not made available so the presentation cannot be down-loaded and/or modified. The disadvantages are incompatibility with Netscape, inability

to print a handout view for note taking, and the large number of files that are created and must be transferred.

Convert the presentation to a PDF. If you are concerned about copying, printing, and/or modification of your presentation, Adobe Acrobat has several attractive features. You can prevent a file from being printed or modified. You can protect graphics from being downloaded separately. You can even password protect the PDF file. The disadvantages are potentially slow loading files and the need to have the Adobe Acrobat software (Acrobat Reader does not make files). The software is available in the Production House (see below) or we can convert the file to PDF for you.

For help on any of the above solutions, contact TyAnn Morehead (273-5854; tyann.morehead@uni.edu

Top five reasons to use the ITS-ET Production House

5. We have the best technology on campus.
 - 16 speed CD-ROM burners
 - Slide scanner
 - Convert video and audio to digital format
 - Great selection of software: Acid Music, Adobe Photoshop, Adobe Premiere,

Macromedia Flash, Macromedia Dreamweaver, Microsoft FrontPage, Real Producer, Adobe Acrobat, Adobe PageMaker, Macromedia Director, Macromedia Freehand, Macromedia Shockwave, Microsoft Office, and Sound Forge

4. We are a fun group of people.
3. We are FREE!
2. We are open late (until 10:00 p.m. M-Th).
1. We have staff on hand to assist you.

Visit the Production House web site at <http://fp.uni.edu/its/et/productionhouse> or contact Chuck Sengstock (273-6192; charles.sengstock@uni.edu).

