**Working in WebCT CE 6**

**MENU**

Clicking on a tool takes you to all items for that tool (e.g., Assessments takes you to all Assessments for the course). Individual items (an individual quiz) can be linked to content pages within the course (e.g., folders, learning modules).

**Collapse/Expand (toggle)**

**ICONS**

**Page Options**

Usually found in the lower, right-hand corner of the page, clicking this icon allows you to change the number of items displayed per page. The default is ten. You need to increase this for Discussions and anywhere else where more than ten items may be listed.

**ActionLinks and People Links**

Clicking on this icon will reveal a drop-down menu of actions you may wish to take. The list varies depending on the particular context.

**“Move” Options**

To rearrange icons on a page or items in a list:
1. check the box next to the item you wish to move
2. click the “move” icon (2 yellow boxes with arrows) where you want to move the item and make the appropriate choice.

**PRINTABLE VIEW (formerly “Compile”)**

By checking the box next to the title, all items are selected. Then, by clicking “Create Printable View,” you will get a compiled listing of all items that can be printed or saved.

**HTML CREATOR**

Most of the functionality is like any word processor. However, to create a clickable link, you must click the link icon (not automatically made a link).