



## Getting Started with WebCT CE 4.1 Workshop

- Log on to WebCT - Go to <http://www.fairfield.edu/webct>
- Enter **Getting Started with WebCT CE 4.1 Workshop** course
- Course Homepage Navigation
- Manage Files
  - Create **Workshop Files** folder
  - Upload zip file into new folder
  - Unzip workshop.zip file
  - Upload any additional files
- Syllabus Exercise
  - Edit the Syllabus link - replace existing Syllabus file with new file
- Content Module
  - Add Content Module tool
  - Create heading: **Workshop Components**
  - Add files from Workshop Files folder
  - Edit Titles
  - Modify placement
- Attendees Choice – Discussions, Quizzing, Assignments.....
- Survey – <http://data.fairfield.edu/cns/workshop/>