



Adding Content To RamCT Sections

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.

- I. [Outline How Your Material Will Be Presented in RamCT](#)
- II. [Recommend File Types](#)
- III. [File Manager](#)
- IV. [Link to files in RamCT](#)
- V. [Create Folders on a RamCT page](#)
- VI. [Add Content Links To Other RamCT Tools](#)
- VII. [Page Options](#)
- VIII. [Backup Your RamCT Section](#)
- IX. [RamCT Support](#)



Learning Objectives - Participants will be able to:

- Describe how they will organize their course content in RamCT
- Upload files into the File Manager
- Create links on RamCT pages to files in the File Manger
- Create links to other course content – assessments, assignments, etc.
- Create a section header
- Make a backup of your 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. OUTLINE HOW YOUR MATERIAL WILL BE PRESENTED IN RAMCT

Websites with a lot of information can become very confusing for users if the content is not laid out in a logical/intuitive manner. The first step when preparing to setup a RamCT section is to outline/storyboard how the content will appear to your students.

Will it be organized by week?

Will it be organized by chapters in the text book?

Will it be organized by content categories?

Some other organization scheme that meets your needs?

You will need to decide how you will organize the files in your RamCT File manager – in folders with names that match your outline?

You will also need to decide how to organize the links to these files on your RamCT web pages.

II. RECOMMENDED FILE TYPES

You want to use file formats that are the most universal when possible so your students do not have to purchase special software to access the material in your course.

A. Content Files

For content documents, as much as possible try to use files that are in html or PDF format. These types of files can be accessed by students regardless of the type of computer they use. Html files can be created using programs such as Dream Weaver. PDF files can be created using a program such as Adobe Acrobat.

B. Video Types

The video types currently supported on the university's streaming server are Windows Media Player (.wmv) and QuickTime (.mov).

C. Audio Types

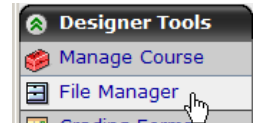
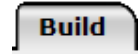
The audio types currently supported on the university's streaming server are mp3, mp4 and wav.

If you are going to use video or audio files we ask that these be stored on the university, college or department server and then linked to from RamCT. Contact CSU's [The Institute for Teaching and Learning \(TILT\)](#) department for additional information on audio and video files and access to the campus streaming server. Their website is at: <http://tilt.colostate.edu/>

III. FILE MANAGER

The files you would like to include in your RamCT section must first be uploaded into RamCT. These files are stored in RamCT and managed with the File Manager tool. To access the File Manager:

1. *Log in* to your **RamCT section**
2. *Click* on the **Build** tab
3. Under **Designer Tools** *click* on **File Manager**

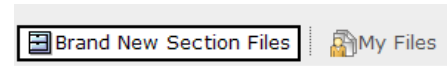


You will see the File Manger for your RamCT section

A. The File Manager has two parts:

1. RamCT Class Files

This is where you will store the files unique to this specific section of RamCT. Though there are not any size limits or quotas, it is recommended that you periodically clean up your Class Files to help maintain RamCT efficiency and performance.

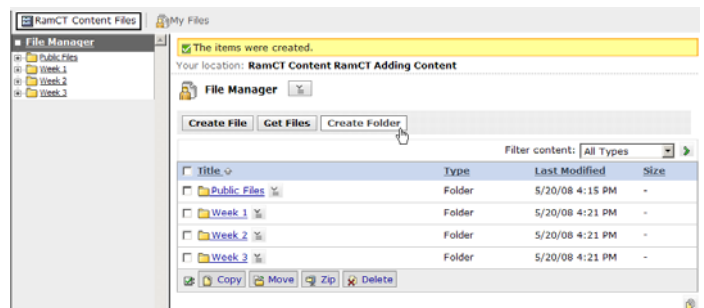


2. My Files

This is a central storage area linked to your eID in RamCT. You can see items stored here from any of your RamCT sections. If you have an item that you use in a number of your sections (e.g. policy on academic honesty) you can place a copy here and then link to it from each section. Each user's My Files space has a quota of 200 MB.

B. Organize Content Using Folders

Just like the files on your computer, the files in your RamCT File Manager can quickly get out of control unless you have a good management system. Create a structure utilizing folders to help you layout your course content. Then upload your files into the appropriate folders. You can then link to this content from your RamCT pages.

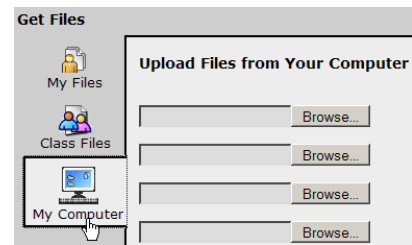


Note in our example I have created folders called Week 1, Week 2, and Week 3.

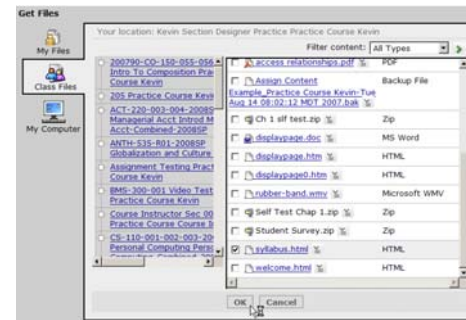
C. Upload Files Into The File Manager

You can select to load files in to your RamCT section from:

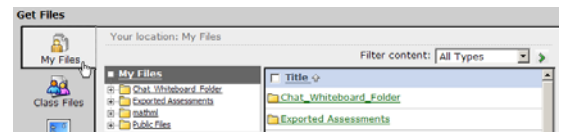
i. **My Computer** (your local computer)



ii. **Class Files** (which presents you with a list of all of your RamCT sections in which you are enrolled as a Section Designer). If you select a file from one of your other RamCT section it will leave the original file in place and make a copy in the section you are building.

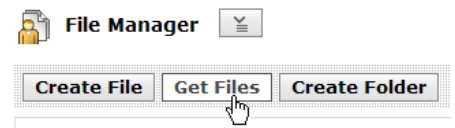


iii. **My Files** area.



Decide where in the file manager you would like a file to go and navigate to that location. For example, if you want to place a file in the Week 1 folder, click on that folder and then begin the file upload. (You can also move files once you upload them.)

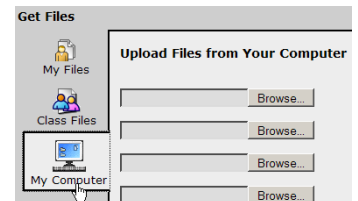
1. Click on **Get Files**



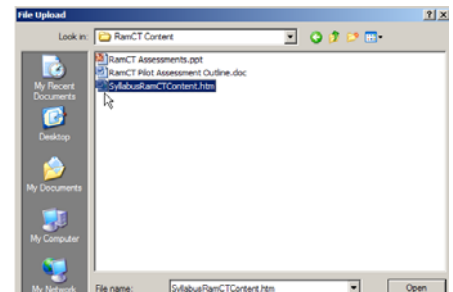
2. Select where you would like to upload files from – My Files, Class Files or My Computer

You can select up to 11 files to upload to the same location in the file manager.

3. Click on **Browse** to find the file you would like to upload.



4. Click on the **file** you want to upload.

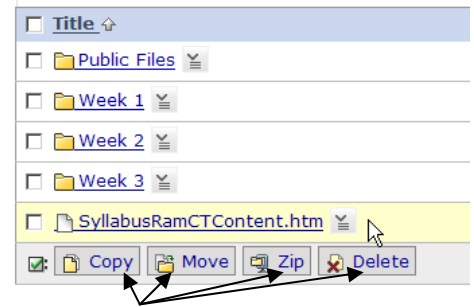


5. Click **Open**

6. Click **OK**

The file will be uploaded into the file manger.

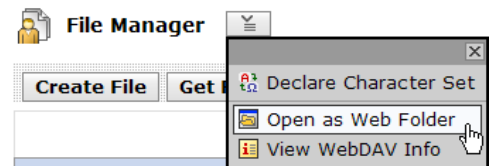
Note the buttons at the bottom of the file manger window. You can copy, move, zip or delete files. For example, if you wanted to move one or more files to the Week 1 folder you would place a check next to the files you need to move and then click on the Move button. A window will open and you will be able to navigate to the location where you want to move the files to.



D. Upload Multiple Files Using Web Folder (IE Only)

If you use Internet Explorer you can use the Open as Web Folder item to upload multiple items into the File Manager.

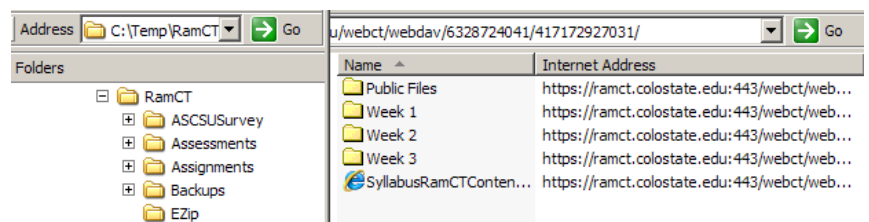
1. Under the **drop down box** next to the **File Manager** select **Open as Web Folder**.



2. You will be prompted to *enter* your **ename and epassword**. This will open a folder view of your RamCT files.



3. You can then *drag and drop* **files** from your local computer into RamCT.

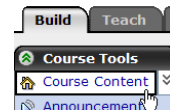


IV. LINK TO FILES IN RAMCT

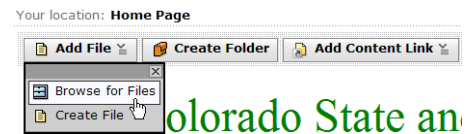
Now that you have added files into the File Manager you can link to them from the course content home page or from within other folders you create. Think about the flow of the content on your RamCT pages and try to make navigation to content by your students as easy as possible.

Don't put too many items on one page; the page may appear cluttered and it may make it difficult for your students to navigate through the content.

1. From the **Build** tab, under **Course Tools** click on **Course Content** which is the home page for your RamCT section.

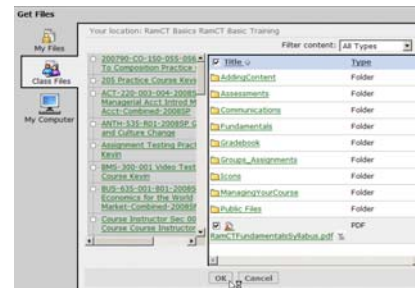


2. From the **Add File** drop down menu select **Browse for Files**



Once again you have the option of choosing files from My Files, Class Files and My Computer. Usually the files you will link to will be the files you uploaded into the Class Files for this RamCT section.

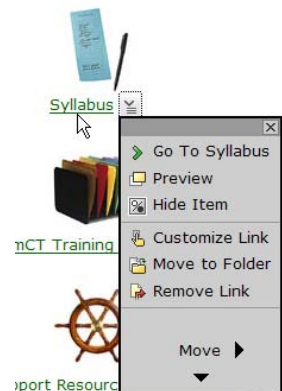
3. Place a *check* next to the **Syllabus** item.
4. Click **OK**.



A link to the syllabus file now appears on the Course Content home page.

Clicking on the drop down menu next to a content link gives you a number of options:

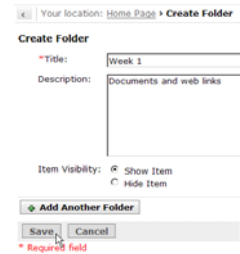
- Edit Properties – allows you to change the title of the link
- Preview – allows you to open the link
- Hide Item – hides the item from your students view
- Customize Link – change the title, provide a brief description for the item and change the icon associated with this link.
- Move to Folder – allows you to move to another folder in your section.
- Remove Link – removes the link from the page
- Move – allows you to move the link to a different spot on the page.



V. CREATE FOLDERS ON RAMCT PAGES

Folders provide a way of organizing content in your RamCT section and can make it easier for students to navigate and find content.

1. On the **Build** tab *click* on **Create Folder**
2. *Type* in a **title** for the folder.
You can add a description that will appear underneath the folder's name; you can decide whether to show the folder to your students at this time
3. *Click* **Save**.

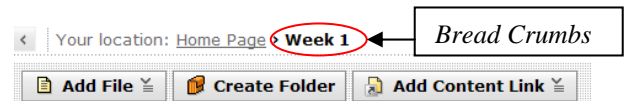


The folder will appear on your RamCT page.

Adding Content to RamCT



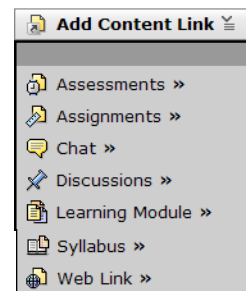
When you are in a folder the “bread crumbs” at the top of your page will let you know where you are in your RamCT section. In this example, I am in a folder called Week 1 which is located on the Home Page for my section.



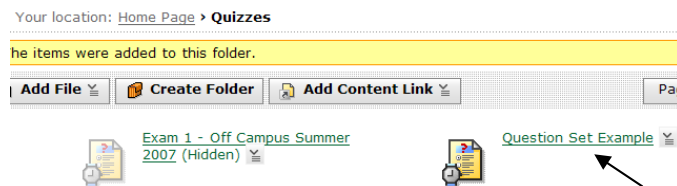
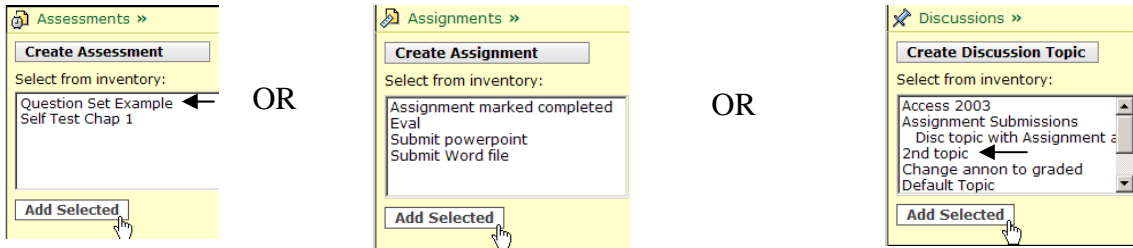
VI. ADD CONTENT LINKS TO OTHER RAMCT TOOLS

You can add links to other RamCT course tools to a RamCT page. You can select from items already created or create a new item. You cannot link to the generic item, say Assessments. You need to link to specific items under Assessments.

1. From the **Build** tab use the *drop down menu* under **Add Content Link** and *select* a tool



2. Select the specific **item** (e.g a specific assessment, assignment, etc.) you would like to **add** to your page.
3. Click **Add Selected**.



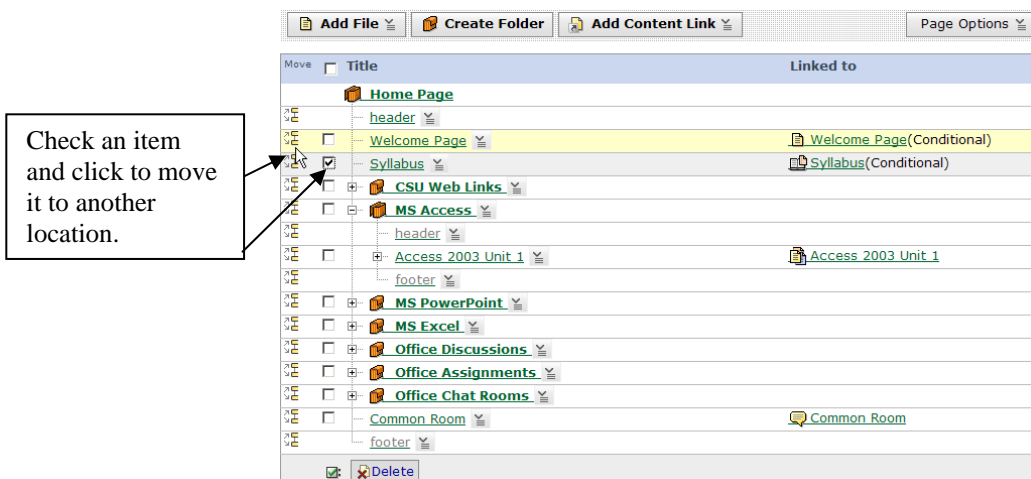
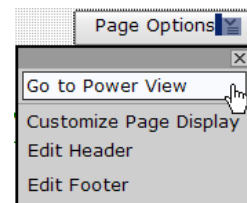
Note: You can use *Control + Click* to **add multiple items** from the list to a page.

VII. PAGE OPTIONS

On the **Build** tab, *click* on the drop down menu under **Page Options**

A. Power View

When you select this item it provides a linear view of your RamCT section. You can all of the items on a page, identify what items are linked to which files, move multiple items at a time and still add files, folders and content links. Under **Page Options** *click* on **Go to Basic View** to return to the normal view of your section.

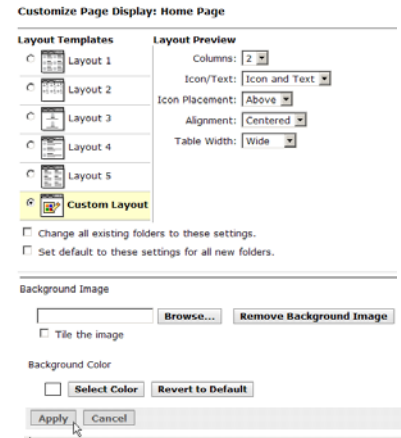
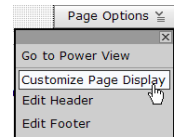


B. Customize Page Display

Under **Page Options** on the **Course Content/Home** page you can *select Customize Page Display* which allows you to:

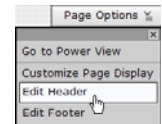
- Control the number of items on a page and the placement of icons using page Layout Templates.
- Select a Background Image for your RamCT page.
- Select a Background Color

Remember to *click Apply* for your changes to take effect.



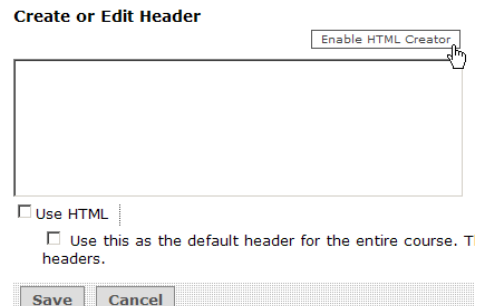
C. Edit Header and Edit Footer

Under page options you can *select Edit Headers or Edit Footers*.

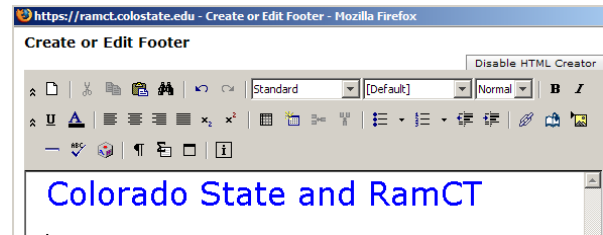


These options allow you to *create Headers* that will appear at the top of your RamCT page and **Footers** that will appear at the bottom.

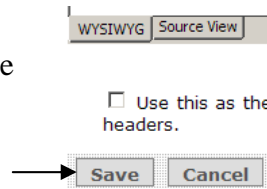
The **HTML Creator** item allows you to create your header or footer in “what you see is what you get - WYSIWYG” html code.



With the **HTML Creator** you can control color, font size, whether your header links to a web page, etc.



Remember to *click Save* when you are done creating your Header or Footer.



VIII. BACKUP YOUR RAMCT SECTION

After making significant changes to your RamCT section it is a good idea to make a backup. You should also make a backup at the end of each semester.

Detailed instructions on how to backup your RamCT section can be found at: <http://help.ramct.colostate.edu/training/RamCTSectionBackup.pdf>

which is located under the How To section on the <http://help.ramct.colostate.edu> website.

IX. RAMCT SUPPORT

Support for RamCT is available from a number of sources:

RamCT help website: <http://help.ramct.colostate.edu>

College RamCT Coordinators:

http://help.ramct.colostate.edu/ramctsupport_faculty.aspx

Email us: <mailto:mramctsupport@colostate.edu>