

YCCD Distributive Education WebCT Administration Changes

Good News! Early Access to WebCT Spring '08 Course Shells

Big changes are ahead for WebCT users. Over the course of the next three months, our WebCT Support Staff will implement a series of changes in our WebCT course administration in response to faculty requests for greater control and access to their courses. Changes are also in the works to streamline the generation of WebCT course shells and student accounts.

As of **November 14**, WebCT course shells for all fully online courses taught in Spring '08 are available. Each course access page includes a generic "Under Construction" announcement for students. The tool icons are hidden. Faculty are responsible for uploading content into the shell. The Designer view includes a "Start Here" link to directions on how to migrate content from a previous course into the new Spring course shell. Don't panic! Migrating the entire content from a developed course to a course shell is a simple 4 step process –[Back-up](#), [Download](#), [Upload to new shell](#), [Restore](#). It just takes a few minutes to complete. Faculty decide when to release content to students.

As of **December 3rd**, course shells will be [automatically](#) generated upon completion of an online form located on our DE website. No more waiting for your course shell! Faculty using WebCT to enhance their on-campus courses are encouraged to create their spring course shells before **December 18th**. Once a course is identified as web-enhanced, student accounts will be created and uploaded daily. We STRONGLY recommend that you create your web-enhanced course shell early to reduce student confusion and last minute requests.

More Good News! Continuous access to course content

As of **February 1**, faculty will have continuous access to their courses for development purposes. We now have a separate area on the server for courses in development. Faculty will create, design and revise their courses in this space. When a course is ready to go live, faculty will migrate the course to the **active production area**. Development masters and active courses will be listed on the faculty My WebCT page. Student accounts will only be created in active production courses.

During the transition phase, the WebCT Support staff will work behind the scenes archiving and moving non-active courses to the development area. Fall '07 course content and student course work will remain in the production area until February 1st to allow faculty time to migrate content into their Spring '08 course shell. Faculty should deny student access to Fall '07 courses as of **December 21st**.

February 1st, Sukhi will delete student accounts from Fall '07 courses. The course content and student records will be archived on DVD. Then the course content will be restored in the Development area.

Confused? Don't worry. Once this transition is completed, faculty will have more access and control of their courses. Students will see their course listed on their MyWebCT page within 24 hours of registration and they will no longer have to remember a separate login ID. These improvements will ultimately reduce Tech Help calls and lessen anxiety at the start of the new semester.

WEBCT Training & Support

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YCCD WebCT support not available Dec. 21 – Jan 4

And the Good News Continues!

Student accounts streamlined

Two significant changes in the student account administration process will take effect

November 27.

Students enrolled in Spring WebCT courses will use their WebAdvisor ID to log into their

courses. Their Fall '07 login ID will NOT change.

The single ID format will ultimately reduce confusion and Tech Help requests; however, there may be a period of confusion when this change takes effect. An announcement will be placed on the DE website and the WebCT login page.

Student accounts for Spring '08 courses will be created daily as of **November 27**. This semi-automatic early account creation should further reduce the bottleneck that occurs at the start of the semester. Students who login to their My WebCT account will see their courses listed within 24 hours of registration. We are working toward automatic student account creation.

It is recommended that faculty post on the course login page the date when the course will be open to students. Faculty can choose to release specific content, i.e. syllabus. If you need assistance with any of these WebCT functions, contact Sukhi or Jeanette.

DATES & STEPS TO REMEMBER

Nov. 14 – Spring course shells created for all fully online classes

We recommend that faculty post on the login page the date when your course will open, and set automatic release dates for specific content, i.e. syllabus.

Nov. 27 – Student accounts uploaded daily into Spring '08 online and web-enhanced courses. Students use WebAdvisor login ID.

Dec. 3 –Automatic Course Shell generation available at www.yccd.edu/de

Faculty teaching web-enhanced courses should request a course shell by December 18th. We recommend that you hide tools and post a message on the login page regarding date content is available. If you deny access, students will not see your login page. Student accounts will be uploaded daily.

Dec. 21th - Faculty deny student access to Fall 07 courses.

Feb. 1- Fall courses archived and student accounts purged.

Sukhi will purge student accounts, archive content and student records on DVD, and restore content in the master development area.

WebCT Training

Recommended for web-enhanced users, too. Bring course content on disc saved as Word documents.

Yuba College

9:00 – Noon, Room 1159

Nov. 16 Getting Ready to Go Live in Spring, 2008.

Dec. 7 Policies, Procedures & Supporting Student Success

8:30 am – 4:00 pm, Room 1159

Jan. 15 & 16 WebCT Intensive

Woodland CC (not yet confirmed)

1:00 – 4:00 pm, Room TBA

Jan. 16 WebCT for Enhanced Instruction

Clearlake Campus – TBA

RSVP to Martha Mills at

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