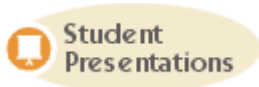


# How to...

## Student presentations

Online Learning



Student Presentations enables an individual, or a group of students, to create a presentation and upload it to a

WebCT course. Your presentation may be created within WebCT or using other bespoke software e.g. Dreamweaver. It can then be viewed by the whole class, or just your group, and in either case your course tutor.

### Where to find the Student Presentations?

The Student Presentations icon is usually found on the Facilities page or the Homepage.

#### New to WebCT?

WebCT is an Internet based online learning environment that has been adopted by Brookes to enhance its teaching and learning. The *WebCT Student Miniguide*, available online or from the Computer Services Help Desks contains further details.

#### Access & Help

You can use either Internet Explorer or Netscape to access WebCT, both on, or off, campus.

<http://webct.brookes.ac.uk>

### Creating a presentation within WebCT:

First you create the presentation as a set of linked files using html (web pages). From the Student Presentations screen, locate the group for which you want to create a file, and in the Files column, click Edit Files. The Folders and Files screen appears.

1. Under Options: Files, click Create File. The Create file screen appears (see below). In the Filename: text box name the homepage for your presentation index.html

The screenshot shows the 'Create File' interface in WebCT. At the top, the breadcrumb trail reads 'Homepage > Facilities > Student Presentations > Manage Files > Create File'. Below this, the 'Create File' section contains a '\*Filename:' text box with 'index.html' entered, a 'Folder:' dropdown menu currently set to '[group 1]', and a 'File content:' text area. A black arrow points from the text 'click Create File' in the previous section to the 'Create File' button in the breadcrumb trail.

From the Folder drop-down list, select the group e.g. Group 1. The index.html page contains the links to all the other group documents. These documents should be linked back to the index.html file using relative links.

- Filenames may include: a–z, A–Z, 0–9, comma, space, \_, &, ( ), –, ., and ~ .
- First characters in the filename cannot include: dash (-), tilde (~), and space.
- Last characters in the filename cannot include: period (.) and space.

2. Adding content to the file:

- In the File content text box: enter the content for your new file. From below the text box click HTML Editor to see normal text.

**Note:** Depending on administrator settings, the HTML editor may not be available.

- To create or import an equation, use the Equation Editor.

**Note:** Depending on administrator settings, the Equation Editor may not be available.

3. Click Update. The index.html page you have created is now displayed on the Folders and Files page.

Name	Size (bytes)	Date	Time
<input type="checkbox"/> Representatives			
<input type="checkbox"/> Index.html		113 September 13, 2004	10:43am

## Uploading a presentation created outside of WebCT

From the Folders and Files page, in the Actions section on the right hand side, click Upload. then click Browse... to find the file from your local machine.

From the Destination folder drop down list, select the correct presentation group, click Upload.

**Note:** It depends on the tutor's setting; your presentation may be available to the whole class or only instructor and your group. To make the presentation view by the whole class, you have to create an index.html page linking to all the other pages.

