

Menu Bar

The menu bar on the left is the navigation menu for the course and it enables you and your students to access all the tools and content sections of your course. Tools are essentially course functions such as: quizzes, assignments, learning modules... The menu bar is customizable and may be altered in appearance, order and position.




Add Tools to Menu Bar

Step 1: From the **Build** or **Teach** tab, click **Manage Course**.






Step 2: Click **Tools** and the following screen will appear.

Tools
Add tools to the course by selecting the check boxes. Remove tools by clearing the check boxes. If you remove a tool, all content in that tool is saved and available if you add the tool again.



Organizational Tools

- ☐  **Calendar**
Enter important events and deadlines, and allow students to enter their own events.
- ☐  **Search**
Search for content in the course.
- ☐  **Syllabus**
Provide course requirements, objectives, and policies.






Communication Tools

- ☐  **Announcements**
Post important information in a central location.
- ☐  **Chat**
Chat with other users in the course in real time, or use the Whiteboard to display images.
- ☐  **Discussions**
Post and respond to messages on specific topics.
- ☒  **Mail**
Send messages to other users.
- ☐  **Who's Online**
Chat with other users who are logged in to WebCT.





Student Learning Activities

- ☐  **Assessments**
Create quizzes, self tests, and surveys.
- ☐  **Assignments**
Create assignments for students to submit online. Students can work independently or in groups.

Content Tools

- ☒  **Learning Modules**
Organize and present content and activities to students.
- ☐  **Local Content**
Allow students to easily access large files from a portable medium, such as CD-ROM, instead of downloading the files from WebCT.
- ☒  **Media Library**
Create a glossary or image collection.
- ☐  **SCORM**
Import SCORM-compliant packages, or modules, to be used as course content. SCORM modules can be added to the Course Content Home, other folders, and learning modules.
- ☒  **Web Links**
Create links to Internet resources.

Student Tools

- ☐  **My Files**
Allow students to store their own files.
- ☒  **My Grades**
Allow students to check their grades.
- ☐  **My Progress**
Allow students to track their own progress.
- ☐  **Notes**
Allow students to take notes.

Step 3: Select the check boxes next to the tools (functions) you would like to appear (to remove a tool, clear the check box) in the left Menu bar and then click **Save**.