

Hands-On Exercises
For
Virtual Course Kit
release 1.3

Revised Sept. 11, 2002

Graham Fawcett
Centre for Flexible Learning
University of Windsor

Special thanks for support from
Wayne Tousignant, Marilyn Powley,
Don Snider and Mike Lennox

Table of Contents

Overview	2
Learning Outcomes.....	2
What isn't covered in this guide.....	2
Need help with Lotus Notes?.....	3
Open your kit: the Creation Notice	4
Try out the Navigator	6
The links on the Navigator	6
Exercise.....	6
Add an Announcement: "Welcome!"	8
Preview your course site	10
Selecting your preferred web browser	10
Previewing Tips	11
Add Lecture Notes to your Site	12
"Lecture One": Bullets, Boldfacing, Italics	12
"Lecture Two": Tables.....	13
"Lecture Three": Images and attachments.....	14
Use Copy and Paste to make Web pages	17
Reorganize your Lecture Notes.....	19
Create a Resource of your own type.....	20
Show, hide and add Student Menu Items	24
Adding new links to the menu	25
Appendix A: Other Ways to Open a Course Kit	28
Opening Your Kit Manually.....	28
Opening your Kit using Bookmarks	29
To create a bookmark:	29
To open the bookmarked database:.....	30

Overview

The **Virtual Course Kit**, or ViCKi, is a computer system that promotes the use of the World Wide Web in university classes. ViCKi is designed to keep to a minimum the effort required to build and maintain a course web site. A set of commonly used communication tools — discussion forums, e-mail, assignment submission — are available to the instructor in addition to the “site building” tools.

The foundation upon which ViCKi was built is a system called **Lotus Notes**. Instructors use a program called the “Notes client” (sort of a cross between a web browser and a word processor) that provides secure access to the inner workings of a Course Kit. Students access the same kit using their preferred web browser.

Generally speaking, Course Kits are not publicly accessible. Rather, they are secured using a username and password which students must use to access the course resources. It is also possible to set up individual authentication for students, i.e. unique usernames and passwords for each student. Other instructors will not be able to access your course kit unless access privileges are explicitly given to them.

This workbook will guide you through learning the introductory skills needed to effectively use a Course Kit in your teaching. It is intended as a “how-to” guide and as such does not discuss pedagogical issues. Furthermore, only the essential uses of the kit are discussed, and some of the options available to you (e.g. while composing a document) are overlooked in these exercises.

Learning Outcomes

After completing the exercises in this workbook, you will be able to:

- ?? select and open a Course Kit
- ?? identify and navigate the various components that constitute a Course Kit
- ?? create and manage the essential documents in a Kit: announcements, lecture notes, resource pages
- ?? enhance your documents using Notes’ word-processor-like capabilities
- ?? modify the “web menu” of your Kit to hide areas of the kit from your students and integrate external Web resources into your Kit

What isn’t covered in this guide

The following topics aren’t covered in the guide, but if time permits, we will discuss and try them out in the workshop.


- ?? discussion messages, assignments/comments, and e-mail
- ?? receiving and responding to student e-mail messages
- ?? setting up your Kit for offline work

Need help with Lotus Notes?

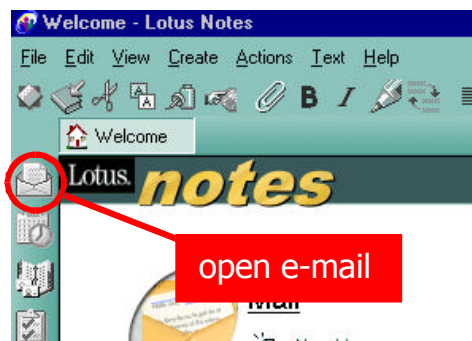
Documentation and support for these issues is available from the Information Technology Services (ITS). The ITS HelpDesk is at 253-3000, ext. 4440, and on e-mail at <helpdesk@uwindsor.ca>. Some support is also available on the Web at <http://notes.uwindsor.ca> .

Open your kit: the Creation Notice

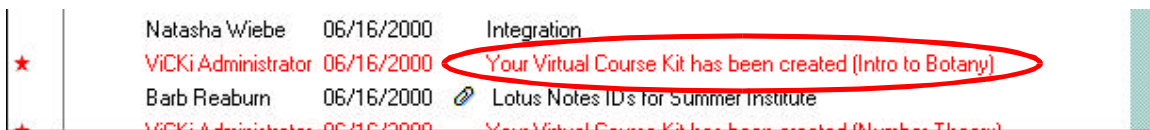
When a new kit is created for you, you will receive a Kit Creation Notice – an e-mail which provides details about your course kit. This notice also provides a convenient way to open your kit for the first time.

 The Kit Creation Notice can only be used to open your Kit if you are using Lotus Notes as your e-mail program. If you are using another e-mail service, please follow the instructions in **Appendix A: Other Ways to Open a Course Kit**.

1. Open your Lotus Notes e-mail. In Release 5 there is an icon at the left-hand side of the screen which will open your e-mail.



2. Find the Kit Creation Notice in your Inbox. It will have a subject (title) starting with "Your Virtual Course Kit has been created."



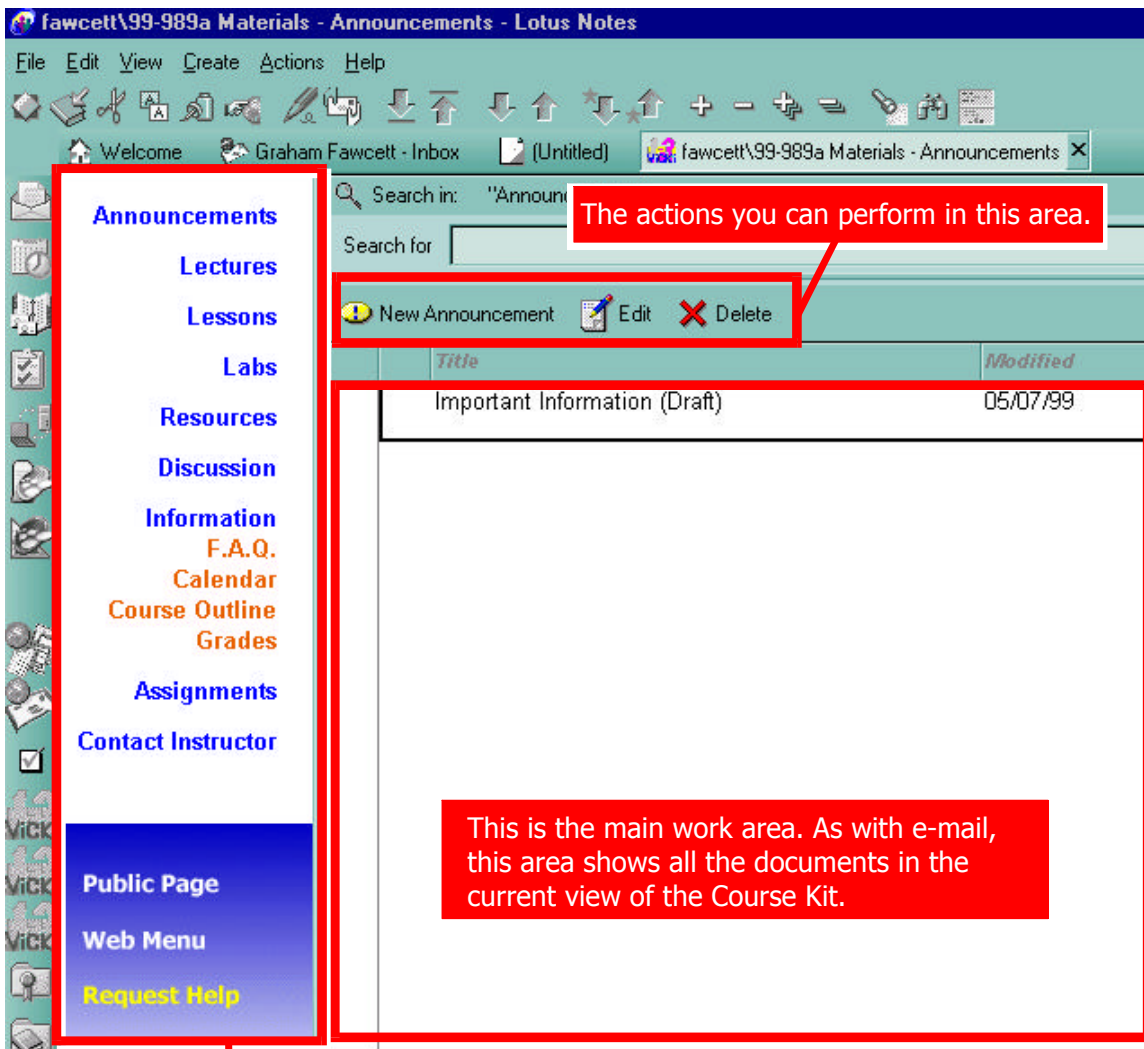
3. Open this e-mail. At the end of the message, there is a set of five buttons. Click on the Materials button. (You can click on the others if you wish, but the Materials section of the kit provides an easier way to navigate between the sections of the kit.)

Visitor ID: fawcett-visitor989
Password: welcome989
Email Address: fawcett99989a@notesmail.uwindsor.ca

Click on the buttons below to open the databases, which will add their icons to your Notes Workspace.



4. The Materials section of your kit should now be open. Below is a picture of the Materials section and highlights of its main features.



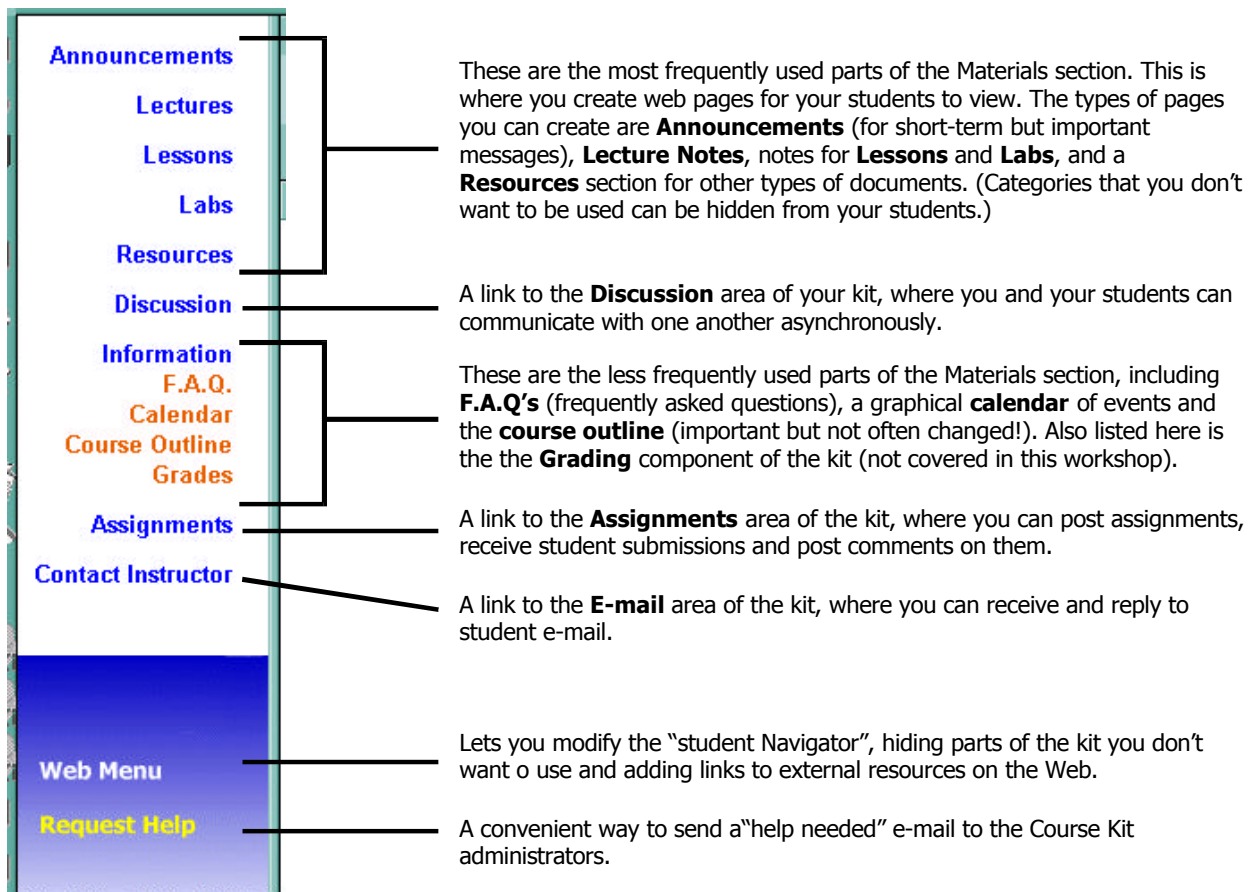
For information on other ways to open a course kit, please refer to **Appendix A: Other Ways to Open a Course Kit**.

Try out the Navigator

When you open the Materials section of your course kit, the panel on the left hand side of the screen contains a collection of links called the **Navigator**. The links in the Navigator will help you to move between the major areas of the kit.

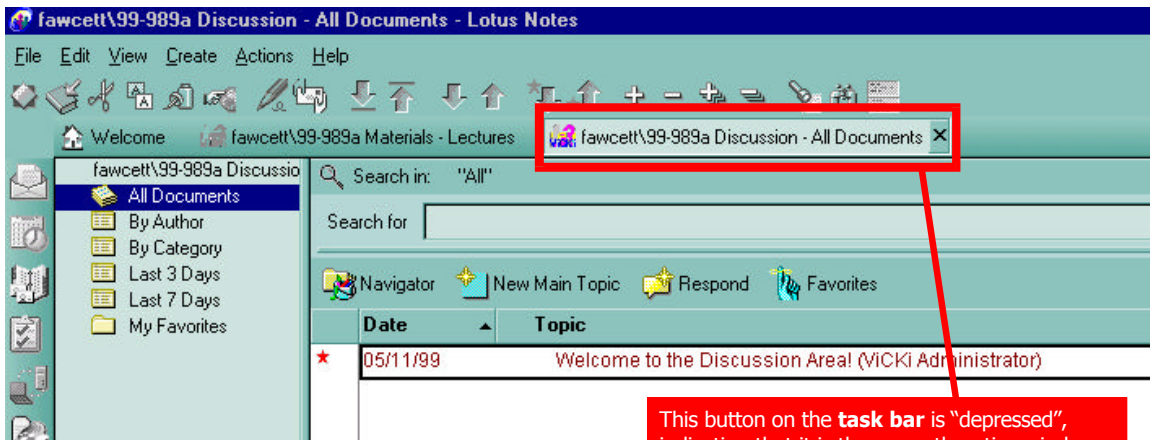
?? **Tip: When using your kit, open the Materials section first.** Currently the Navigator only appears in the Materials section; when you enter another part of the kit, the Navigator will be replaced by a list of folders that appear in that part of the kit. By opening Materials first, you can use the Navigator to easily move between all of the sections.

The links on the Navigator



Exercise

1. Click on the **Lectures** link. Notice that an orange rectangle appears around the link to indicate your current location in the Kit. Try clicking on **Announcements** and **Resources** as well.
2. Click on the **Discussion** link. The Navigator will disappear and your screen will look something like the picture below.



This button on the **task bar** is "depressed", indicating that it is the currently active window. Click on the "X" or press the Escape key to close this window.

Note the appearance of a new button on the "task bar". This indicates that a new window has been opened. The button immediately to the left of this new button is the window you were previously using. (Clicking on the buttons will change your "currently active window.")

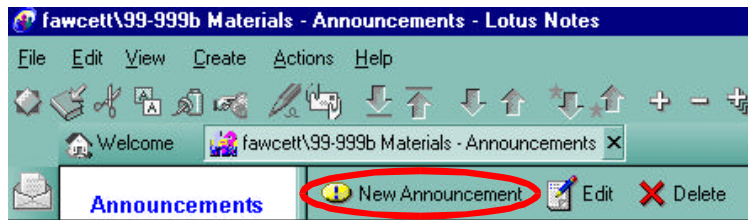
Release 4 Users: The task bar is a Release 5 feature. Its counterpart in Release 4 is the **Window** menu item. Click Window on the main menu to present a list of all the windows currently open. Selecting a window from this menu will make it the currently active window. To close a window, press the **Escape** key.

3. Close the Discussion area by clicking on the "X" at the right-hand side of the task bar button, or by pressing the **Escape** key on your keyboard.
4. Repeat the last two steps with the **Assignments** and **Contact Instructor** (E-mail) links to show that you can open the areas of the kit and then return easily to the Navigator.

Add an Announcement: "Welcome!"

Announcements are ideal for messages that are important to students but which have a short period of relevance. Announcements appear on the "Home Page" of your course web site for seven days from their creation date. After that time, they are "archived" in the Announcements area of your kit. (You can make them stay on the Home Page indefinitely; see the **Importance** setting, below.)

1. Click the **Announcements** link on the Navigator.
2. Click the **New Announcement** button. A blank Announcement form will appear.



3. Fill in the Announcement form. **Navigate between the fields using the cursor keys or Tab key** (Shift-Tab to move backwards).

A screenshot of the "New Announcement" form in Lotus Notes. The form has a toolbar at the top with icons for "Help", "Close", "Save", "Copyright", and "Show on Calendar". The main content area contains the following fields and options:

- "Enter Document Type:" followed by the word "Announcement" in orange.
- A dropdown menu labeled "Document Options" with a downward arrow.
- Fields for "Category: (opt.)", "Importance:", and "Visibility:".
- Checkboxes for "Show document on home page" (checked) and "Draft" (checked).
- The word "draft" in green text.
- A "Title:" field with a small cursor icon.
- A large text area with the prompt "Type your message below." and a small cursor icon.

4. Leave the **Category** field blank.

5. **Importance** field: if you place a checkmark in this box, the announcement will appear on the Home Page indefinitely; otherwise it will be moved to the Announcements area after seven days. (This works for Lecture notes, Resources, etc. as well.)
6. **Visibility:** Draft documents are not visible to students. While the cursor is in this field, press "**A**" on the keyboard to change it to Active (visible to students). Note that when Visibility is set to Draft, the word "draft" appears just above the Title.
7. Fill in the title and body of the message. The title will appear as one of the links on the Home Page. Students will click on the link to open the document (and read the body).

If you're stuck for an Announcement idea, type **Welcome** in the Title field and type a short welcoming message in the body of the Announcement.

8. Press the **Save** and **Close** buttons to return to the Announcements view. Your announcement should now appear at the top of the list.

If you marked your announcement as Active, it will appear on your course web site immediately.

Preview your course site

After you make changes to your Course Kit, you might want to preview those changes as they would be seen by your students.

1. From anywhere in your Course Kit, select **Actions** on the main menu.
2. Select the menu item **Open Site in Web Browser**. Your web browser should start up and load the Home Page of your course site.
3. Most Course Kit sites are protected by a username and password. (Normally you select your own username/password and inform your students of them at the beginning of the course.)

In this workshop, your student username is **vcktest#** (replace the number sign with the last number at the top of your monitor; if your monitor is numbered 123-17, then your username is **vcktest17**) and your password is **welcome**.

4. Navigate to the appropriate part of your kit to view the changes you have made. In this example, you should see your new Announcement listed on the Home Page of your course (on the right-hand side, below the welcome message.)

If your computer has enough memory, you can leave your web browser running while you continue to use Notes; this will speed up your editing/previewing process if you are making a lot of changes. Click the buttons on the **Windows task bar** (at the bottom of your screen) to switch between Notes and the browser.

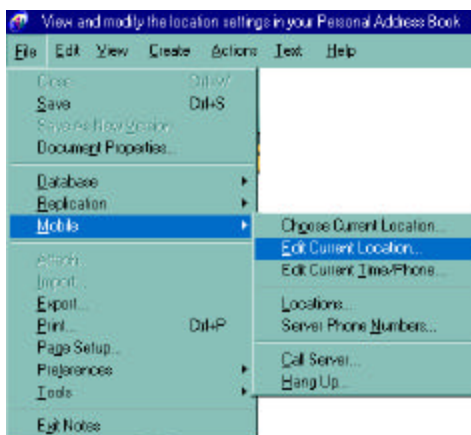
The Windows task bar



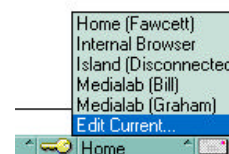
Selecting your preferred web browser

Lotus Notes has its own internal web browser, but you can tell Notes to use your favourite web browser when you preview your Course Kit site.

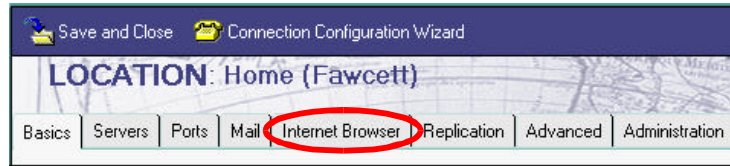
1. In Lotus Notes, select **File...Mobile...Edit Current Location** from the main menu.




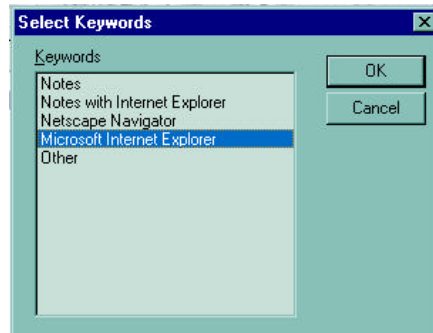
Shortcut: look in the bottom right-hand corner of your Notes screen for a button with a "location name" on it; usually the name is "Office". Click this button, and select **Edit Current** from the menu that appears.



2. On the form that appears, select the **Internet Browser** tab.



3. Select the drop-down arrow  to open a list of options. Select the browser of your choice and press the OK button. Selecting **Notes** will cause Notes' internal web browser to be used. Selecting **Notes with Internet Explorer** will use Internet Explorer, but the Explorer window will appear to open "within Lotus Notes".



You cannot select a browser that is not installed on your system.

Previewing Tips

- ?? When your course kit is created, you can request that it be listed in the University's **Course-Related Materials directory**. You and your students can access this directory by browsing the University Home Page and selecting the **Class Notes** link at the bottom centre of the page.
- ?? Add a bookmark in your browser (called a "favourite" in Internet Explorer) to your site's Home Page, so that you can quickly load your course site at any time.
- ?? If you have the Lotus Notes Designer software on your computer, you can preview the document you're currently working on by selecting **Actions...Preview in Web Browser** on the main menu. (Unfortunately, Designer software is not normally installed on faculty systems, and this feature isn't available in the normal Notes software.)
- ?? On the Web, your course site is laid out using **frames**; there is a left-hand frame showing the student Navigator, and a large right-hand frame showing the current document or view. Because of these frames, clicking the Refresh or Reload button on your browser will reload the Home Page of your course kit, rather than refreshing the document in the right-hand frame. To reload just the right-hand document, click your right-hand mouse button within the right-hand frame and select the **Refresh** or **Reload** on the menu that appears.

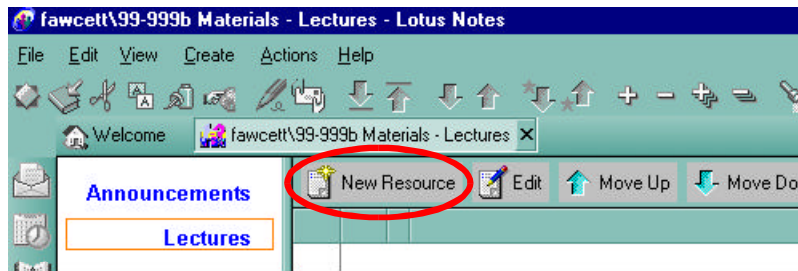
Add Lecture Notes to your Site

Next let's add some Lecture Notes pages to your course site. In actual use, you might consider putting your point-form notes on these pages, or you might prefer to list required readings for the lecture or supplemental notes and references.

We'll use this exercise to demonstrate some of the fancier things you can do with Notes documents, such as adding tables and images.

"Lecture One": Bullets, Boldfacing, Italics

4. In Lotus Notes, open the **Materials** section of your Kit, and click the **Lectures** link on the Navigator.
5. Click the **New Resource** button. A blank Lecture form will appear.



6. Note that the Lecture form is very similar to the Announcement form. You can refer back to the Announcement exercise for an explanation of the various fields. For now, set the **Visibility** to Active and enter a **title** (for example, "Lecture One").

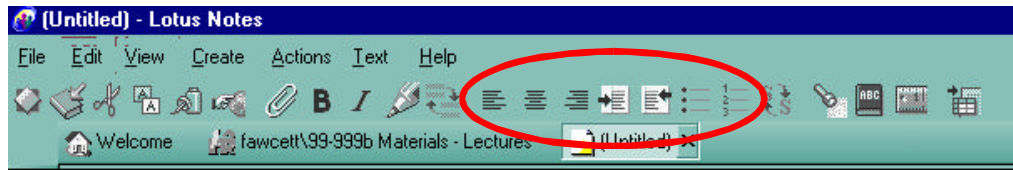
A screenshot of the Lotus Notes "New Resource" form. The title bar shows "Help", "Close", "Save", "Copyright", and "Show on Calendar". The form contains the following fields and options:

- "Enter Document Type:" with a dropdown menu showing "Lecture".
- "Document Options" section with a dropdown arrow.
- "Category: (opt.)" with a dropdown menu.
- "Importance:" with a dropdown menu.
- "Visibility:" with a dropdown menu showing "Draft".
- A checkbox labeled "Show document on home page".
- The text "draft" is displayed in green.
- "Title:" with a text input field.
- The instruction "Type your message below." with a text area below it.





7. Move your cursor into the body of the message (below the line, "Type your message below").

- Just below the main menu, look for a series of icons like the ones highlighted below.

Icons for aligning, indenting and bulleting/numbering text
(icons may not appear in exactly the same order on your computer)

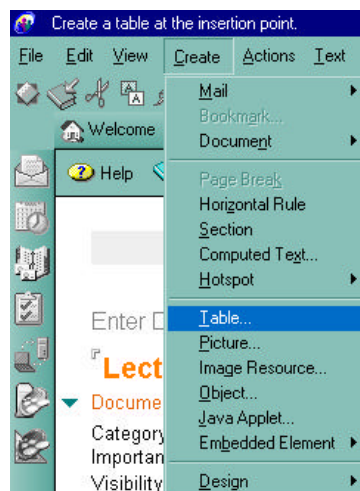


Note: If there are no icons underneath the menu, select the following menu item from the main menu: **File...Preferences...SmartIcon Settings**. Make sure the checkboxes on the right side of the window that appears are all check-marked, and then press the **OK** button. The icons should now be visible below the menu.

- Click the **Bulleted Text** icon  or the **Numbered Text** icon . Type a few lines of text, pressing the **Enter** key on your keyboard after each line.
- Use your mouse to select one of the lines you have just typed in: Click the mouse at the left side of the text, hold down the mouse button, drag the mouse across the text and then release the button.
- Try boldfacing  or italicizing  the selected text by clicking the appropriate icon.
- Press the **Save** and **Close** buttons to return to the Lectures view. Your new Lecture Note should now appear at the bottom of the list of Lecture Notes.

"Lecture Two": Tables


- Create a new Lecture Note, using steps 1-7 of the "Lecture One" instructions. Give this Lecture Note a different title: for example, the highly imaginative title, "Lecture Two".
- Put your cursor in the body of the message and select the menu item, **Create...Table**. A dialog box will appear.



3. Enter the number of **columns** (across) and **rows** (down) of the table you wish to create. Try at least two columns and three rows. Leave the other settings alone and press the **OK** button. A table of the specified dimensions will appear in your message.
4. Enter your own text into the cells of the table, or copy the example below:

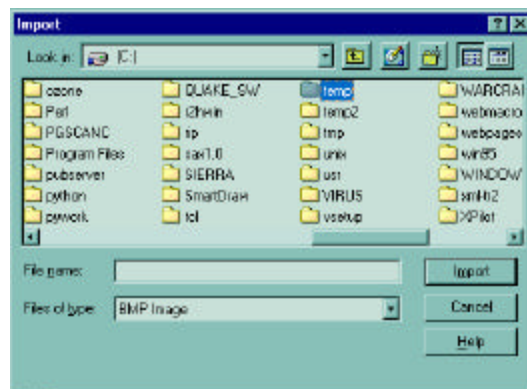
Example table

Category	Percentage of final grade
In-class participation	30%
Final exam	70%

5. Try to boldface the first line, and use the **Centered Text** icon  to centre the text of the table by using what you learned in last exercise.
6. Press the **Save** and **Close** buttons to return to the Lectures view. Your new Lecture Note should now appear at the bottom of the list of Lecture Notes.

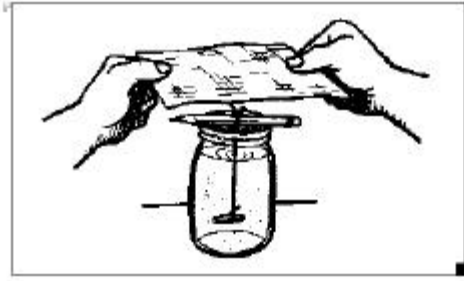
“Lecture Three”: Images and attachments

1. Create a third Lecture Note as above. Move the cursor to the body of the message.
2. On the main menu, select **Create...Picture**. A dialog box will appear.
3. Use the **Look In** field to select the **C: Drive**, and then double-click the **Temp** folder.



4. The dialog box only shows files of the type listed at the bottom (in this picture, “BMP Image”). You must change this type to match the type of your desired image. Our example image is a **GIF Image**, so select that type from the drop-down list.
5. Select the file called **experiment.gif** and press the **Import** button. The image will appear in your document where the cursor was placed.

Type your message below



This document is protected by copyright. Any use or reproduction of this material outside of personal academic use by instructors and students of the University of Windsor is prohibited. ©2000, Graham Fowler (University of Windsor)

6. When you click on the image, a black border will appear around it, and a small black square will appear in the bottom right corner. This square is the **sizing handle**. By clicking it and dragging it around (while holding down the mouse button) you can change the size of the image.

It is very easy to accidentally distort the image while resizing it. To help you keep the image in proportion while resizing, look at the **Width/Height** message that appears at the bottom of the screen. As long as the two numbers are roughly equal, your image will remain in proportion.




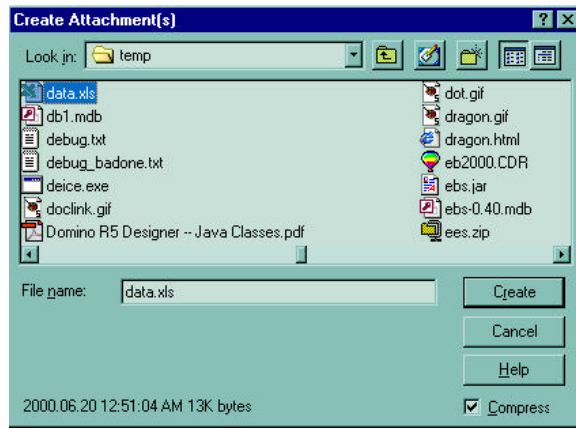
reproduction of this material outside of
of the University of Windsor is prohibited.

Width/Height = 0.82/0.82

7. If you want your students to download a file from your web site (e.g. a spreadsheet or a program to install software on their computers) you can **attach** the file to any page, just as you would attach a file to an e-mail message.

Place the cursor somewhere in the body of the message where you want the file to appear.

8. From the main menu, select **File...Attach**. Or select the **Attachment icon** . A dialog box will appear.
9. Use the **Look In** field to select the **C: Drive**, and then double-click the **Temp folder**.



- Our example file is an Excel spreadsheet named **data.xls**. Locate this file in the **Temp** folder and select it with your mouse. Then press the **Create** button. An icon will appear in your document where the cursor was placed.



When students view this page through a web browser, clicking on this icon will cause the file to be downloaded.

Tip: Don't attach files that your students cannot use! If you are going to attach an Excel spreadsheet, for example, you must know for certain that your students have Excel or the Excel Viewer on their computers. Similarly, software downloads will only work on a given operating system (such as Windows) and it is possible that some of your students may not use the same operating system.

Tip: Make sure that your attachments are virus-free. Executable programs and many Microsoft documents (such as Word documents) can carry viruses. It would be a shame to infect the computers of all of your students! Take whatever precautions you can to make sure that such attachments are virus-free.

- Press the **Save** and **Close** buttons to return to the list of Lecture Notes.

Use Copy and Paste to make Web pages

You probably already have a lot the content you want to put on the Web, stored in Word or WordPerfect files on your computer. You can quickly publish these documents to the Web using Copy and Paste. Lotus Notes does a fairly good job of maintaining the appearance of a copied-and-pasted document, but you should always preview your work in the Web browser to make sure students are going to see what you expect them to.

1. Open the **Materials** section of your Course Kit and click on the **Lectures** link. You should see the three documents that you created in the last exercise.
2. Click the **New Resource** button. A blank Lecture form will appear.
1. Give the document a title, perhaps "Into to Copy and Paste".
2. Now we're going to start up our word processor, and open a file that we can copy some text from. Don't close Lotus Notes; it will wait patiently in the background until we are finished with the word processor.
3. Click the **Start** button on the Windows task bar.

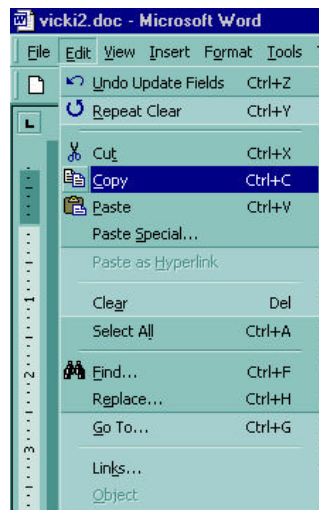
The Windows task bar



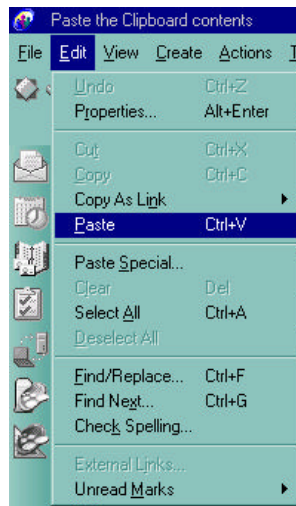
4. We're going to take a shortcut to open the file. Click on the **Run** menu option. In the dialog box that appears, type **c:\temp\overview.doc** and then press the **OK** button.

This should load Microsoft Word, and then load the **overview.doc** file for you.

5. Select some of the text from this file with your mouse. A quick way to do this in Word is using the menu control, **Edit...Select All**. (You can also do this from the keyboard, by pressing **Ctrl-A**, that is, holding down the **Ctrl** (Control) key and pressing **A**).



6. From the menu, select **Edit...Copy**. (Or from the keyboard, **Ctrl-C**). This will “copy to the clipboard” the text that you had selected.
7. Switch back over to Lotus Notes. You can close the word processor first, or just leave it open and click on Lotus Notes’ button on the Windows task bar (see page 10).
8. Click your mouse in the **body** area of the Lecture note.
9. From the menu, select **Edit...Paste**. (Or from the keyboard, **Ctrl-V**). This should “paste in” all of the content you copied out of Microsoft word.



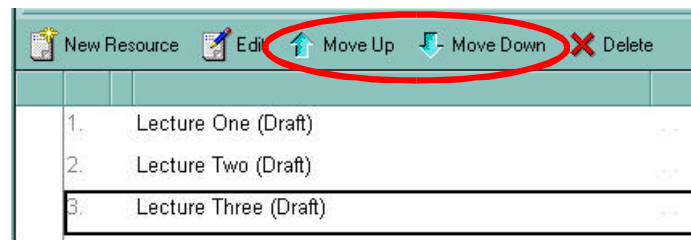
10. Make a few editorial changes, just to demonstrate that this content can be reworked directly within Notes.
11. Save and close the Lecture Note.
12. Preview your web site (see page 10) and verify that the document “looks as it should”. Some formatting options in your word processor files may not translate nicely to the Web, so expect that at least a bit of reformatting will be necessary.

Reorganize your Lecture Notes

Lecture Notes, Lessons and Labs are all listed in a specific order. Normally, the last document created appears as the last one on the list. But you can change the sequence of these pages at any time. Not only is this feature useful during your course if you need to skip or add topics, but it also lets you use your Course Kit as a kind of "outliner" while you are building your site.

Note: Announcements are sorted by their date (i.e. the date they were last modified). Resources are sorted by their category, alphabetically. You cannot re-sequence those types of documents (except by modifying them and re-saving them).

13. Open the **Materials** section of your Course Kit and click on the **Lectures** link. You should see the three documents that you created in the last exercise.
14. Select the last document by clicking on its title once. (Clicking twice will open the document and let you see its content.) A black rectangle will appear around the row to indicate that it's selected.
15. Click the **Move Up** button. The document should move upward one place in the list. Click it again to move the document to the first position in the list.



16. Select the second document (formerly the first one) by clicking on its title once.
17. Click the **Move Down** button to move this document to the last position in the list.
18. If you followed my advice earlier and named your documents Lecture One, Two and Three, then you have the additional task of renaming the documents. Select a document and press the **Edit** button (beside the Move Up button) to open the document. Make your changes to the title, and then press the **Save** and **Close** buttons.

Create a Resource of your own type

Not every document is a Lecture or Lab note. Your course might be full of case studies, research papers, policy statements, etc. The **Resources** section of your Kit provides the kind of flexibility you would need to categorize documents in this way.

This workbook is mercifully short on abstract concepts, but this one deserves some discussion. Most documents in your Materials section are actually Resource documents: Lectures, Labs and Lessons all are, for example. What sets these apart is that they are very frequently used in teaching, and so are deserving of some special treatment. Because of this, we designed the Kit so any document that is categorized as a Lecture, for example, appears in the Lectures area rather than in the Resources area.

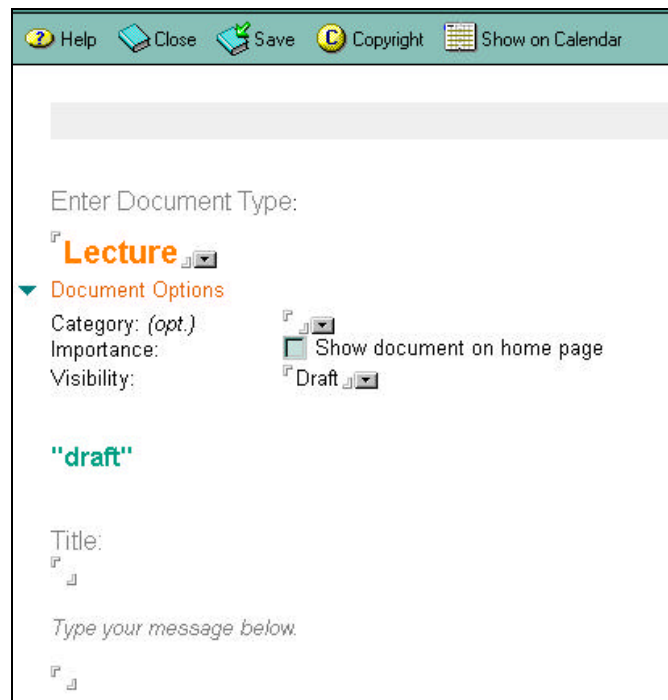
We use the term **document type** to distinguish between Labs, Lecture Notes, and your own types of Resource documents. Changing the document type changes where the document appears in your Kit. For example, you can edit a Lecture Note, change its document type to Lab, and it will move itself from the Lectures view to the Labs view.


In short, if the document type isn't **Lab**, **Lecture** or **Lesson**, then your document will appear in the **Resources** section.

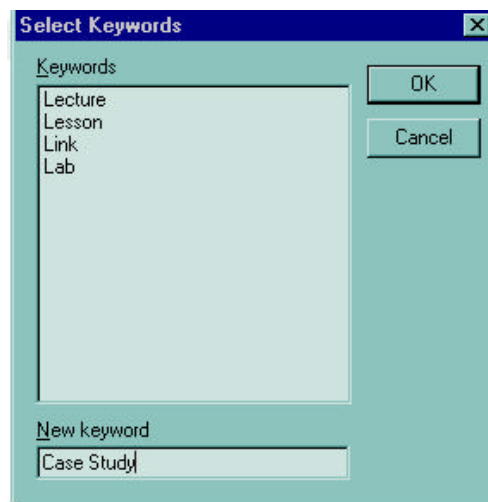
Why "Lessons"?

We included **Lessons** as a special case to accommodate courses taught at a distance. Most distance education course manuals segment their materials into lessons rather than lectures, since the students and teachers are never meeting face to face.

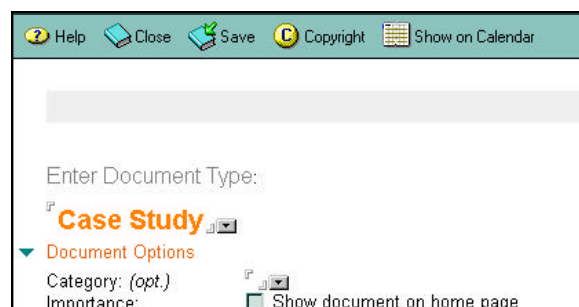
1. Open the **Materials** section of your Course Kit and click on the **Resources** link.
2. Click on the **New Resource** button. A blank Resource document will appear.



3. Notice that the **Document Type** is still set to **Lecture**, but also notice that there is a drop-down arrow  beside the word "Lecture". Click this arrow to open up a set of alternatives.

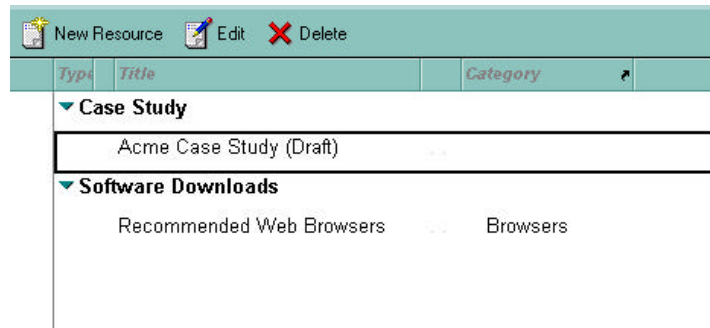


4. You can select one of the existing document types if you wish. But let's create a new document type, **Case Study**. Click your mouse in the **New keyword** area at the bottom of the dialog box and type "Case Study". Then press the **OK** button.



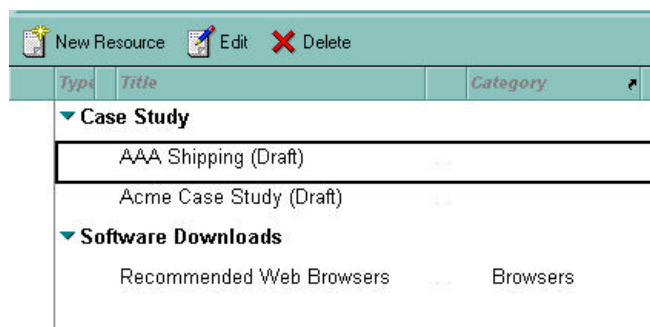
Note: You don't have to use the "drop-down arrow method" if you don't want to. Just put your cursor in the **Document Type** field, delete the word **Lecture** and type in your own, new type. If you begin typing the name of an existing type (**Lesson**, for example) the entire word will magically "pop up".

5. Give your new case study a title, perhaps "Acme Case Study". (All documents in the Course Kit must have titles; you can't save the document without one.)
6. Press the **Save** and **Close** buttons. This should return you to the Resources section, and your new document will appear in the list.



Note how the document appears under a boldfaced category, **Case Study**. All case study documents that you create will be grouped together in this fashion.

7. Let's make a second case study. Click the **New Resource** button again.
8. Your cursor should already be in the **Enter Document Type** field, just before the word "Lecture". Press the "C" key on your keyboard. Your new type, Case Study, should instantly appear in the field.
9. Give this case study a title; try "AAA Shipping". Then press the **Save** and **Close** buttons.



Note that your new case study has appeared at the top of the list. Remember that **Resource documents are sorted alphabetically**, first by their type and then by their title.

Tip: To force your Resources into a particular sequence, give them titles starting with numbers, e.g. "1. Acme Case Study". If you try this, though, don't put more than nine documents in a category, for two reasons: the number ten (10) will sort before the number (2) because of its first digit; and if you ever want to renumber the documents, you will have to "manually" change the title of every document in the category.

10. If you want to get used to the concept that "Lecture and Lab Notes are really just Resources", try editing one of your case studies. Change the Document Type to **Lab**, then **Save** and **Close** the document. Note that it has disappeared from your Resources section.

Now click the **Labs** link, and you should find that your case study has already moved itself there. If you wish, edit it again and change the type back to **Case Study** (or some other type of your own choosing) to watch it jump back to the Resources section.

Show, hide and add Student Menu Items

Let's assume that you don't use labs in your teaching, and so the Labs section of your Course Kit is unnecessary. Worse, it is confusing: your students will see "Labs" on your Web site, and will occasionally click on the link only to get a "No documents found" message.

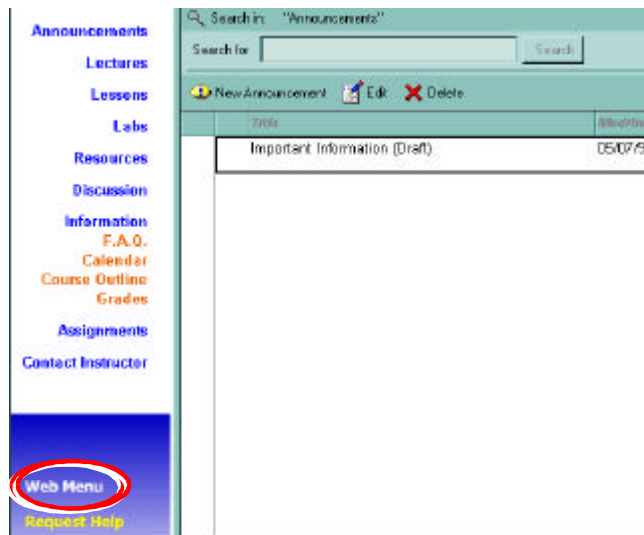
The answer to the problem is to **hide the link** to the Labs section so that your students will not be able to access it. You can hide parts of your Course Kit by modifying the **Web Menu**, which is the Web-browser's equivalent to the Navigator.

In addition to hiding (and re-showing) links, you can re-sequence the links and even add your own links to external resources on the Web.

What's going on? I hid the "Labs" section, but I still see the link inside my Kit.

As of the current release of the Virtual Course Kit, changes to the Web Menu are only visible through a Web browser. Within Notes, your Navigator will not change when you modify the Web Menu. New features in Release 5 of Notes may make it possible to correct this behaviour.

1. In Lotus Notes, open the **Materials** section of your Kit, and click the **Web Menu** link on the Navigator. A new **view**, or list of documents, should appear on the screen.



2. Each document in this view represents an element on the Web Menu. By manipulating these documents you are manipulating the range of choices that your students have for navigating within and out of your course site.

Find the document with the title **Labs** and select it by clicking it once with your mouse.



3. Click on the **Hide From Web** button. As you do this, note that the word **(Hidden)** appears beside the name of the Labs document. This indicates that this link is no longer visible to your students.



4. Preview your changes. (See page 10, "Preview your course site".)
5. Try the **Unhide from Web**, **Move Up**, **Move Down** buttons to further modify your menu, previewing as you make changes.

Adding new links to the menu

6. There are two types of links; a "main-level link" which appears in the menu in blue, as a major category, and a "plain link" which appears in orange and is a sub-item of a main-level link. If your students click on a main-level link, it "unrolls" and shows them any sub-items (plain links) that are contained within it.

Click on the **New Main** button. A blank link form should appear.

WebMenu—Main Menu Item

Title

Target

Hide from Web Menu: Don't Hide

Open in new window: No

calculated target:

7. Let's add a link to a search engine for our students to use. In the **Title** field, type **Yahoo** .
8. The **Target** field is where you put the URL that points to the resource you're referencing. In the Target field, type <http://www.yahoo.com> . Note that it is important to type the "whole URL", that is, to include the "http://" prefix.
9. Unfortunately, we neglected to make **Save** and **Close** buttons on this form. So save the document using the menu options, **File...Save** and **File...Close**.
10. You should now see a "Yahoo" link at the bottom of your Web Menu list. Use the **Move Up** and **Move Down** buttons to reposition this link; perhaps just under the Discussion link.

11. Preview your site. You should see the Yahoo link at the left hand side. (If you don't, click the **Refresh** or **Reload** button in your browser; this should do the trick.)

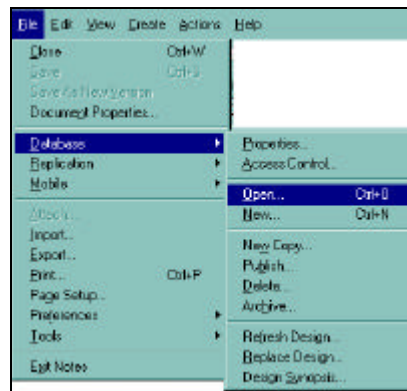
Appendices

Appendix A: Other Ways to Open a Course Kit

Opening Your Kit Manually

If you don't use Lotus Notes for e-mail, or you have lost your Creation Notice, there is a manual method for opening a Lotus Notes database that you can use.

1. If you have not already done so, start and log into Lotus Notes.
2. If you are working from home, you may need to connect to the Internet at this point. (Many computers will do this automatically as needed.)
3. Select File from the menu at the top of the screen. On the menu that pops up, select **Database**; and on the last menu to appear, select **Open**. A dialog box will appear.

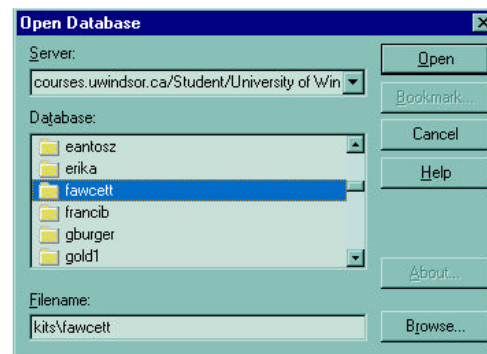
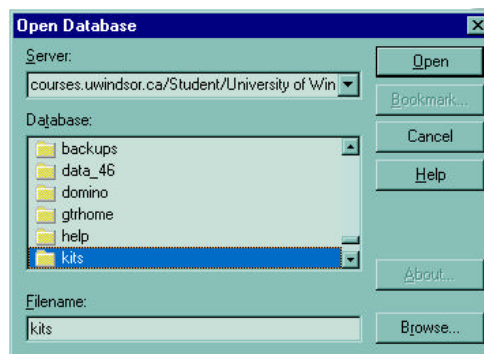


4. In the **Server** field of the dialog box, select (using the drop down list) the server named:

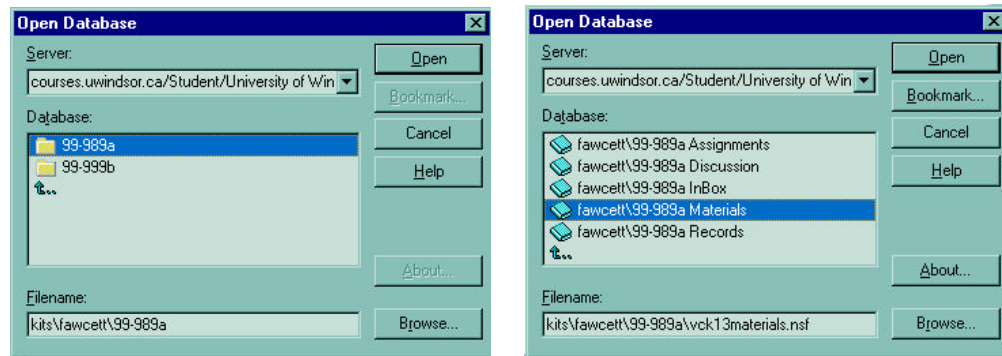
artemis.uwindsor.ca

If this server is not available on your list, you will have to type it in, exactly as shown above, and press the Enter key.

5. In the **Database** field, find and double-click on the **kits** directory. Within this directory you will find your **personal course kit directory**; usually this directory is named according to your University e-mail address. Double-click on your personal course kit directory.



6. Within your directory, locate the folder bearing the course number of the kit to be used. Double-click on this listing.



7. Select the "Materials" database, and press the **Open** button.

The Materials section of your kit should now be open. **Bookmarking this database would be a good idea.**

Opening your Kit using Bookmarks

Web browser users are familiar with the concept of **bookmarks** ("favourites" in Internet Explorer): a collection of user-defined references that simplify access to remote resources. The Notes Client also supports bookmarks, both to web resources and to Notes databases (such as the components of a Course Kit).

Bookmarks were introduced in Release 5 of the Notes Client. The Release 4 equivalents of bookmarks are the square icons on the Workspace that are used to open databases.

You can use bookmarks to significantly simplify the process of opening your Course Kits.

To create a bookmark:

1. Open the database that you wish to bookmark. It is recommended that you open a "Materials" database. (See, Select and Open a Course Kit.) When the database is opened, a **task button** appears on the **task bar**.
2. Using the **rightmost button** on the mouse, click on the task button. From the menu that appears, select the **Bookmark** option.
3. For this exercise, we will add the bookmark to the **Favourite Bookmarks** folder. In the **Add To** field, select "Favourite Bookmarks".
4. For this exercise, leave the **Name** field as-is, and change the **As Type** field from "View" to "Database". (This is recommended for ViCKi databases.)
5. Click on the **OK** button. The bookmark has now been added to the "Favourite Bookmarks" folder.

To open the bookmarked database:

6. Click on the "Favourite Bookmarks" icon on the bookmark bar. A panel will slide open from the left-hand side; this represents the contents of the folder.

Locate the title of your bookmarked database and click on it once. The database will open.