Student Presentations

What is the Student Presentations Tool?
This tool will allow an instructor to create student work groups within a WebCT course. The members of these groups will be able to work together on a project by sharing files and using a private discussions area. Students will create files outside of WebCT, upload the files to a group folder, and then work together on editing the files, using the Discussions tool to communicate with one another. Instructors may elect to add themselves to the groups. (Instructors can also use this tool as a method to create private group discussions, and not even use the presentations component.)

Groups can be created randomly or instructor can pick the members of each group. When the students are finished working on a project, they can share it with the other members of the class and the instructor. Presentations will be viewable only after an index.html file has been created, from which other files in the presentation are linked. These linked files are usually created in, or converted to, html for easy viewing. However, if all students in the class have the same software (such as MS Word, MS PowerPoint, etc., or corresponding viewers), then files in these formats may be used. The instructor will need to decide what file formats will be used.

This handout will cover:
- How to add the Student Presentation tool to a course
- How to create groups, both random and designated
- How to create associated group Discussion areas
- How students use the Presentations tool

Login to WebCT
WebCT is a client/server application, which means users (such as you, the instructor) access the program, which resides on a server, through use of a client (in this case, a web browser).

1. Open your browser.
2. Navigate to http://courses.kirkwood.edu. Click on the appropriate school link.
3. Click on **Login** in the upper-right corner of our WebCT homepage.
4. Enter your user name and password. (For class, use **staffx, kirkwood**)

**Add the Student Presentations Tool**

1. Click the **Control Panel** button.
2. Click **Add Page or Tool**.
3. Under **Evaluation & Activity Tools**, select **Student Presentations**.
4. In the **Enter a title for this item** text box, type **Presentations**.
5. Choose where you want the link to appear.
6. Leave everything else selected and click **Add**.

**Create Student Groups Manually**

Students can be added to groups manually by the instructor, or randomly by the software.

1. Go to the organizer page containing **Student Presentations** (the default is **Study Tools**).
2. In **Designer View**, click on the **Presentations** tool. The opening screen allows you to add, edit, and delete groups.
3. From the Actions menu, click **Add group**. The **Group Information** screen appears.

4. Click in the **Group name** textbox and enter the information. (This is the only required field.) For class, type **Firefox**.

5. Add a **Description**, if desired. For class, type **Presentation on the browser Firefox**.

6. Usually, you will want the student group to have a private area in the Discussions tool to discuss their project. Under **Topic**, select **Create a discussion topic for this group**. The Topic **Name** field auto-completes with a name that matches the Group name.

**Note:** If you do not have the Discussions tool added to your WebCT course, you will need to do so.

7. Check the checkbox for **Include Instructor as a member of this discussion**, if desired.

8. Make the desired selection in the **Availability** field.
9. In the right column under Class List, select the students to be added to the group. (It is possible to create groups before the course is populated, then go back and add students to the groups.)

10. Click Add.

11. Repeat steps 3-10 to create a new group. Call the group Explorer, and the description should read, Presentation on the browser Explorer.

Create Student Groups Randomly (Using the Group Generator)

The Group Generator can create groups based on the number of students you want in a group, or the number of groups you want.

1. Go to the organizer page containing Student Presentations (the default is Study Tools).

2. In Designer View, click on the Presentations tool. The opening screen allows you to add, edit, and delete groups.

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3. From the *Actions* menu, click **Generate groups**. The **Group Generator** screen appears.

   ![Group Generator Screen]

4. Fill out the fields as desired.
5. Click the **Generate** button at the bottom of the screen.
6. The groups are generated with default names. You may edit these groups by clicking on the Group name.

   ![Group List]

**About the Group Discussions Area**

These private discussion areas in the Discussions tool are created when the instructor checks the checkbox, **Create a discussion topic for this group** during the creation of groups. You may want to use this feature only, in order to set up group discussions, and not use Student Presentations for project development. If so, you should hide the Student Presentations tool from student view. The private discussion group areas will remain.
**Hide the Student Presentations Tool**

Use the steps below only if you do not wish the students to use the Student Presentations tool, or wish to hide it until you are ready to introduce it to the class.

1. In **Designer Options** view, locate the **Presentations** link.
2. Click the radio button in front of the tool to select it.
3. In the **Actions** menu, click the **Hide** button.
4. You will see (Hidden) appear under the tool name.

5. If you wish to make this tool visible to the students, you will need to select the tool and click the **Reveal** button.

**Deleting Groups**

In **Designer Options** view, select the **Presentations** tool.
From the **Group List** table, select the group you want to delete.
From the **Actions** menu, click the **Delete** button. A warning message appears.
Click **OK**. The group is deleted.

**Editing Groups**

You may need to change the names of the groups, the availability, or add or remove students from the groups.

1. In **Designer Options** view, select the **Presentations tool**.
2. From the **Group List** table, under the **Group** column, select the group you want to edit.
3. Make any editing changes in the text boxes in this screen.
4. To add or remove students from this group, either select or deselect the check box next to the student(s) name.
5. Click the **Update** button at the bottom of the screen.
**Viewing Student Work**

All files that have been uploaded to the server by your students will appear in your My-Files folder in Manage Files. Group subfolders are created in this storage area automatically when you create groups. Each group will have a subfolder with the name of that group.

1. Click the **Control Panel** button.
2. Choose **Manage Files**.
3. Click **My-Files** to display the contents of the folder, if necessary.
4. Click the **student-pres** subfolder. All groups will have a subfolder displayed.
5. Select a group name to view the files for that group.

**How Students Use the Presentations Tool**

Students will be uploading files to the Presentations tool within their course view. It will be up to the instructor to decide what file types are permissible, keeping in mind that not all students will have the same software on their personal computers. It would be preferable for all files to be in html, but this may not be practical. However, the first file **must** be in html and named **index.html**. The student may create this file within WebCT, and then link all the other files of various file type to this initial home page. See the steps below.

1. Click the Presentations tool. This opening screen displays:

   ![Screenshot of Presentations tool](image)

2. Click the **Edit File** link next to your group name.
3. Click **Upload**, and navigate to the location of your file. Upload the file.
4. Repeat for all remaining files, or use a zip utility program to compress files and upload as one zip file.
5. All students in your group will be uploading files to your group folder, so you may all view each other’s files and edit them. To edit a file, check the check box next to the file name, then from the **Actions** menu, click **Download**. Download the file to your local computer, make your changes, save the file locally, then upload to WebCT.
6. To create an index.html file, click **Create File**.
7. Change **Filename** (untitled.htm) to **index.html**.
8. Type some introductory content to start with.
9. Click **Save**.
10. To link a file to the index, click the preview (magnifying glass icon) next to the file name and click **Open**.
11. **Copy** the URL from the address line.
12. Open index.html by clicking the name of the file.
13. Click the HTML Editor button in the Edit File window.
14. Type the link text.
15. Select the text and click the Insert Hyperlink icon in the Edit File window.
16. The Hyperlink window opens. Clear the text box showing http:// and paste the URL into this text box.
17. Click the Ok button.
18. Click Update to save your changes.
19. Repeat Steps 10 through 18 until all files have been linked.