

## Workshop Overview:

RamCT is CSU's version of WebCT, an online Course Management System. It is a flexible and powerful learning tool that offers some user customization. Students, designers, and instructors can customize their My RamCT entry page to meet their individual preferences. Designers can control how to present their course content that is easy to navigate for students. In this workshop we will explore RamCT tools options and course design fundamentals.

## Topics:

- I. [Prepare Your Computer To Use RamCT](#)
- II. [The MY RAMCT Interface](#) – channels and settings
- III. [Customizing My RamCT](#)
- IV. [Roles in RamCT](#)
  - A. [Section Designer](#)
  - B. [Section Instructor](#)
  - C. [Students](#)
- V. [RamCT Tools](#)
  - A. [Course Tools](#)
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  - C. [Instructor Tools](#)
  - D. [Student Tools](#)
- VII. [Customizing your RamCT Layout](#)
  - A. [Power View](#)
  - B. [Customize Page Display](#)
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- VIII. [Add A Syllabus Link To Your Home Page](#)



### Learning Objectives - Participants will be able to:

- Customize their RamCT entry page
- Identify the three RamCT roles
- Add and remove tools from a RamCT section
- Change the design layout for their RamCT section
- Add a header and footer to a RamCT page
- Add a Syllabus to their RamCT section

**RamCT Workshops strive to incorporate best practices in web-based teaching which includes:**

- Structure content so that it is easy to follow.
- State expectations of students and the course clearly and early.
- Provide regular feedback and guidance.
- Provide opportunity for students to give feedback on learning & course progress.
- Strive for participation by all students.
- Promote collaborative learning.

(Conrad, Verneil & Berge, Miller & Miller, Palloff & Pratt)

**I. Prepare Your Computer To User RamCT**

(<http://ramct.colostate.edu> )

RamCT requires that your computer be configured in a certain way to interact with all of the RamCT tools. Before you use RamCT you should:

1. Install an approved version of Java on your Windows or Mac computer
2. Click on the Browser Check to verify you are using an approved version of a browser such as Internet Explorer 7 or Firefox 2.
3. Disable any pop up window blockers for the <http://ramct.colostate.edu> website

Information about all of these steps can be found on the <http://help.ramct.colostate.edu> website.



Login to RamCT using your CSU ename and epassword. <http://ramct.colostate.edu>

For your security and privacy RamCT will return you to the login page after one hour of inactivity.

User name:  To Login: [CSU students use your eID. eID Help](#)  
Password:  [MBA students use your Business ID. MBA Help](#)  
[Noncredit students use Noncredit Login ID. Noncredit Help](#)

OK

First Step: **Install the CSU recommended version of Java on your computer.**

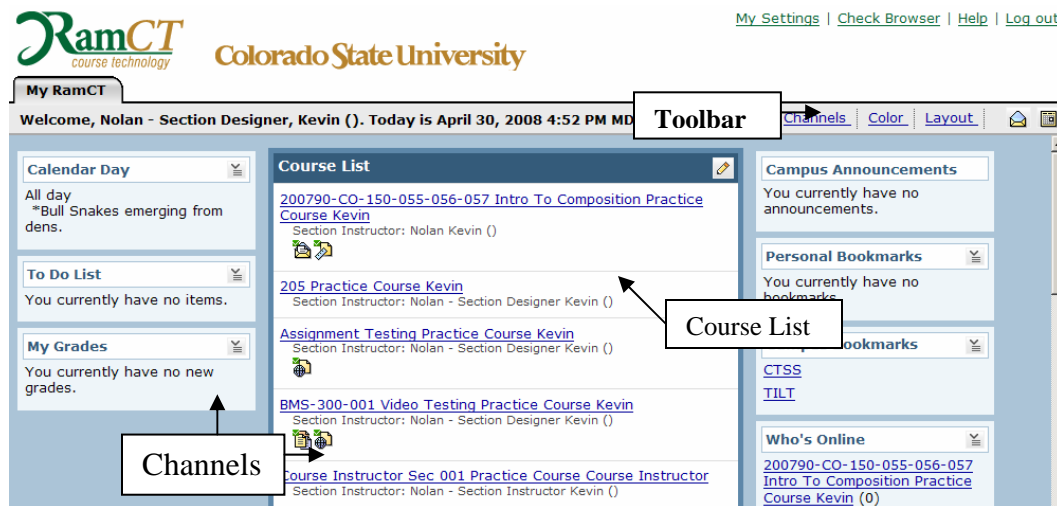
**Browser Check** ←  
Before logging in, complete the browser check to ensure your computer is properly configured to use RamCT.

**Pop-up Blockers**  
Turn off all popup blockers while using RamCT.

**Java Security Certificate**  
In RamCT you may be prompted to accept a Java Security Certificate. Click **Yes** or **Always**.  
[RamCT Help WebSite](#)

## II. The MY RAMCT Interface

The My RamCT interface is similar for designers, instructors, and students. The screen contains:



**Toolbar** - Contains links for customizing your RamCT interface and icons for Mail and Calendar tools.

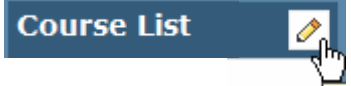
**Course List Channel** - Provides access to the RamCT sections in which the user is enrolled. Notification of new announcements, calendar entries, mail, discussions, assessments, and assignments for each course may also appear here.

**Content Channels** - Each channel contains a category of content, such as My Grades, To Do List, Personal Bookmarks, and Campus Announcements.

## III. Customizing My RamCT

You can customize the look and feel of the My RamCT page to suit individual preferences by using the Channels, Color, and Layout links in the toolbar.

A. **Edit Course List**



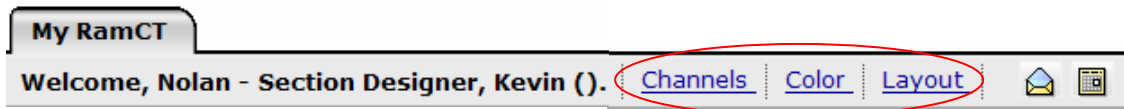
With this tool you can rearrange the order of your RamCT sections and hide sections you no longer use

You can show or hide the RamCT sections that appear on your course list. You can change the order in which they appear.

**Edit Course List**

Use the controls below to show or hide courses access, or activity in the course.

Move	<input type="checkbox"/> Link	Visibility
	<input checked="" type="checkbox"/> RamCT Basics RamCT Basic Trai...	Hide Link
	<input type="checkbox"/> Office 2007 test section Prac...	Hide Link
	<input type="checkbox"/> 200790-CO-150-055-056-057 In...	Hide Link



B. **Channels** allow you to hide and reveal channels on your My RamCT page. You can hide all of the channels except the Course List and Campus Announcements channels.

C. **Color** customizes page background color.

D. **Layout** changes the order and location of the channels on your My RamCT page.

E. **My Settings** allows users to view their personal user information and change some of their RamCT options. My Settings includes:



1. **My Profile** allows you to view information that displays in the class Roster tool and to edit some RamCT personal settings.

User name corresponds to the CSU eID – as the unchecked item in the Public column indicates, this is NOT displayed on the roster.

Because we use CSU eID's to login to RamCT the Change Password button does not work. eID passwords can be changed at <http://eid.colostate.edu>

### a. Edit Profile and E-mail Forwarding

The main task you can complete under the Edit Profile section is to specify an external email address. That way, when the RamCT email tool is used you can have a copy of any email messages forwarded to an external email account.

**Note:** You cannot send mail into RamCT from an external email account.

2. **My Tool Options** allows you to specify default settings for certain tools.

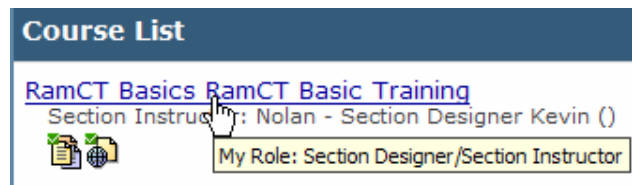
- Set default Calendar view to be daily, weekly, or monthly.
- Set default font to be smaller or larger
- Enable the forwarding of copies of RamCT email to the email address you typed in the Edit Profile section.
- Control your status for the Who's Online Instant Messaging tool – Invisible, Visible/Unavailable, Visible/Available

- My Roles** identifies your role (instructor, designer or student) in each of your RamCT sections. See below for information on each role.

Learning Context	Organizational Level	Role
200790-CO-150-055-056-057 Intro To Composition Practice Course Kevin	Section	Section Designer, Section Instructor
205 Practice Course Kevin	Section	Section Designer, Section Instructor
Assignment Testing Practice Course Kevin	Section	Section Designer, Section Instructor

Click on the My RamCT tab to return to your My RamCT page.

To enter a specific RamCT section, under the Course List channel on your My RamCT page, click on the link to one of your RamCT sections.

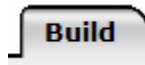


#### IV. Roles in RamCT

Upon entering a RamCT section you will see up to three tabs that are unique to the three distinct roles in RamCT.

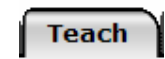
- Section Designer**

(Build tab) creates/adds/organized content in a RamCT section including a syllabus, learning modules and web links. Can create assessments and assignments.



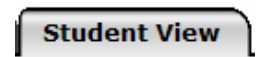
- Section Instructor**

(Teach tab) reviews student work, manage grades, and interact with students via email, discussions and chat. Unique instructor tools include the Grade Book, Assessment Manager, and the Assignment Dropbox.



- Students**

(Student View tab) Designers and Instructors can a student's perspective of a RamCT section and can take assessments and submit assignments.



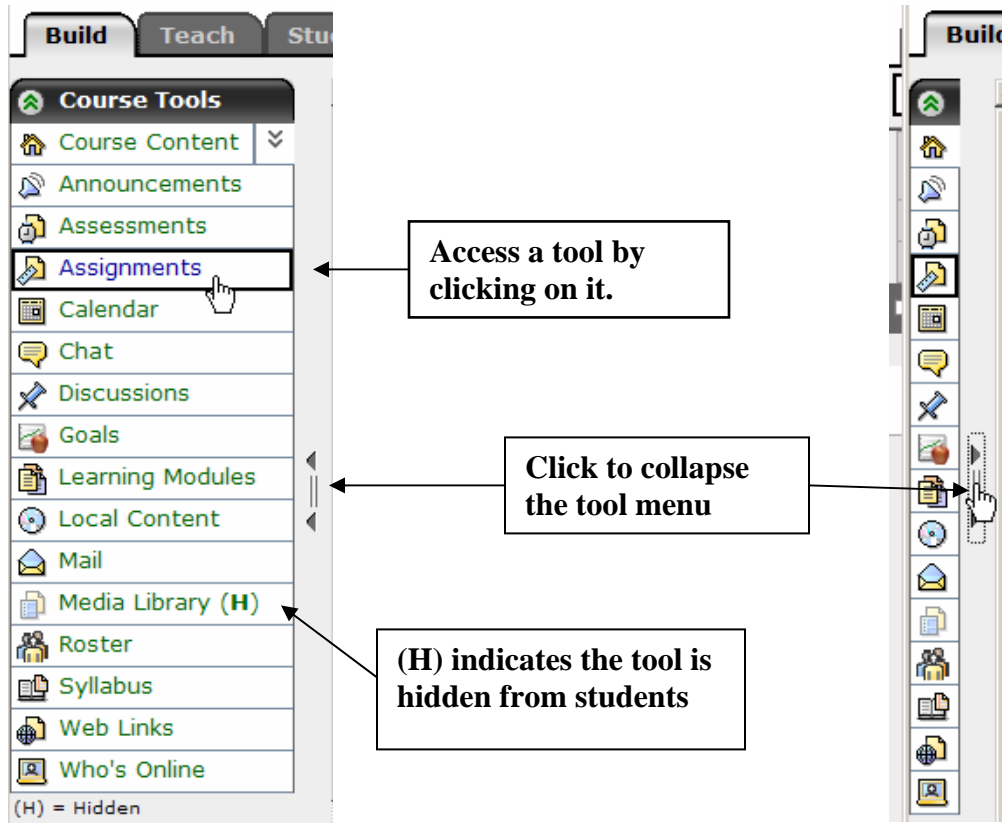
Most RamCT teachers are enrolled in their RamCT sections as designers and instructors and will see all three tabs.



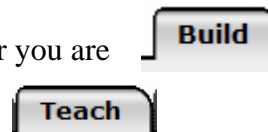
## V. RAMCT TOOLS

### A. Course Tools

Usually located on the left hand side, course tools are the RamCT tools selected by either a designer or instructor for that particular RamCT section.



You will see the same Course Tools regardless of whether you are on the Build (designer) tab or the Teach (instructor) tab.



The 16 RamCT Course Tools are:

Course Content	Calendar	Learning Modules	Roster
Announcements	Chat	Local Content	Syllabus
Assessments	Discussions	Mail	Web Links
Assignments	Goals	Media Library	Who's Online

Brief descriptions of each tool are on the next two pages.

1. **Course Content** is the home page for your course. This is where you will usually lay out the design and structure for you RamCT section.  
Designers can add content to the home page.  
Instructors can edit item descriptions and show or hide items on this page.
2. **Announcements** allow you to create announcement messages for your students.  
Students will see these announcements when they click on the Announcements link or you can set this tool to open a popup window that will appear when students enter the section and a new announcement has been created. Both Designers and Instructors can create announcements.
3. **Assessments** – Designers can create online quizzes, anonymous surveys, and self tests.  
Instructors can view and grade these items.
4. **Assignments** – Designers can create online assignments that can be downloaded and then submitted via RamCT. Instructors can control some of the assignment’s attributes and grade the assignment.
5. **Calendar** –Designers, Instructors AND students can create calendars entries for a RamCT section.
6. **Chat** (Whiteboard) – Designers and Instructors can both create and participate in chat rooms. Both can use the Whiteboard tool that is included with the Chat tool.
7. **Discussions** – Both Designers and Instructors can create and participate in Discussion topics and categories. Instructors can grade discussion topics.
8. **Goals** – Designers can create academic goals and categories. Instructors can view the goals.
9. **Learning Modules** – Designers can use this tool to control content flow. Learning modules can contain individual content items. They can also contain folders that store numerous content items. Learning modules can also have links to other course tools such as assessments, assignments, discussions, etc. Instructors can control access to learning modules.
10. **Local Content** – this is a rarely used tool that allows a designer to link content to local media such as a CD or DVD.
11. **Mail** – Both Designers and Instructors can create and read e-mail messages in a RamCT section. Copies of RamCT email can be sent out of the system but a user cannot send email from an outside source in to RamCT.
12. **Media Library** – Designers can create an area in their RamCT section that contains images or links to sound or video files that are organized in one place.

13. **Roster** – Both Designers and Instructors can view a roster for their RamCT section. Students would also be able to see the roster. The roster will usually contain last name, first name, title, external email address and phone number.
14. **Syllabus** – Designers and Instructors can create or link to a syllabus file.
15. **Web Links** – Designers can create links to web resources.
16. **Who's Online** – Both Designers and Instructors can use the Instant Messaging tool to communicate with anyone in any of the RamCT sections. Users can set their Who's Online availability to Visible/Available, Visible/Unavailable or Invisible.

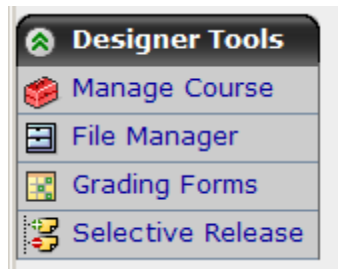
## B. Designer Tools

**Build**

These tools are unique to the Designer role in RamCT and appear on the bottom left of the toolbar.











### 1. Manage Course

Both Designers and Instructors have access to the Manage Course tool. This allows you to manage RamCT section tools and settings.



Your location: **Manage Course**

#### Manage Course

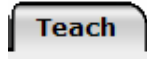
-  **Tools**  
Determine which tools can be used in the course. You can add and remove tools as necessary.
-  **Course Menu**  
Modify the appearance of the course menu.
-  **Colors**  
Choose colors for the course.
-  **Course Content Icons**  
Choose an icon set for course content.
-  **Settings**  
Edit settings for tools.
-  **Import**  
Import content into the course.
-  **Backup**  
Back up the course for safekeeping and archiving purposes.
-  **Course Preview Page Setup**  
Set up the Course Preview Page for the course.
-  **Date Rollover**  
Adjust dates for course items.
-  **Course URL**  
Users can log directly into the course by using the following URL:  
<https://ramct.colostate.edu/webct/logon/17724409031>

- a. **Tools** – allows you to select which RamCT tools you will use in your section.
  - b. **Course Menu** – allows you to select where the tool menu will appear in your section. Allows you to create custom links on the tool bar. Also allows you to hide and show tools.
  - c. **Colors** – allows you to set a color scheme for your section.
  - d. **Course Content Icons** – allows you to control which icons are associated with each course tool. You can use the RamCT default set of icons or you can create your own.
  - e. **Settings** – allows you to control settings for certain tools. One example is the Teaching Assistant Settings. By default, a teaching assistant only has limited access to the Grade Book to assist in grading students' work. But, using the TA Settings allows you to provide a TA with access to other areas of your RamCT section.
  - f. **Import** – allows you to import items such as an assessment that you have exported from another RamCT section.
  - g. **Backup** – allows you to make a backup of your RamCT section that you can save and then download to your local computer.
  - h. **Course Preview Page** - The Course Preview Page is public and can be seen by users who are not enrolled in the course.
  - i. **Date Rollover** – allows you quickly adjust the dates on items you have posted in your RamCT section. Very helpful when you copy content from a previous RamCT section and you need to adjust the dates for the new semester.
  - j. **Course URL** – users can login directly to your RamCT section instead of using the RamCT login page. We discourage using this tool because students may miss key campus announcements such as when RamCT will be down for maintenance.
2. **File Manager** - where all of your RamCT section content files are stored. Once you have uploaded your files you can then create links to them in your RamCT section.
  3. **Grading Forms** – allows you to create grading rubrics that you can then link to assignments or other items. This can provide a standardized way of grading items in your section that can be communicated to your students.

4. **Selective Release** – allows you to control access to section/content items base on date, member, group or grade book criteria.

### C. Instructor Tools

These tools are unique to the Instructor role in RamCT and appear on the bottom left of the toolbar.



1. **Manage Course**

Both Designers and Instructors have access to the Manage Course tool. This tool allows you to manage RamCT section tools and settings. See the description under the Designer Tool section for additional information.

2. **Assessment Manager** – instructors can view and grade assessment submissions.

3. **Assignment Dropbox** – instructors can view and grade assignment submissions.

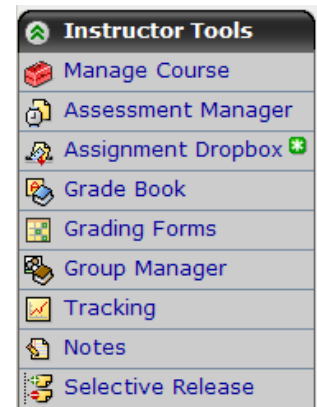
4. **Grading Forms** - allows you to create grading rubrics that you can then link to assignments or other items. This can provide a standardize way of grading items in your section that can be communicated to your students.

5. **Group Manager** – allows instructors to create and assign students to groups. You can then assign content and tools to particular groups.

6. **Tracking** – allows an instructor to track items in their RamCT sections such as tool usage, file usage and individual student activity.

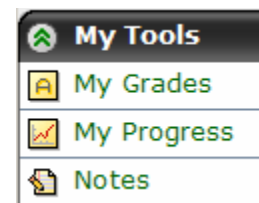
7. **Notes** – an instructor can write notes to themselves to remind them how or why they set up course content for this particular RamCT section.

8. **Selective Release** – allows you to control access to section/content items base on date, member, group or grade book criteria.

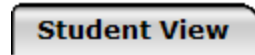


### D. Student Tools

Certain tools are specific to the student role in RamCT.



You can click on the Student View tab to view the tools available to students.



### 1. My Grades

Allows students to see grades that you have release from columns in the Grade Book.

Your location: **My Grades**

**My Grades**  
May 8, 2008

**Student:** Student, Demo () (webct\_demo\_37)  
**Course:** RamCT Basic Training  
**Section:** RamCT Basics  
**Section Instructor:** Nolan - Section Designer, Kevin ()

Item	Grade
Quiz 1:	92 (out of 100)
Quiz 2:	88 (out of 100)
Mid Term:	93 (out of 100)
ARIESfinal:	91 (out of 300)
ARIESletter:	A

(XX) - Indicates a grade that is partial or not complete

### 2. My Progress

Allows students to see which components that have accessed in this particular RamCT section.

**My Progress**  
**Student:** Student, Demo ()  
First access: May 1, 2008  
Last access: May 7, 2008  
Total number of sessions: 3  
Report generated May 8, 2008

Session	First Access	Last Access	Total Time	Content Folders			Discussions
				Viewed	Viewed	Viewed Message	
1	May 1, 2008	May 1, 2008	00:01:00	1			
2	May 7, 2008	May 7, 2008	00:01:27	2			
3	May 1, 2008	May 1, 2008	00:01:00	1			
<b>Total</b>			<b>00:03:27</b>	<b>4</b>			

Times given are in hours, minutes, and seconds.

Export

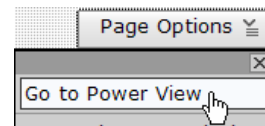
### 3. Notes

A window appears where students can write private notes to themselves

## VI. CUSTOMIZING YOUR RAMCT SECTION LAYOUT

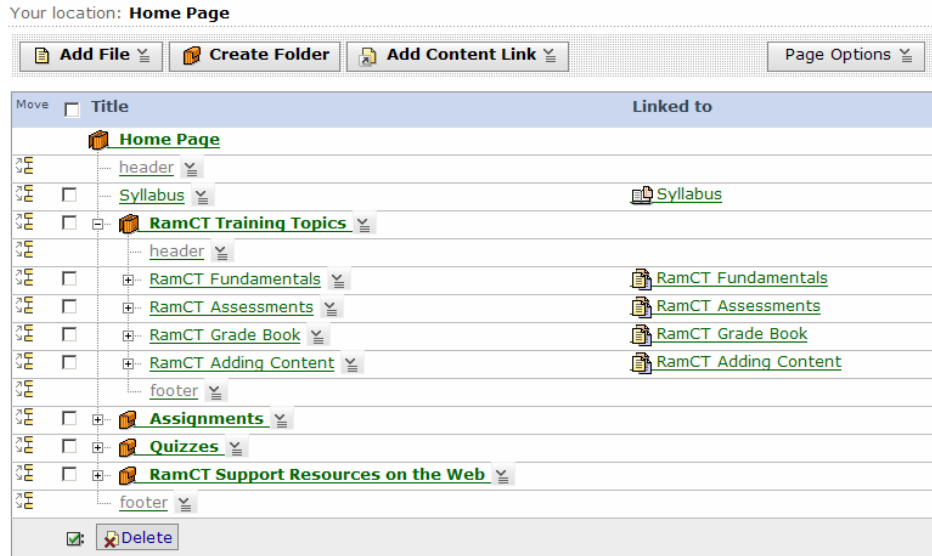
### A. Power View

Under the Page Options drop down menu select Power View.

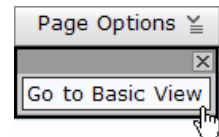


This is a more linear and less graphical view of your section content. From this interface you can add links to files, create folders and link to other content items.

## Power View screen

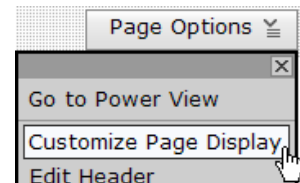


You can return to the default Basic View by selecting that item under the Page Options drop down menu.



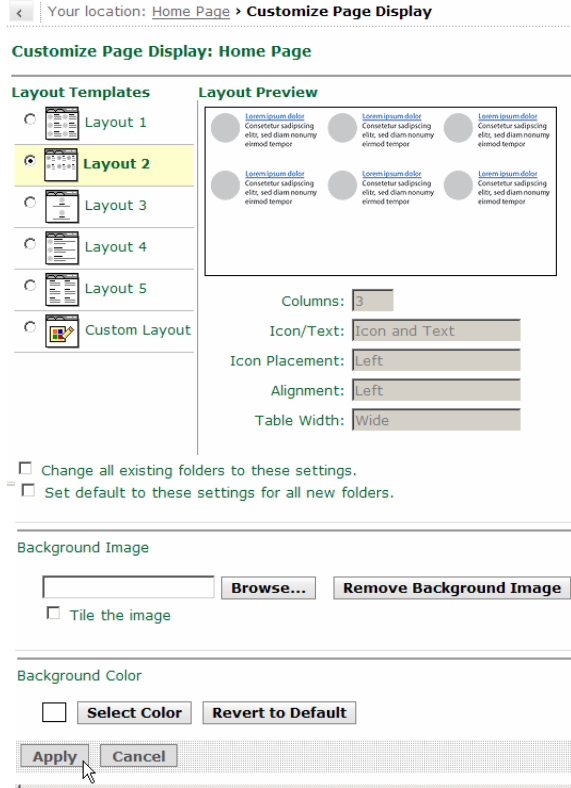
### B. Customize Page Display

This tool allows you to control how items are displayed on a page in RamCT, set a background image and color and decide whether to apply these settings to all of your pages in your RamCT section.



Remember the online best practice principle to structure content so that it is easy for students to navigate and follow the flow of your content.

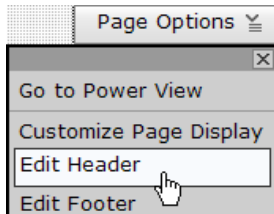
Once you have decided on how to display your content on a RamCT page click Apply.



### C. Page Headers and Footers

RamCT allows you to create header wording and logos that you can display on one or all of your section pages.

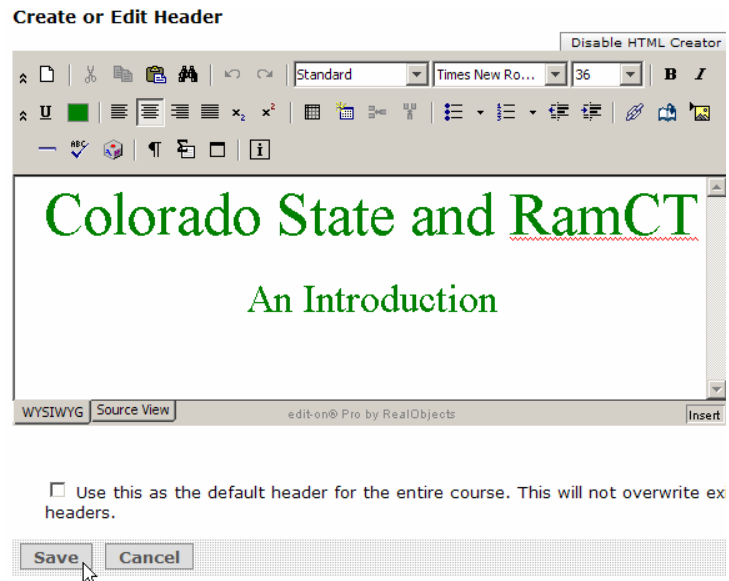
Click on the Enable HTML Creator button to design your header.



The tools at the top of the html Create or Edit Header window allow you to apply font colors, styles, colors, sizes, etc.

Click on Save when you are done creating/editing your page header.

You would follow the same steps to Create/Edit a page footer.



## VII. Add or Remove Course Tools

Designers and Instructors can control which tools to use and make visible in their RamCT section.



Click on the Manage Course | Tools link.

A check next to a tool name indicates it will appear on the Course Tools menu. Items that are not checked will not appear on the menu.







### Tools

Add tools to the course by selecting the check boxes. Remove tools by clearing tool, all content in that tool is saved and available if you add the tool again.

#### Organizational Tools

-  **Calendar**  
Enter important events and deadlines, and allow Students to enter
-  **Syllabus**  
Provide course requirements, objectives, and policies.

#### Communication Tools

-  **Announcements**  
Post important information in a central location.
-  **Chat**  
Chat with other users in the course in real time, or use the Whiteb
-  **Discussions**  
Post and respond to messages on specific topics.
-  **Mail**  
Send messages to other users.
-  **Roster**  
View profiles for course members. Users can edit their own profile.
-  **Who's Online**  
Chat with other users who are logged in to the Learning System.

**Course menu** under the Manage Course tool allows you to control where the Course Tool menu appears – vertical or horizontal, whether to display tools as icons, text or both. This tool also allows you to show or hide a tool from students.

An (H) will appear next to a tool that is hidden from students in the Course Tool menu.

Note the logic RamCT uses for visibility: a Hide Link button indicates that the item is currently visible. A hidden item would have a Show Link button.

**Course Menu**

The course menu displays links to Course Tools. Depending on your role, the course menu also displays links to Designer, Instructor, or My Tools. You may be allowed to show and hide links, move links, or add custom links  
**Note:** If you want to add or remove tools, click the Tools option from Manage Course.

**General Settings**

Course Menu:  Display icons and text |  Display text only |  Display icons only

Course Menu Orientation:  Vertical |  Horizontal

Course Content Map: The course content map is a navigation menu of links in the Course Content tool.  
 Display on menu |  Display as a drop-down list |  Do not display

**Apply Settings**

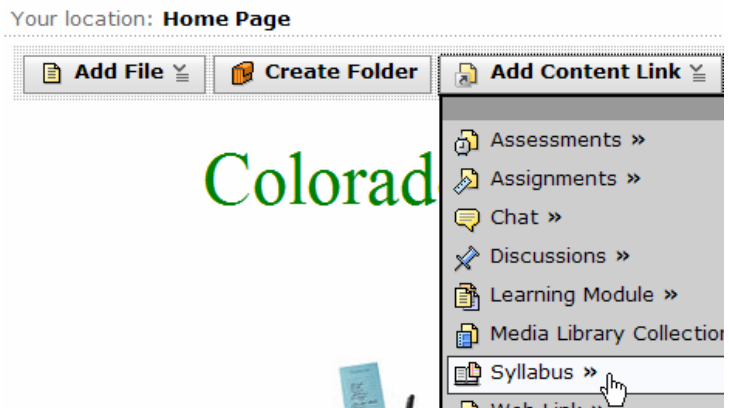
**Order and Visibility**

Move	Tool Name	Student Visibility
	<b>Course Tools</b> <b>Add Custom Link</b>	
	Course Content	
	Announcements	<b>Hide Link</b> ←
	Assessments	<b>Hide Link</b>

**VIII. ADD A SYLLABUS LINK TO YOUR HOME PAGE**

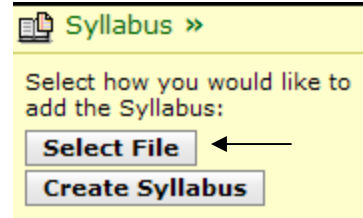
To introduce the concept of adding content to a RamCT section we will create a link to a syllabus file and place it on our home page.

From the Build tab go to the Add Content Link drop down menu and select Syllabus.



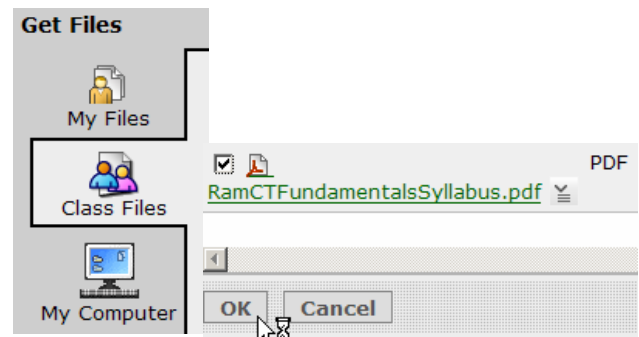
You can add a syllabus to your RamCT section either by using the built in syllabus creation tool or uploading a copy of your syllabus and linking to it from your home page.

For our exercise we will link to a syllabus that was previously created and uploaded to the File Manager of this RamCT section.



1. Click on Select File.

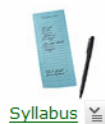
2. Place a check next to the RamCT Fundamentals Syllabus item and click OK.



The syllabus item has been added to the home page.

## Colorado State and RamCT

### An Introduction



3. Click on the Student View tab to see how this file will appear to your students.

**Student View**

This RamCT Getting Started workshop was designed to provide you with a basic understanding of the layout and tools that are available to RamCT Designers and Instructors.

#### **Questions/Need Help:**

RamCT Help Website:  
<http://help.ramct.colostate.edu>

College RamCT Coordinators:  
[http://help.ramct.colostate.edu/ramctsupport\\_faculty.aspx](http://help.ramct.colostate.edu/ramctsupport_faculty.aspx)

Email:  
<mailto:mramctsupport@colostate.edu>