



NAVIGATION

STUDENT

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Introduction

Once you have accessed a course or a section there are a variety of ways to navigate in the course/section. You may access tools from the left hand Course Tools menu. You may access tools from the bottom left hand My Tools menu and you may use the breadcrumbs to navigate. In the learning modules you have built in navigation to access the content.

Navigation options in a course or section are:

- Course Tools
- My Tools
- Breadcrumbs
- Learning Module Navigation

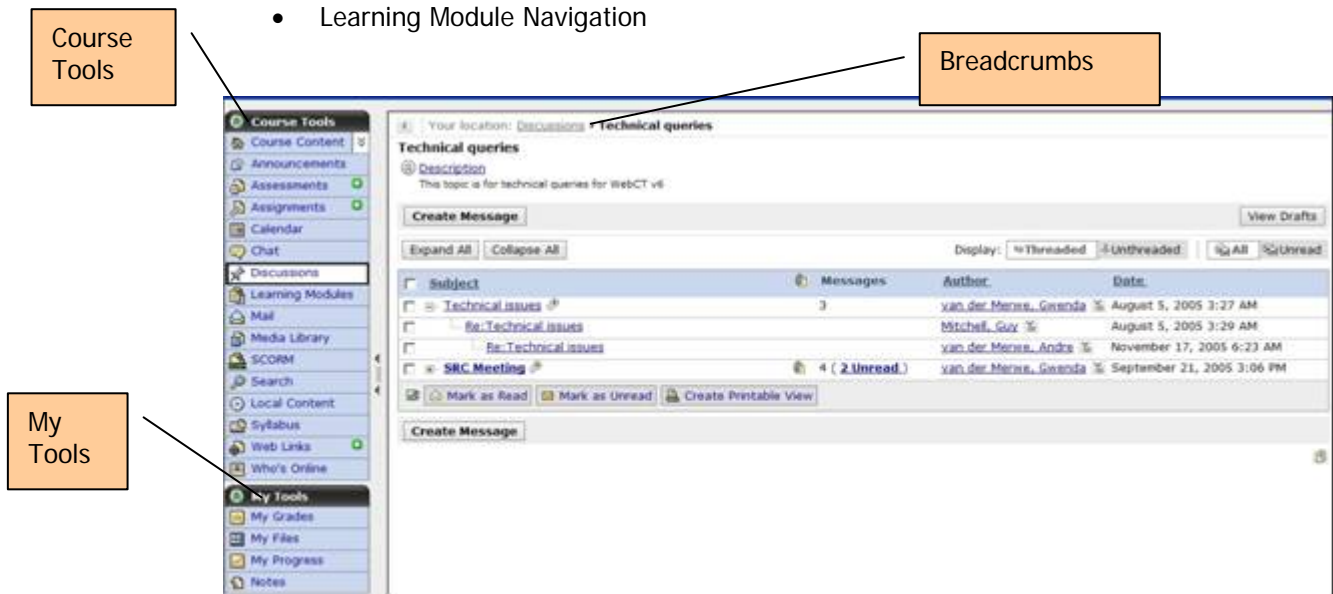


Figure 1-1

In figure 1-1 you can see the position of the Course Tools menu, the My Tools menu and the breadcrumbs.

Course Menu Navigation

Once you access a course or section in WebCT you can use any of the tools that have been made available to you in the **Course Tools** menu. To access a tool in the **Course Tool** menu you would simply click on the name of the tool.

- 1 Click on the tool you would like to access from the **Course Tool** menu. That tool will load. In figure 1-2 on the following page the Discussions link was clicked and the discussion topic called Technical Queries displays.

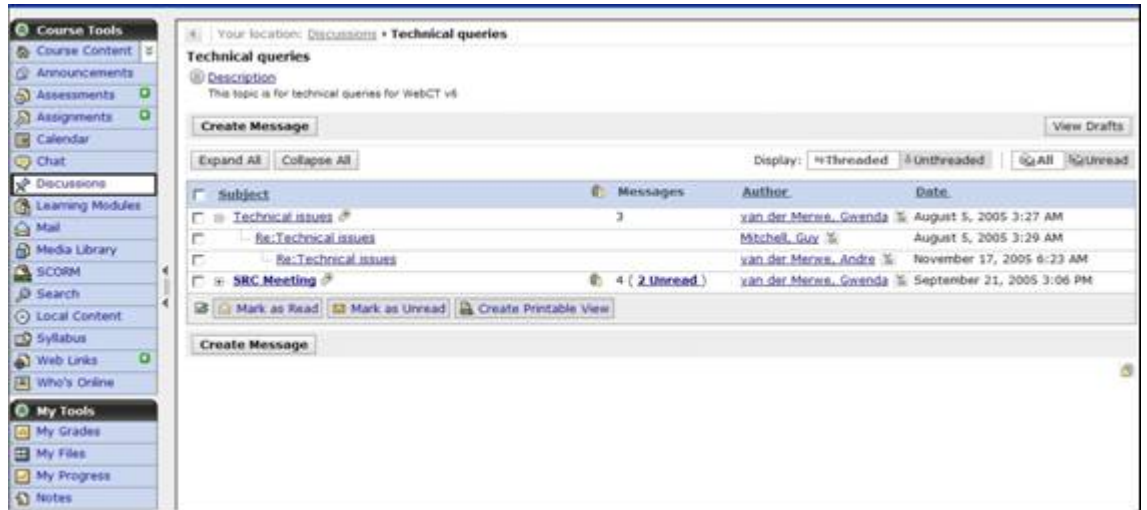


Figure 1-2

In the **Course Tools** menu, you have a hidden menu containing all the links on the **Course Content** page. The **Course Content** page is the page that loads as you access your course in the main area of your screen.

2. To access the **Course Content** page menu, click on the double arrow to the right of the words "Course Content". A new menu unfolds as seen in figure 1-3.

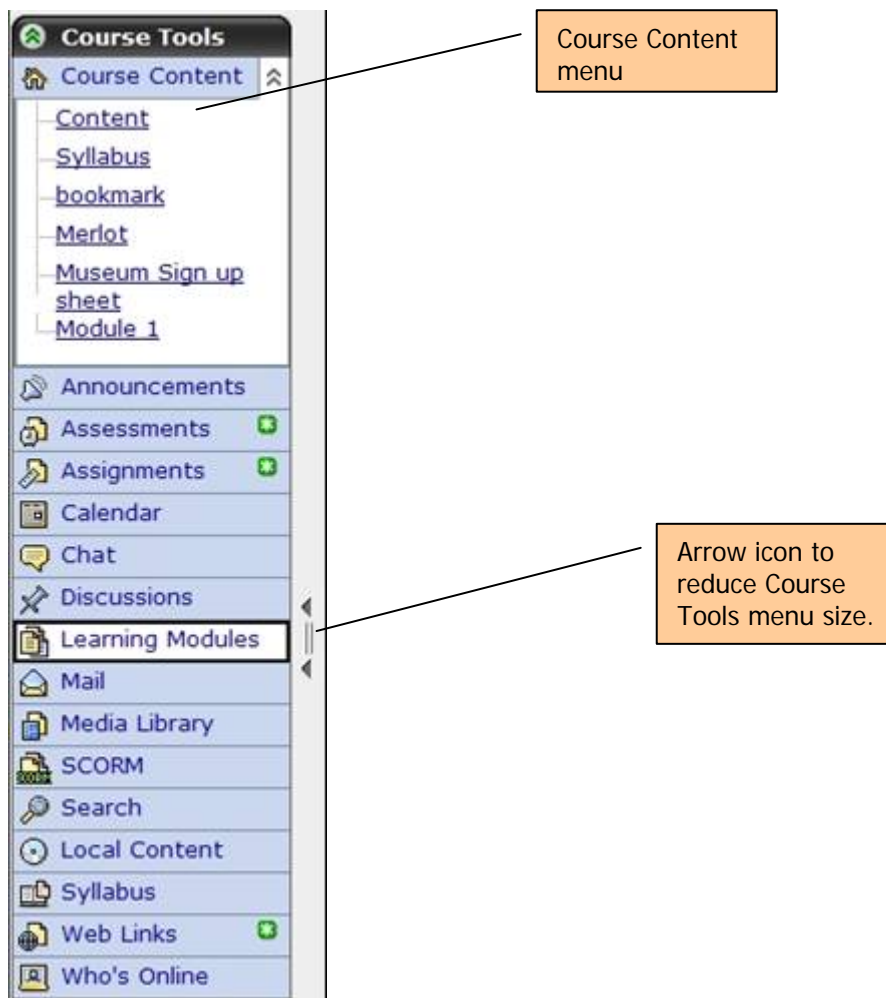


Figure 1-3



If you require more screen space you may reduce the **Course Tools** menu and the **My Tools** menu. To reduce the menu size, the arrow icon seen in figure 1-3 on the previous page must be clicked.

3. Click on the double arrow to the right of the Course Tools menu. The menu is reduced as seen in figure 1-4.

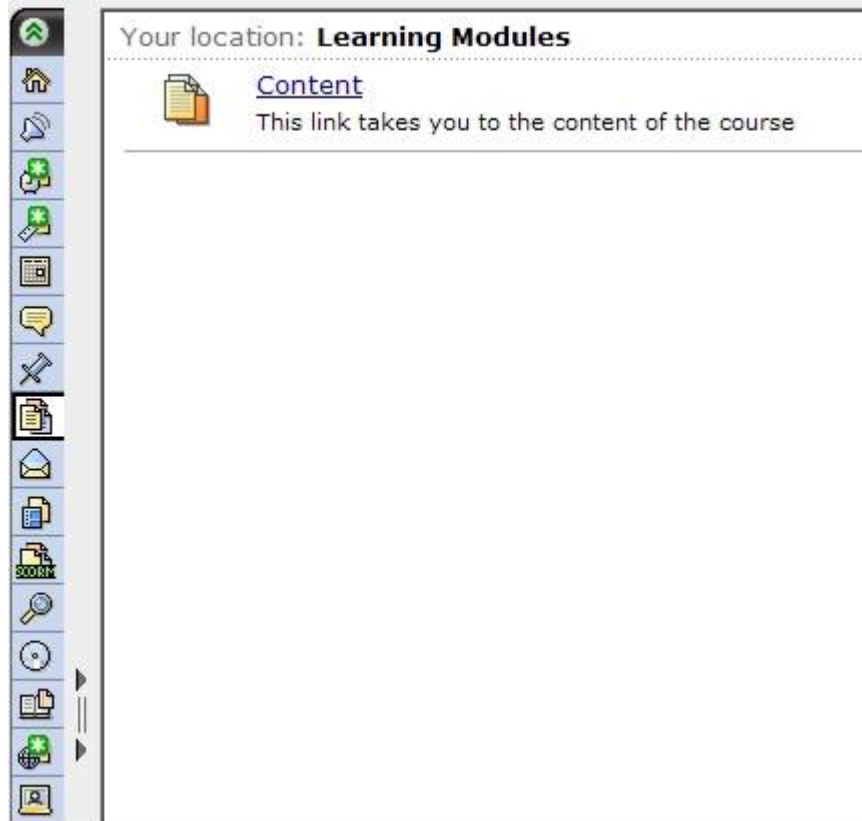


Figure 1-4

4. Click on the double arrows to the right of the Course Tools menu to expand the menu to the full size again.

You may also hide all the Course Tools menu items. This reduces all the items beneath the **Course Tools** heading as seen in figure 1-5.

5. Click on the double arrow to the left of the **Course Tools** heading. The menu items are hidden and the Course Tools heading displays as seen in figure 1-5.



Figure 1-5



6. Click on the double arrow to the left of the **Course Tools** heading. The menu items display beneath the **Course Tools** menu again.

My Tools Menu Navigation

The **My Tools** menu allows you to access student specific tools. These include:

- My Grades
- My Files
- My Progress
- Notes

To access any of these tools you will simply click on the tool name. The relevant tool will load in the main WebCT window. See figure 1-6.

Your location: **My Progress**

My Progress
Student: Guy Mitchell
First access: Aug 3, 2005
Last access: Dec 14, 2005
Total number of sessions: 45
Report generated Dec 14, 2005

Session	First Access	Last Access	Total Time	Content		Discussions		Assessments			Assignments	
				Folders Viewed	Files Viewed	Viewed Message	Posted Message	Began	Finished	Total Time	Read	Score
1	Aug 5, 2005	Aug 5, 2005	00:01:46	1		2	1	0	0	00:00:00	0	0
2	Aug 18, 2005	Aug 18, 2005	00:01:01	1				0	0	00:00:00	0	0
3	Aug 29, 2005	Aug 29, 2005	00:08:30	1				0	0	00:00:00	0	0
4	Sep 15, 2005	Sep 15, 2005	00:09:25	1				0	0	00:00:00	0	0
5	Sep 15, 2005	Sep 15, 2005	00:00:40					0	0	00:00:00	0	0
6	Sep 15, 2005	Sep 15, 2005	00:01:45					0	0	00:00:00	0	0
7	Sep 19, 2005	Sep 19, 2005	00:05:06					0	0	00:00:00	0	0
8	Sep 19, 2005	Sep 19, 2005	00:01:32	1				0	0	00:00:00	0	0
9	Sep 20, 2005	Sep 20, 2005	00:07:22	1				0	0	00:00:00	0	0
10	Sep 23, 2005	Sep 23, 2005	00:53:29	1				0	0	00:00:00	0	0
11	Oct 3, 2005	Oct 3, 2005	00:02:35	1			1	0	0	00:00:00	0	0
12	Oct 3, 2005	Oct 3, 2005	00:02:44		5		1	0	0	00:00:00	0	0
13	Oct 6, 2005	Oct 6, 2005	01:30:40	1				0	0	00:00:00	0	0
14	Oct 19, 2005	Oct 19, 2005	00:01:00	1				0	0	00:00:00	0	0
15	Oct 28, 2005	Oct 28, 2005	00:01:00	1				0	0	00:00:00	0	0
16	Nov 1, 2005	Nov 1, 2005	00:00:42	1				0	0	00:00:00	0	0
17	Nov 1, 2005	Nov 1, 2005	00:04:34	1		1	1	0	0	00:00:00	0	0
18	Nov 1, 2005	Nov 1, 2005	00:02:17	1		1	1	0	0	00:00:00	0	0

Figure 1-6

In figure 1-6 the **My Progress** tool has been accessed and the **My Progress** screen is displaying.

The **My Tools** menu items may be hidden by clicking on the double arrow to the left of the **My Tools** heading. Menu items may be displayed again by clicking on the double arrow to the left of the **My Tools** heading for a second time. See figure 1-7 on the following page.



Figure 1-7

Breadcrumb Navigation

Once you have accessed a tool you will find breadcrumbs at the top of the screen which allows you to retrace your steps giving you quick access to screens you previously visited. See figure 1-8.



Figure 1-8

In the figure 1-8 above the breadcrumbs there is a link to **Learning Modules** and **Content**. You may click on **Content** to return back to the **Content** page and then you may click on **Learning Modules** to return to the **Learning Modules** page.

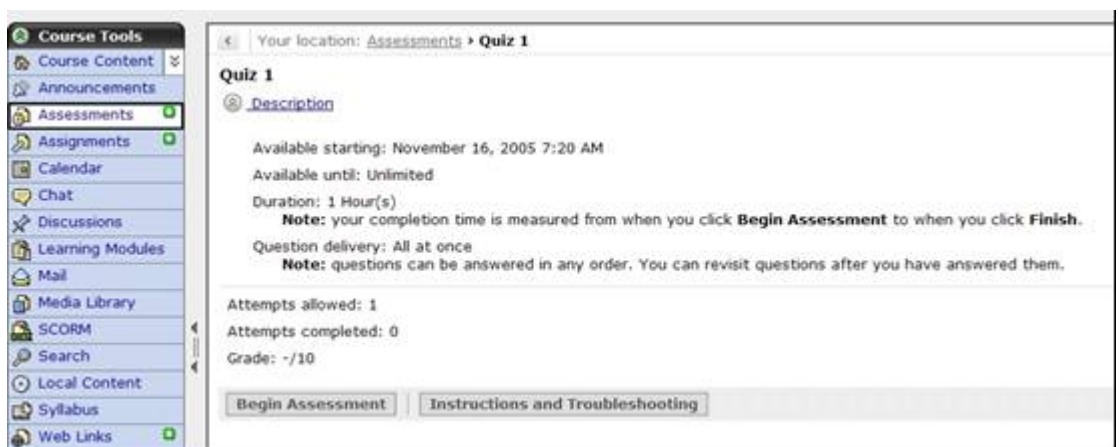


Figure 1-9



In figure 1-9 on the previous page the breadcrumb links show that you are accessing **Quiz 1** and you may go back to the main page called **Assessments**. To access a previous page you click on the **Assessments** link. The screen for **Assessments** loads as seen in figure 1-10.

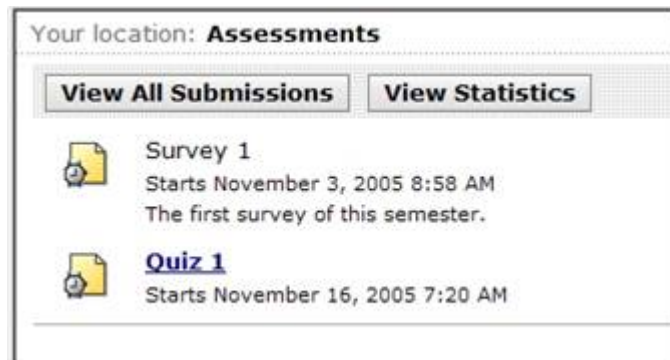


Figure 1-10

Learning Module Navigation

Learning Modules can contain course content, discussion topics, assignments, assessments, web links, media library links and chat room links. Learning Modules have their own built in navigation.

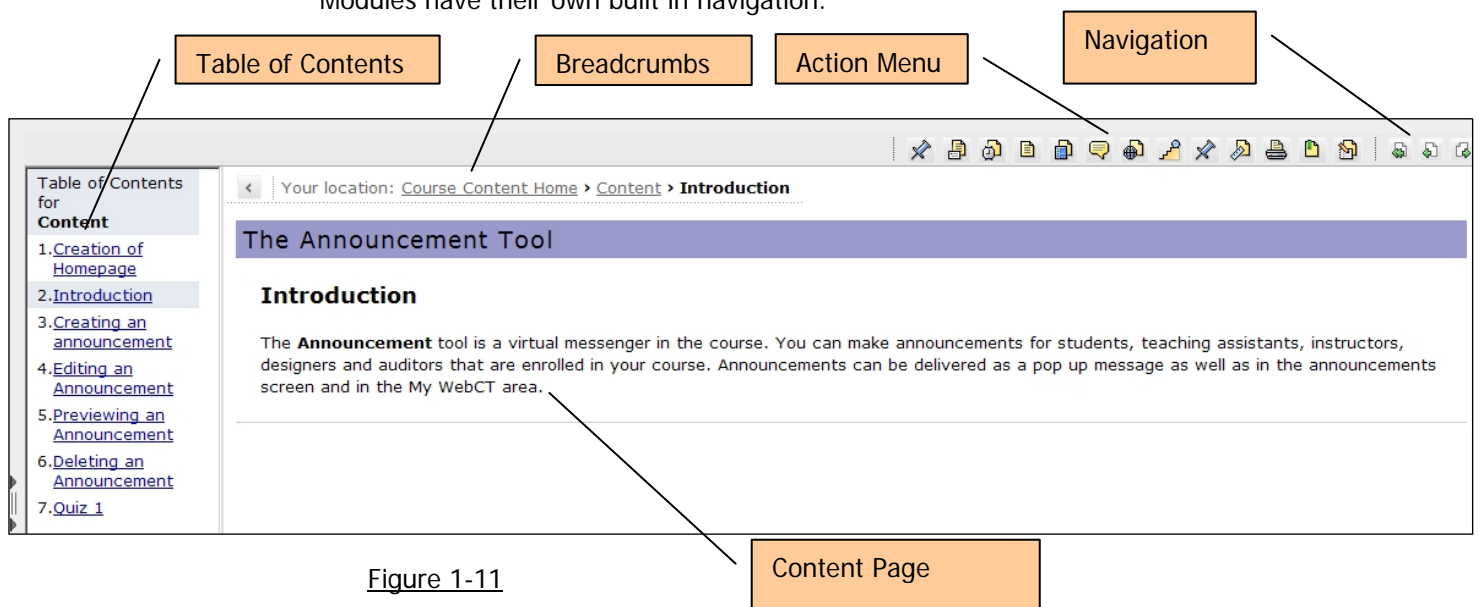


Figure 1-11

In figure 1-11 the table of contents is found to the left of the content page. The table of content is optional and may be left out by the designer.

In the top bar is an action menu with built-in navigation. At the top of the screen you see the WebCT breadcrumbs and beneath that is the actual content of the page.

In figure 1-11 you could use the table of contents to navigate as you will notice that each heading is hyperlinked. You may also use the **next page**, **retrace** or **previous page** icons to navigate through the content.

The breadcrumbs allow you to access previously visited screens. In this example you could go back to the **Content** page and then to the **Course Content Home** page.



Table 1 contains the navigation icons (labelled Navigation in figure 1-11) with a description of the functions of each navigation button.




Icon	Name	Function
	Retrace	To retrace the pages you accessed in the learning module.
	Previous Page	To move to the previous content page.
	Next Page	To move to the next page of content.

Table 1

There are other icons that may appear in the action menu if the designer adds them to the action menu. These will be described in table 2 below.













Icon	Name	Description
	Notes	To add notes to content pages.
	Printable View	To print content pages.
	Bookmarks	To bookmark pages of content for you to access quickly.
	Assessment	To access an assessment: a quiz, a survey or a self test that the designer has added to the content page.
	Assignment	To access an assignment that the designer has added to the content page.
	Chat	To access a chat room that the designer has added to the content page.
	Discussions	To access a discussion category or a discussion topic that the designer has added to the content page.
	File	To access a file that the designer has made available in the content page.
	Goals	To access the goals for a particular content page.
	Media library	To access a media library item that the designer has made available from the content page.
	References	To access references that the designers added to the content page.
	Weblink	To access a Web link the designers added to the content page.

Table 2

These icons will only be available if the designer adds them to the action menu. They may also be available in other areas of the course from:

- the left hand **Course Tools** menu
- the left hand **My Tools** menu
- the path of the **Learning Modules**

The breadcrumbs allow you to retrace your steps to previous screens. In this example you could go back to the **Content** page and then to the **Learning Modules** page.