
WebCT 4.x: Student Presentations

Competencies

After reading this document, you will be able to:

- Employ the Student Presentations capabilities to create and upload presentations to your WebCT course.

About Student Presentations

Student Presentations enables you, or a group of students, to create a presentation and upload it to your WebCT course. You and your group members, and the instructor, can then see your work.



Note Depending on designer settings, students in the course who are not members of your group may be able to see your presentation. You may also be able to view other groups' presentations.

Depending on administrator settings, you may be able to view members of all presentation groups, only the members of your own presentation group, or no group members at all.

A student presentation is prepared in two steps: first, you create the presentation as a set of linked HTML files; then, you upload it.



Note Name the homepage for your presentation index.html and make sure it resides in the root or top-level folder. This page contains the links to the other group documents. These documents should be linked back to the index.html file using relative links (i.e.: link to the name of the file, or if you set up a separate folder, to the folder and the file: "folder/filename.html").

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~.

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

You can make changes to your presentation after uploading it, but be aware that each member of your group can edit your presentation pages. Your group should establish a protocol for making changes to your presentation, so that you don't overwrite changes that someone else makes. Save all files with an .html extension.

Uploading a Student Presentation

You can upload a Student Presentation file from your computer.



Note You can upload one file at a time. If you want to upload files at once, zip them first using WinZip (PC), ZipIT (Mac), or another file compression application and then upload the .zip file. There is an UnZip utility on WebCT that works with all zipped versions you upload.

- 1 From the *Student Presentations* screen, locate the group for which you want to upload files and in the *Files* column, click **Edit**. The *Folders and Files* screen appears.



Note Only groups to which you have been assigned can be edited.

Downloading Files

You can download a file from Student Presentations to your personal computer.



Note If you want to download multiple files at once, zip them and then download the .zip file.

- 1 From the *Student Presentations* screen, locate the group from which you want to download files and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select the file that you want to download.
- 3 Under *Options: Files*, click **Download**. The *Download File* screen appears.
- 4 Click **Download**. Your browser's file download screen appears.
- 5 Follow the onscreen instructions.

Creating Files

You can create .html and .txt files in Student Presentations.

- 1 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.
- 2 Under *Options: Files*, click Create file. The Create File screen appears.
- 3 In the *Filename* text box, enter a name for the new file. Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, `_`, `&`, `()`, `-`, `.`, and `~`.

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

- 4 From the *Folder* drop-down list, select the group.
- 5 To add content to the file, do one of the following:
 - o In the *File Content* text box:
 - » Enter the content for your new file. You can format the text by adding HTML tags.
 - » For easier viewing, resize the text box by adjusting the Width and Height controls.
 - » Click Resize.



Note Adjusting the size of the text box has no effect on the file's content.

- o To add content and format the text using an editor, click **HTML editor**.



Note Depending on administrator settings, the HTML Editor may not be available.

- 6 To create or import an equation, use the WebEQ Equation Editor for Windows or for Macintosh.



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

- 7 Click **Save**. The *Folders and Files* screen appears.

Editing Files

You can edit .txt and .html files in Student Presentations.

From the Student Presentations screen, locate the group for which you want to edit files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the file that you want to edit.

Under Options: Files, click Edit. The Edit File screen appears.

If you want to change the filename, in the Filename text box, edit the filename. Important: If you change a filename for a file linked from another file, the link will be broken.

If you want to move the file to a different folder, from the Folder drop-down list, select the folder. Important: If you move a file that is linked from another file, the link will be broken.

Edit your message by doing one of the following:

In the File content text box, edit your file. Note: To change the number of viewable horizontal and vertical characters in the File content text box, from the Width and Height drop-down lists, select a number and click Resize.

Click HTML editor. For help, see [HTML Editor](#). Note: Depending on administrator settings, the HTML editor may not be available.

If you want to insert an equation, use the [WebEQ Equation Editor for Microsoft Windows](#) or for [Macintosh](#). Note: Depending on administrator settings, the Equation Editor may not be available.

Click Update. The Folders and Files screen appears.

Copying Files | [Top](#)

You can copy one or more files from the current folder to another folder. Copies of the file will then exist in two folders.

From the Student Presentations screen, locate the group from which you want to copy files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to copy.

Under Options: Files, click Copy. The Copy Files screen appears, displaying all files to be copied.

From the Copy the selected files to drop-down list, select a destination folder and click Copy. The Folders and Files screen appears and the files are copied to the selected destination.

Moving Files | [Top](#)

You can move one or more files from the current folder to another folder. If you want to leave a copy of the file in its original folder, use the [Copy](#) feature.

From the Student Presentations screen, locate the group from which you want to move files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to move.

Under Options: Files, click Move. The Move Files screen appears, displaying all files to be moved.

From the Move the selected files to drop-down list, select a destination folder and click Move. The Folders and Files screen appears and the files are moved to the selected destination.

Renaming a File | [Top](#)

You can rename files in Student Presentations. Important: If you rename a file that is linked from another file, the link will be broken.

From the Student Presentations screen, locate the group in which you want to rename files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the file you want to rename.

Under Options: Files, click Rename. The Rename File screen appears.

In the New name text box, enter a new name for the file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

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Click Rename. The Folders and Files screen appears and the file is renamed.

Deleting Files | [Top](#)

You can delete one or more files from Student Presentations. Warning: Deleted files cannot be retrieved.

From the Student Presentations screen, locate the group in which you want to delete files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to delete.

Under Options: Files, click Delete. The Delete Files screen appears, displaying all files to be deleted.

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Click Delete. The Folders and Files screen appears and the files are deleted.

Zipping Files | [Top](#)

You can zip (compress) several files into one file. Use this feature if you want to [download](#) more than one file at a time.

From the Student Presentations screen, locate the group that contains the files to zip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to zip.

Under Options: Files, click Zip. The Zip Files screen appears, displaying all files to be zipped.

From the Zip the selected files to drop-down list, select a destination folder.

In the Filename text box, enter a name for the zip file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

Click Zip. The Folders and Files screen appears and the files are zipped.

After you [download](#) the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Unzipping Files | [Top](#)

You can unzip the contents of a zipped (compressed) file. A zipped file can be identified by the zip extension.

From the Student Presentations screen, locate the group that contains the zip file to unzip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the file you want to unzip.

Under Options: Files, click Unzip. The Unzip File screen appears, displaying the file to be unzipped.

From the Unzip to drop-down list, select a destination folder.

Click Unzip. The Folders and Files screen appears and the files are unzipped.

Expanding or Collapsing Folders | [Top](#)

From the Folders and Files screen, locate the folder that you want to expand or collapse and do one of the following:

If the folder is collapsed and you want to expand it, click the name of the folder or the folder icon. The contents of the folder are displayed.

If the folder is expanded and you want to collapse it, click the name of the folder or the folder icon. The contents of the folder are hidden.

Creating Folders | [Top](#)

You can create folders to organize your Student Presentations files. Links to files in different folders should be relative to the root or top-level folder.

From the Student Presentations screen, locate the group in which you want to create

folders and in the Files column, click Edit Files. The Folders and Files screen appears. Under Options: Folders, click Create Folder. The Create Folder screen appears.

In the Create a folder named text box, enter a name for the folder.

From the Within the folder drop-down list, select a folder in which to place the new folder.

Click Create. The Folders and Files screen appears and the folder is created in the specified location.

Renaming Folders | [Top](#)

You can rename folders in Student Presentations.

From the Student Presentations screen, locate the group in which you want to rename folders and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to rename.

Under Options: Folders, click Rename. The Rename Folder screen appears.

In the New name text box, enter the new name for the folder.

Click Rename. The Folders and Files screen appears and the folder is renamed.

Deleting Folders | [Top](#)

You can delete folders from Student Presentations. Warning: Deleted folders cannot be retrieved.

From the Student Presentations screen, locate the group in which you want to delete folders and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to delete. Note: You can only delete one folder at a time.

Under Options: Folders, click Delete. The Delete Folder screen appears, displaying the folder to be deleted.

Verify the folder to be deleted. Warning: Deleted folders cannot be retrieved.

Click Delete. The Folders and Files screen appears and the folder is deleted.

Zipping Folders | [Top](#)

You can zip (compress) a folder containing files and other folders into one file. Use this feature if you want to [download](#) an entire folder.

From the Student Presentations screen, locate the group that contains the folder to zip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to zip.

Under Options: Folders, click Zip. The Zip Files in Folder screen appears, displaying the folder to be zipped.

In the Filename of new zip file text box, enter a name for the zip file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename:

period (.) and space.

From the Place the new zip file in this folder drop-down list, select a destination folder.

Click Zip. The Folders and Files screen appears and the folder is zipped.

After you [download](#) the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Sending Mail | [Top](#)

You can send mail messages to your group and to other groups. Every member in the group receives your messages.

Note: Depending on administrator settings, the mail icon for presentation groups may not be available.

From the Student Presentations screen, next to the name of the group you want to send a message, click the Mail icon. The Compose Mail Message screen appears in a new browser window.

Compose your message and click Send.

For more information, see [Mail](#).

Having Group Discussions | [Top](#)

If your instructor creates a discussion area for your group, you can use Discussions to communicate with your group.

To gain access to the discussion area, click Discussions where it appears in your course. The Discussions screen appears.

In the Topic column, click your group name. The Discussions messages screen appears.

Click Compose message. The Compose Discussions Message screen appears in a new browser window.

Compose your topic and click Post.

For more information, see [Discussions](#).

Editing Files

You can edit .txt and .html files in Student Presentations.

- 1 From the *Student Presentations* screen, locate the group for which you want to edit files and in the *Files* column, click Edit Files. The *Folders and Files* screen appears.
- 2 Locate and select the file that you want to edit.
- 3 Under *Options: Files*, click **Edit**. The Edit File screen appears.
- 4 If you want to change the filename, in the *Filename* text box, edit the filename.



Important If you change a filename for a file linked from another file, the link will be broken.

- 5 If you want to move the file to a different folder, from the Folder drop-down list, select the folder.



Important If you move a file that is linked from another file, the link will be broken.

- 6 Edit your message by doing one of the following:
 - o In the *File content* text box, edit your file.



Note To change the number of viewable horizontal and vertical characters in the File content text box, from the Width and Height drop-down lists, select a number and click **Resize**.

- o Click HTML editor.



Note Depending on administrator settings, the HTML Editor may not be available.

- 7 If you want to insert an equation, use the WebEQ Equation Editor for Microsoft Windows or for Macintosh.



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

- 8 Click **Update**. The *Folders and Files* screen appears.

Copying Files

You can copy one or more files from the current folder to another folder. Copies of the file will then exist in two folders.

From the Student Presentations screen, locate the group from which you want to copy files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to copy.

Under Options: Files, click Copy. The Copy Files screen appears, displaying all files to be copied.

From the Copy the selected files to drop-down list, select a destination folder and click Copy. The Folders and Files screen appears and the files are copied to the selected destination.

Moving Files

You can move one or more files from the current folder to another folder. If you want to leave a copy of the file in its original folder, use the [Copy](#) feature.

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Renaming a File

You can rename files in Student Presentations. Important: If you rename a file that is linked from another file, the link will be broken.

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Locate and select the file you want to rename.

Under Options: Files, click Rename. The Rename File screen appears.

In the New name text box, enter a new name for the file.

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Locate and select each file you want to zip.

Under Options: Files, click Zip. The Zip Files screen appears, displaying all files to be zipped.

From the Zip the selected files to drop-down list, select a destination folder.

In the Filename text box, enter a name for the zip file.

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Click Zip. The Folders and Files screen appears and the files are zipped.

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Locate and select the file you want to unzip.

Under Options: Files, click Unzip. The Unzip File screen appears, displaying the file to be unzipped.

From the Unzip to drop-down list, select a destination folder.

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Locate and select the folder you want to zip.

Under Options: Folders, click Zip. The Zip Files in Folder screen appears, displaying the folder to be zipped.

In the Filename of new zip file text box, enter a name for the zip file.

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- 3 Under *Options: Files*, click **Copy**. The *Copy Files* screen appears, displaying all files to be copied.
- 4 From the *Copy the selected files* to drop-down list, select a destination folder and click **Copy**. The *Folders and Files* screen appears and the files are copied to the selected destination.

Moving Files

You can move one or more files from the current folder to another folder. If you want to leave a copy of the file in its original folder, use the Copy feature.

- 1 From the *Student Presentations* screen, locate the group from which you want to move files and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select each file you want to move.
- 3 Under *Options: Files*, click **Move**. The *Move Files* screen appears, displaying all files to be moved.
- 4 From the *Move the selected files to* drop-down list, select a destination folder and click **Move**. The *Folders and Files* screen appears and the files are moved to the selected destination.

Renaming a File

You can rename files in Student Presentations.



Important If you rename a file that is linked from another file, the link will be broken.

From the Student Presentations screen, locate the group in which you want to rename files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the file you want to rename.

Under Options: Files, click Rename. The Rename File screen appears.

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From the Student Presentations screen, locate the group that contains the files to zip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to zip.

Under Options: Files, click Zip. The Zip Files screen appears, displaying all files to be zipped.

From the Zip the selected files to drop-down list, select a destination folder.

In the Filename text box, enter a name for the zip file.

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Unzipping Files | [Top](#)

You can unzip the contents of a zipped (compressed) file. A zipped file can be identified by the zip extension.

From the Student Presentations screen, locate the group that contains the zip file to unzip and in the Files column, click Edit Files. The Folders and Files screen

appears.

Locate and select the file you want to unzip.

Under Options: Files, click Unzip. The Unzip File screen appears, displaying the file to be unzipped.

From the Unzip to drop-down list, select a destination folder.

Click Unzip. The Folders and Files screen appears and the files are unzipped.

Expanding or Collapsing Folders | [Top](#)

From the Folders and Files screen, locate the folder that you want to expand or collapse and do one of the following:

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Locate and select the folder you want to rename.

Under Options: Folders, click Rename. The Rename Folder screen appears.

In the New name text box, enter the new name for the folder.

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Locate and select the folder you want to zip.

Under Options: Folders, click Zip. The Zip Files in Folder screen appears, displaying the folder to be zipped.

In the Filename of new zip file text box, enter a name for the zip file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

From the Place the new zip file in this folder drop-down list, select a destination folder.

Click Zip. The Folders and Files screen appears and the folder is zipped.

After you [download](#) the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Sending Mail | [Top](#)

You can send mail messages to your group and to other groups. Every member in the group receives your messages.

Note: Depending on administrator settings, the mail icon for presentation groups may not be available.

From the Student Presentations screen, next to the name of the group you want to send a message, click the Mail icon. The Compose Mail Message screen appears in a new browser window.

Compose your message and click Send.

For more information, see [Mail](#).

Having Group Discussions | [Top](#)

If your instructor creates a discussion area for your group, you can use Discussions to communicate with your group.

To gain access to the discussion area, click Discussions where it appears in your course. The Discussions screen appears.

In the Topic column, click your group name. The Discussions messages screen appears.

Click Compose message. The Compose Discussions Message screen appears in a new browser window.

Compose your topic and click Post.

For more information, see [Discussions](#).

Deleting Files

You can delete one or more files from Student Presentations. Warning: Deleted files cannot be retrieved.

From the Student Presentations screen, locate the group in which you want to delete files and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to delete.

Under Options: Files, click Delete. The Delete Files screen appears, displaying all files to be deleted.

Verify the files to be deleted. Warning: Deleted files cannot be retrieved.

Click Delete. The Folders and Files screen appears and the files are deleted.

Zippping Files

You can zip (compress) several files into one file. Use this feature if you want to [download](#) more than one file at a time.

From the Student Presentations screen, locate the group that contains the files to zip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select each file you want to zip.

Under Options: Files, click Zip. The Zip Files screen appears, displaying all files to be zipped.

From the Zip the selected files to drop-down list, select a destination folder.

In the Filename text box, enter a name for the zip file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

Click Zip. The Folders and Files screen appears and the files are zipped.

After you [download](#) the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Unzipping Files

You can unzip the contents of a zipped (compressed) file. A zipped file can be identified by the zip extension.

From the Student Presentations screen, locate the group that contains the zip file to unzip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the file you want to unzip.

Under Options: Files, click Unzip. The Unzip File screen appears, displaying the file to

be unzipped.

From the Unzip to drop-down list, select a destination folder.

Click Unzip. The Folders and Files screen appears and the files are unzipped.

Expanding or Collapsing Folders

From the Folders and Files screen, locate the folder that you want to expand or collapse and do one of the following:

If the folder is collapsed and you want to expand it, click the name of the folder or the folder icon. The contents of the folder are displayed.

If the folder is expanded and you want to collapse it, click the name of the folder or the folder icon. The contents of the folder are hidden.

Creating Folders

You can create folders to organize your Student Presentations files. Links to files in different folders should be relative to the root or top-level folder.

From the Student Presentations screen, locate the group in which you want to create folders and in the Files column, click Edit Files. The Folders and Files screen appears.

Under Options: Folders, click Create Folder. The Create Folder screen appears.

In the Create a folder named text box, enter a name for the folder.

From the Within the folder drop-down list, select a folder in which to place the new folder.

Click Create. The Folders and Files screen appears and the folder is created in the specified location.

Renaming Folders

You can rename folders in Student Presentations.

From the Student Presentations screen, locate the group in which you want to rename folders and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to rename.

Under Options: Folders, click Rename. The Rename Folder screen appears.

In the New name text box, enter the new name for the folder.

Click Rename. The Folders and Files screen appears and the folder is renamed.

Deleting Folders

You can delete folders from Student Presentations. Warning: Deleted folders cannot be retrieved.

From the Student Presentations screen, locate the group in which you want to delete folders and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to delete. Note: You can only delete one folder at a time.

Under Options: Folders, click Delete. The Delete Folder screen appears, displaying

the folder to be deleted.

Verify the folder to be deleted. Warning: Deleted folders cannot be retrieved.

Click Delete. The Folders and Files screen appears and the folder is deleted.

Zipping Folders

You can zip (compress) a folder containing files and other folders into one file. Use this feature if you want to [download](#) an entire folder.

From the Student Presentations screen, locate the group that contains the folder to zip and in the Files column, click Edit Files. The Folders and Files screen appears.

Locate and select the folder you want to zip.

Under Options: Folders, click Zip. The Zip Files in Folder screen appears, displaying the folder to be zipped.

In the Filename of new zip file text box, enter a name for the zip file.

Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, _, &, (), -, ., and ~

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

From the Place the new zip file in this folder drop-down list, select a destination folder.

Click Zip. The Folders and Files screen appears and the folder is zipped.

After you [download](#) the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Sending Mail

You can send mail messages to your group and to other groups. Every member in the group receives your messages.

Note: Depending on administrator settings, the mail icon for presentation groups may not be available.

From the Student Presentations screen, next to the name of the group you want to send a message, click the Mail icon. The Compose Mail Message screen appears in a new browser window.

Compose your message and click Send.

For more information, see [Mail](#).

Having Group Discussions

If your instructor creates a discussion area for your group, you can use Discussions to communicate with your group.

To gain access to the discussion area, click Discussions where it appears in your course. The Discussions screen appears.

In the Topic column, click your group name. The Discussions messages screen appears.

Click Compose message. The Compose Discussions Message screen appears in a new browser window.

Compose your topic and click Post.

- 1 From the *Student Presentations* screen, locate the group in which you want to rename files and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select each file you want to rename.
- 3 Under *Options: Files*, click **Rename**. The *Rename Files* screen appears, displaying all files to be moved.
- 4 In the *New name* text box, enter a new name for the file. Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, **_**, **&**, **()**, **-**, **.**, and **~**.

The following cannot be used as the first character in the filename: dash (**-**), tilde (**~**), and space. The following cannot be used as the last character in the filename: period (**.**) and space.
- 5 Click **Rename**. The *Folders and Files* screen appears and the file is renamed.

Deleting Files

You can delete one or more files from *Student Presentations*.



Warning Deleted files cannot be retrieved.

- 1 From the *Student Presentations* screen, locate the group in which you want to delete files and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select the file that you want to delete.
- 3 Under *Options: Files*, click **Delete**. The *Delete Files* screen appears.
- 4 Verify the files to be deleted.
- 5 Click **Delete**. The *Folders and Files* screen appears and the files are deleted.

Zipping Files

You can zip (compress) several files into one file. Use this feature if you want to download more than one file at a time.

- 1 From the *Student Presentations* screen, locate the group that contains the files to zip and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select each file you want to zip.
- 3 Under *Options: Files*, click **Zip**. The *Zip Files* screen appears, displaying all files to be zipped.
- 4 From the *Zip the selected files* to drop-down list, select a destination folder.
- 5 In the *Filename* text box, enter a name for the zip file. Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, **_**, **&**, **()**, **-**, **.**, and **~**.

The following cannot be used as the first character in the filename: dash (-), tilde (~), and space. The following cannot be used as the last character in the filename: period (.) and space.

- 6 Click **Zip**. The *Folders and Files* screen appears and the files are zipped.



Note After you download the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

UnZipping Files

You can unzip the contents of a zipped (compressed) file. A zipped file can be identified by the .zip extension.

- 1 From the *Student Presentations* screen, locate the group that contains the zip file to unzip and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select each file you want to unzip.
- 3 Under *Options: Files*, click **UnZip**. The *UnZip Files* screen appears, displaying the file to be unzipped.
- 4 From the *UnZip* to drop-down list, select a destination folder.

- 5 Click **UnZip**. The *Folders and Files* screen appears and the file are unzipped.

Expanding or Collapsing Folders

- 1 From the *Folders and Files* screen, locate the folder that you want to expand or collapse and do one of the following:
 - o If the folder is collapsed and you want to expand it, click the name of the folder or the folder icon. The contents of the folder are displayed.
 - o If the folder is expanded and you want to collapse it, click the name of the folder or the folder icon. The contents of the folder are hidden.

Creating Folders

You can create folders to organize your *Student Presentations* files. Links to files in different folders should be relative to the root or top-level folder.

- 1 From the *Student Presentations* screen, locate the group in which you want to create folders in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Under *Options: Files*, click **Create Folder**. The *Create Folder* screen appears.
- 3 In the *Create a folder named* text box, enter a name for the folder.
- 4 From the *Within the folder* drop-down list, select a folder in which to place the new folder.
- 5 Click **Create**. The *Folders and Files* screen appears and the folder is created in the specified location.

Renaming Folders

You can rename folders in *Student Presentations*.

- 1 From the *Student Presentations* screen, locate the group in which you want to rename folders in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select the folder you want to rename.
- 3 Under *Options: Files*, click **Rename**. The *Rename Folder* screen appears.
- 4 In the *New name* text box, enter the new name for the folder.
- 5 Click **Rename**. The *Folders and Files* screen appears and the folder is renamed.

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You can delete folders from *Student Presentations*.



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- 1 From the *Student Presentations* screen, locate the group in which you want to delete folders in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select the folder you want to delete.
- 3 Under *Options: Files*, click **Delete**. The *Delete Folder* screen appears, displaying the folder to be deleted.
- 4 Verify the folder to be deleted.
- 5 Click **Delete**. The *Folders and Files* screen appears and the folder is deleted.

Zipping Folders

You can zip (compress) a folder containing files and other folders into one file. Use this feature if you want to download an entire folder.

- 1 From the *Student Presentations* screen, locate the group that contains the folder to zip and in the *Files* column, click **Edit Files**. The *Folders and Files* screen appears.
- 2 Locate and select each folder you want to zip.
- 3 Under *Options: Folders*, click **Zip**. The *Zip Files* screen appears, displaying the folder to be zipped.
- 4 In the *Filename of new zip file* text box, enter a name for the zip file. Filenames can contain any of the following: a-z, A-Z, 0-9, comma, space, `_`, `&`, `()`, `-`, `.`, and `~`.

The following cannot be used as the first character in the filename: dash (`-`), tilde (`~`), and space. The following cannot be used as the last character in the filename: period (`.`) and space.
- 5 From the *Place the new zip file in this folder* drop-down list, select a destination folder.
- 6 Click **Zip**. The *Folders and Files* screen appears and the folder is zipped.

After you download the zip file to your computer, you can unzip the file with WinZip (PC), ZipIt (Mac), or another file compression application.

Sending Mail

You can send mail messages to your group and to other groups. Every member in the group receives your messages.



Note Depending on administrator settings, the mail icon for presentation groups may not be available.

- 1 From the *Student Presentations* screen, next to the name of the group you want to send a message, click the *Mail* icon. The *Compose Mail Message* screen appears in a new browser window.
- 2 Compose your message and click **Send**.

Having Group Discussions

If your instructor creates a discussion area for your group, you can use *Discussions* to communicate with your group.

- 1 To gain access to the discussion area, click *Discussions* where it appears in your course. The *Discussions* screen appears.
- 2 In the *Topic* column, click your group name. The *Discussions* messages screen appears.
- 3 Click **Compose message**. The *Compose Discussions Message* screen appears in a new browser window.
- 4 Compose your topic and click **Post**.