

ongoing conversation around one topic. You should attempt to try to keep related messages together by using Reply and Quote when continuing a discussion on a particular theme.

Viewing Messages

Viewing messages is achieved simply by clicking on them in the message listing window. The selected message will then be displayed in the bottom right hand window. It is possible to view all of the messages in a single thread in one go. This is achieved by clicking on the subject header for the thread.

Forum: All **Show:** Unread

Welcome [Forum: Main]

↳ 1. Instructor (Mon, Sep. 8, 1997, 11:24) ^{NEW}

Assignment #1 [Forum: Main]

↳ 2. Instructor (Mon, Sep. 8, 1997, 11:26) ^{NEW}

↳ 3. John Smith (Mon, Sep. 8, 1997, 11:27) ^{NEW}

A view of a typical message listing from the top right frame of the Bulletin Board Interface

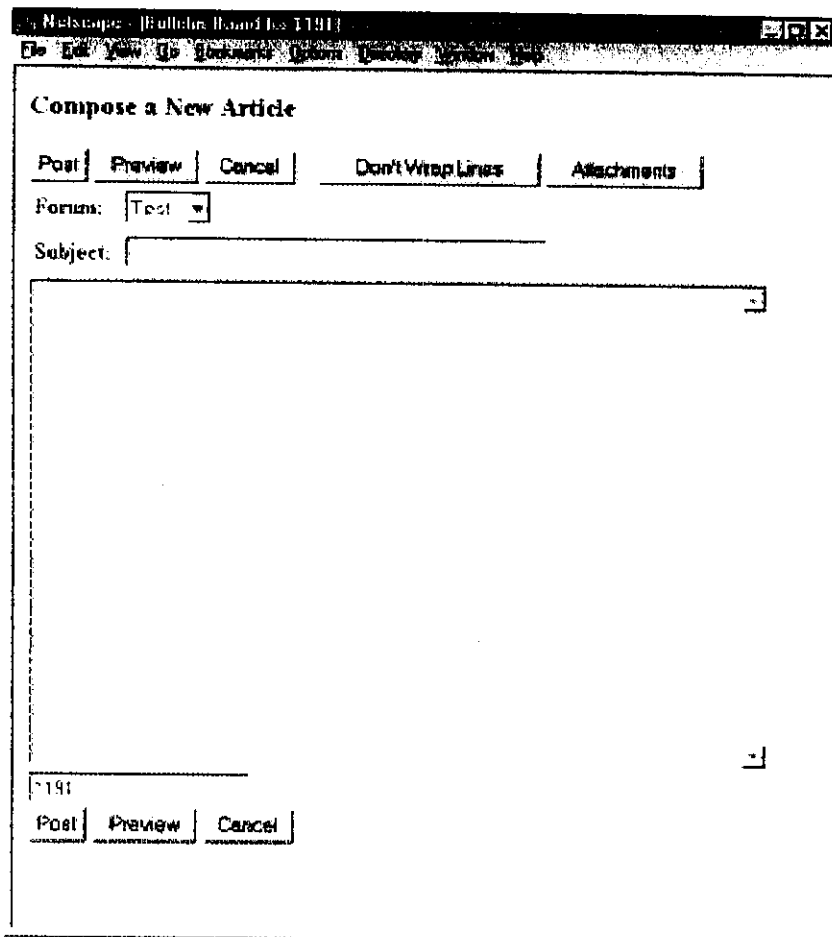
Extension?? [Forum: Main]

↳ 6. John Smith (Mon, Sep. 8, 1997, 11:43) ^{NEW}

In the above listing, if you wished to view the instructors message concerning 'Assignment #1', you would click on the word 'Instructor' below the subject title 'Assignment #1'. However, if you clicked on the title of the thread, i.e. 'Assignment #1', then both the Instructors message, and John Smith's reply to it will both be displayed in the bottom right frame.

Sending a Message

A message can either be sent as a new message, or as a reply to a previous message. To send a new message, click on 'Compose' in the Bulletin Board Menu. This will bring up the message compose window.



A view of the message compose window

When composing a new message it is important to ensure that you have the correct Forum selected. In the above example, the new message will be sent to the Test Forum once it is completed. It is also necessary to include a subject - this will become the name of the thread.

The text of your message is entered in the large, central text entry box. For those of you who are familiar with HTML, you may be interested to know that you can enter HTML tags in this box to improve the formatting of your message. If this means nothing to you, don't worry as it is not important.

The Compose window contains a number of buttons:

- *Post*
This button will post your message to the Bulletin Board. It will be posted to the Forum selected within the Forum field.
- *Preview*
This button will allow you to preview your message before it is sent - sometimes the layout will not be exactly as you have entered it in the text box, so it is always a good idea to preview your message before sending.
- *Cancel*
Allows you to cancel this Compose window without sending any message.

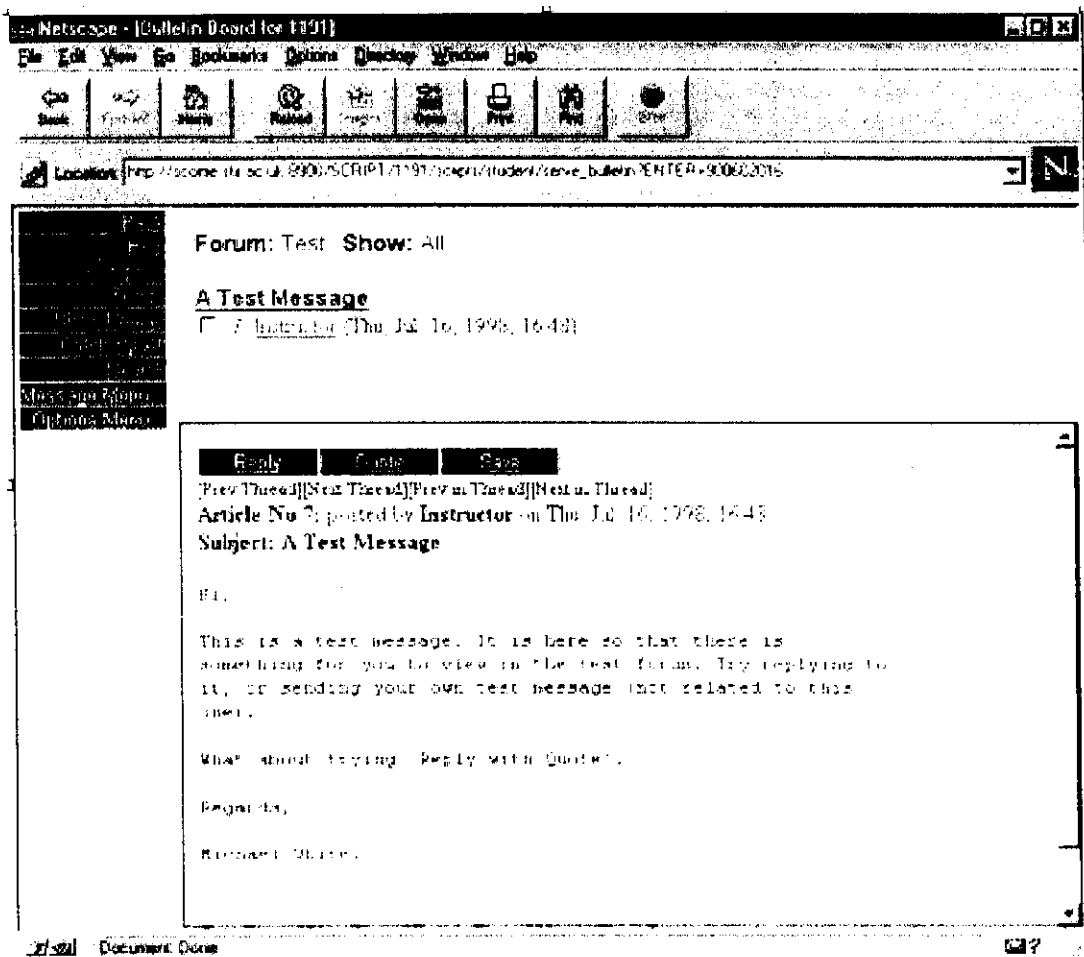
- *Don't Wrap Lines/Wrap Lines*

This button allows you to specify whether or not you want the text you have entered to wrap (i.e. automatically begin a new line when the end of a line is reached) or not. Lines are wrapped by default, and thus the button usually says 'Don't Wrap Lines', allowing you to select this option should you wish.

- *Attachments*

It is possible to include attachments with your bulletin board messages. Selecting this option allows you to browse your local machine for files to attach to your message.

To send a message as a reply to another message, which will cause it to be included in the same thread, you must first open the message by clicking on the name of it's sender in the message listing.



A view of the Bulletin Board showing a message in the bottom right frame

For example, in the image above, the message in the bottom right hand window has been displayed by clicking on the name 'Instructor' in the message listing. Clicking on Reply at the top of the message will bring up the message compose window. However, this time the Forum and the Subject will automatically be filled in, ensuring the message appears in the right thread in the right forum.

As well as simply replying to a message by clicking on **Reply**, it is possible to include the

text from the original message in your reply. This is achieved by clicking on **Quote**.
Clicking on **Save** will allow you to save the contents of the message to your local machine

WebCT User Guide

The Email Tool

The email tool allows you to send and receive private electronic mail messages to or from students or tutors on the course.



The Mail Tool Interface is reached by clicking on the Email Icon. This will bring up the email interface. Like the Bulletin Board, the Mail Interface is, by default, divided into three sections. In the left hand frame is the Mail Tool Functions and Options Menu, in the top right hand frame is the Message Listing Window, and the bottom right hand frame is used to display messages as well as a number of sub menus.

Note: As with the Bulletin Board, the Email Tool contains an extensive Online Help system, accessible from the functions and options menu. It is recommended that you use this facility.

Your Mail system is divided into two Mail Boxes:

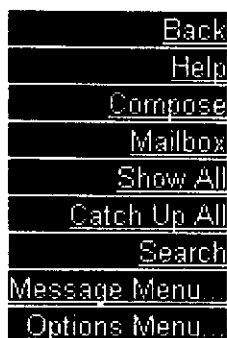
- *Inbox*
contains all messages which have been received from other users
- *Outbox*
contains all messages which have been sent to other users



A view of the Mail Tool Interface.

The Email Tool Functions and Options

As with the Bulletin Board, the email tool features a menu block in the left hand frame.



The Email Tool functions and options menu.

These buttons do the following

- *Back*
Returns you to the WebCT Course Homepage
- *Help*
Brings up the Email Tool online Help System
- *Compose*
Brings up another browser window in which you can compose your message and select who you wish to send it to.
- *Mailbox*
Allows you to select which Mailbox you wish to view; the Inbox, the Outbox or Both.
- *Show All*
Clicking on this will bring up a listing, in the message listing frame, of all the messages (read and unread) that are contained within the currently selected Mailbox. After it has been clicked, it toggles to read Show Unread, which will allow you to view only those messages that you have not yet read.
- *Catch Up All*
Clicking on this will cause the Mail Tool to mark all your messages as 'read'. This should be used with care!
- *Search*
Allows you to search your Mailboxes for messages on specific topics, or containing references to keywords
- *Message Menu*
This is a collapsible menu which reveals a number of things that you can do with/to your email messages.
- *Options Menu*
This is a collapsible Menu which reveals a number of options for configuring your access to your Mailboxes.

Threads

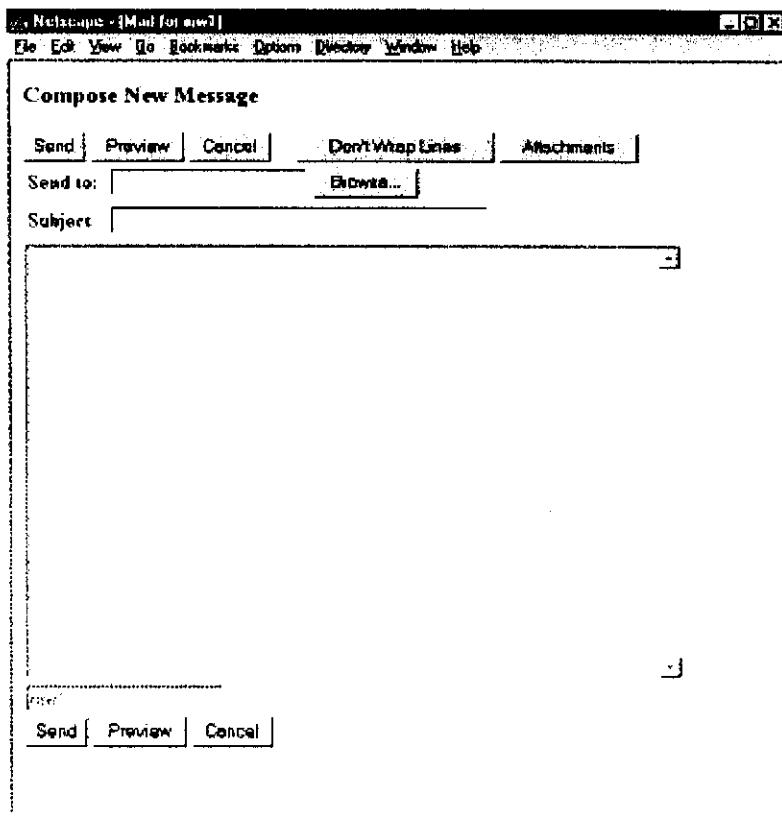
As with the Bulletin Board, messages in your mailboxes are organised into threads. When you send a brand new mail message (by selecting Compose from the Mail Tool menu) it starts a new Thread. When someone replies to that message, their reply is added to the thread, and all the messages in a thread are, by default, displayed together. Therefore a thread is like an ongoing conversation around one topic. You should attempt to try to keep related messages together by using Reply and Quote when continuing a discussion on a particular theme.

Viewing Messages

As with the Bulletin Board, viewing messages is achieved simply by clicking on the name of the sender of the message in the message listing window. The selected message will then be displayed in the bottom right hand window. It is possible to view all of the messages in a single thread in one go. This is achieved by clicking on the subject header for the thread.

Sending a Message

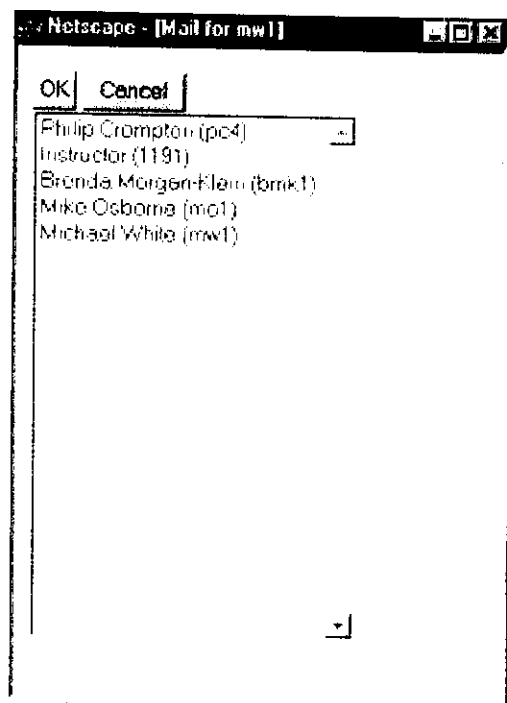
An email message can either be sent as a new message or as a reply to an email you have received from someone else. By sending message as replies, they are organised into Threads. To send a new email message, select Compose from the Mail Tool Functions and Options Menu in the left hand frame. This will bring up the message compose window.



A view of the Mail Tool Compose Window

The appearance and functionality of the Mail Tool compose window is similar to that of the Bulletin Board, so please see the relevant section under the [Bulletin Board](#) for more details on the general functionality of the compose window.

The main difference between the two is that whereas Bulletin Board messages are sent to Forums, Email messages are sent to one, or more, individuals. The recipients of your message are selected using the **Browse** button next to the **Send to** text entry field. Clicking on this button will bring up a new window, in which there will be a class list. You can select one or more of these people to be the recipient of your message. To select an individual, simply click on their name. To select more than one person, you must hold down the **Ctrl** key as you click on subsequent names.



A view of the class list browse window for selecting the recipients of an email message.

Once you have selected your recipient(s), click on **OK**. This will return you to the message compose window, and you will see that the **usernames** of your recipients (*not their real names*) have been added to the **Send to** field.

You can now type your message in the main text entry box and send it once it has been completed (previewing if necessary).

You can also send a message as a reply to another message by bringing that message up in the message display frame (bottom right) by clicking on its' senders name in the message listing frame (top right), and then clicking on **Reply**. You can include the text of the original message in your reply by clicking on **Quote**.

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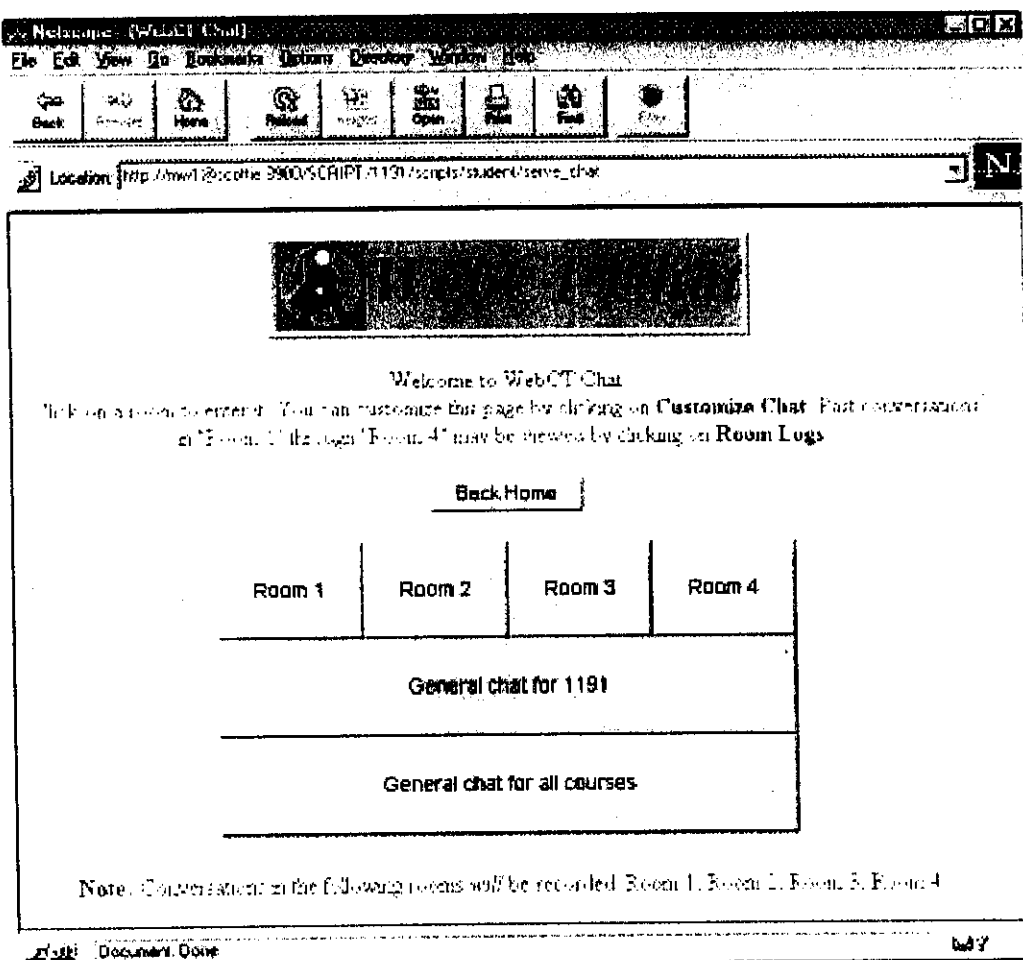
The Chat Rooms



The Chat Rooms are an area where you can participate in real time text based communication with other students and the tutors on the course. Once you have entered a chat room, you can type in messages and these will appear on the screens of any other users who are currently in the same chat room.

Note: To participate in online Chat, you must have a Java enabled browser (Netscape v3 or above, Internet Explorer v3 or above).

To enter the Chat Tool, simply click on the Chat Icon. This will take you to the Chat page.

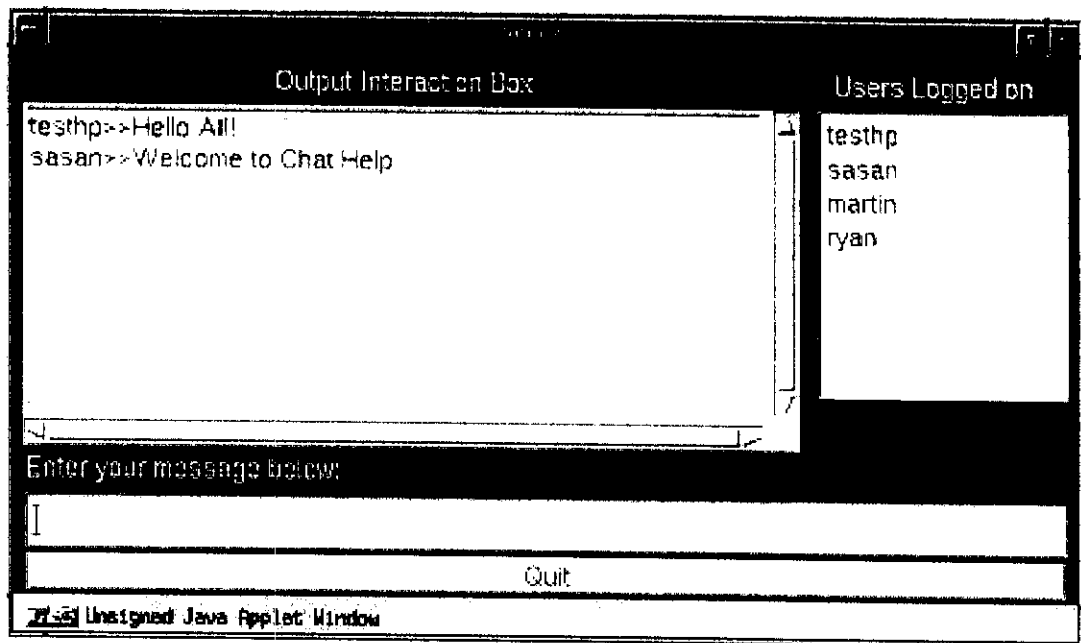


A view of the Chat Page. It contains buttons which will get you into any one of the six available chat rooms.

The chat page contains a number of buttons which can be used to 'enter' a chat room. There are six chat rooms available in all. Any chat conversations that take place in Rooms 1 to 4 are recorded by the system. The 'General Chat for 1191' (using 1191 as our example course) room is for informal discussions amongst course participants, and any conversations that take place in here are not recorded. The 'General Chat for all Courses' room is accessible to any staff or student who has a course that uses this system, so it is possible to chat in here to

participants from other courses.

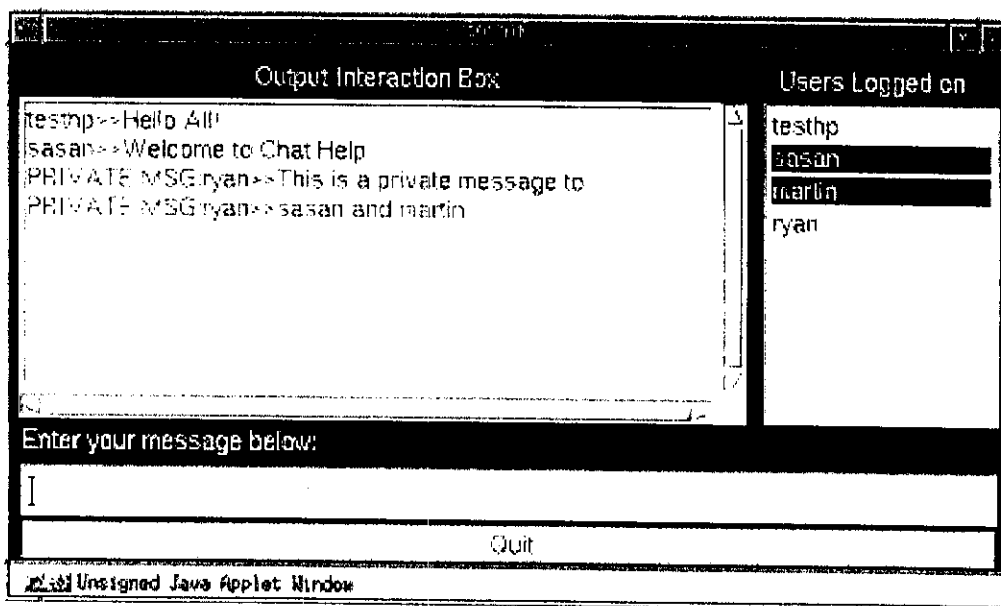
Clicking on a room starts up a chat window.



A view of a chat room window.

The large text area or Output Interaction Box displays all messages sent and received. The Users Logged On list shows who is in the room at the present time. To send a message, type in the textbox underneath the "Enter your message below" label and **press enter**. Press on the **Quit** button at the bottom to close the chat applet.

You can also send private messages to selected users by clicking on their names:



Another view of the chat room window demonstrating sending a private message.


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The Course Calendar



The calendar tool provides a quick and easy way for the tutors and the students to exchange scheduling information as well as information about class events. Students and designers can post public messages (visible to everyone in the course) or private ones (visible only to the author). Note however that the capability for students to publish public entries may have been disabled by the Instructor. Messages can be simple text or HTML. They can include links, start and end times.

June 1997





Note: All public entries are released.

Sun	Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5 - Take a new entry	6	7
8	9 - Search	10	11 - 12:00 pm - 1:00 pm - 1:00 pm - 2:00 pm - 2:00 pm - 3:00 pm - 3:00 pm - 4:00 pm - 4:00 pm - 5:00 pm - 5:00 pm - 6:00 pm - 6:00 pm - 7:00 pm - 7:00 pm - 8:00 pm - 8:00 pm - 9:00 pm - 9:00 pm - 10:00 pm - 10:00 pm - 11:00 pm - 11:00 pm - 12:00 am	12	13	14
15	16 - 17:00 pm - 18:00 pm	17	18 - TODAY	19 - 20:00 pm - 21:00 pm - 21:00 pm - 22:00 pm - 22:00 pm - 23:00 pm - 23:00 pm - 24:00 pm - 24:00 pm - 25:00 pm - 25:00 pm - 26:00 pm - 26:00 pm - 27:00 pm - 27:00 pm - 28:00 pm - 28:00 pm - 29:00 pm - 29:00 pm - 30:00 pm - 30:00 pm - 31:00 pm - 31:00 pm - 32:00 pm - 32:00 pm - 33:00 pm - 33:00 pm - 34:00 pm - 34:00 pm - 35:00 pm - 35:00 pm - 36:00 pm - 36:00 pm - 37:00 pm - 37:00 pm - 38:00 pm - 38:00 pm - 39:00 pm - 39:00 pm - 40:00 pm - 40:00 pm - 41:00 pm - 41:00 pm - 42:00 pm - 42:00 pm - 43:00 pm - 43:00 pm - 44:00 pm - 44:00 pm - 45:00 pm - 45:00 pm - 46:00 pm - 46:00 pm - 47:00 pm - 47:00 pm - 48:00 pm - 48:00 pm - 49:00 pm - 49:00 pm - 50:00 pm - 50:00 pm - 51:00 pm - 51:00 pm - 52:00 pm - 52:00 pm - 53:00 pm - 53:00 pm - 54:00 pm - 54:00 pm - 55:00 pm - 55:00 pm - 56:00 pm - 56:00 pm - 57:00 pm - 57:00 pm - 58:00 pm - 58:00 pm - 59:00 pm - 59:00 pm - 60:00 pm	20	21
22	23	24	25	26	27	28
29	30					

A view of the Course Calendar

You can choose to view any month and any year between 1970 and 3000! You may also view the immediately adjacent months by clicking on the arrows at the top.

For each day, entries are displayed in the following manner:

- first, private and public entries without start time,
- then private and public entries sorted by start time.

All private entries (entries visible only to the author) are italicized. **Note:** if there are more entries that can be displayed for a day, "more ..." will appear at the bottom of that day's cell.

At the corner of each day is a hyperlinked number. Clicking on it allows you view and edit all the entries for that day.

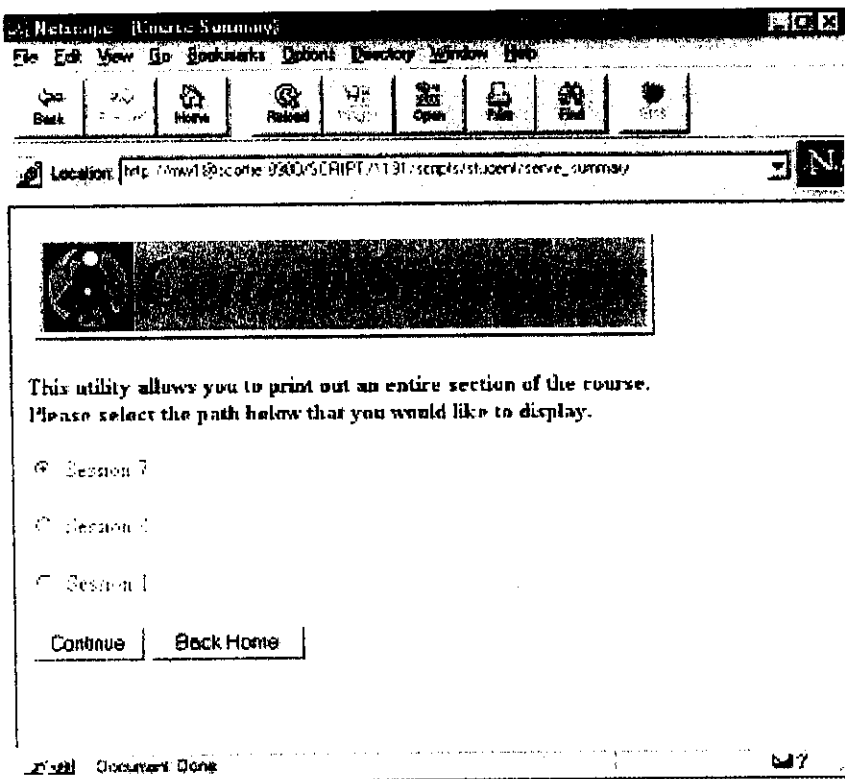
Everytime the calendar is accessed, a window pops up informing you of all the new public entries (including the ones you made in your last session).

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The Compile Tool

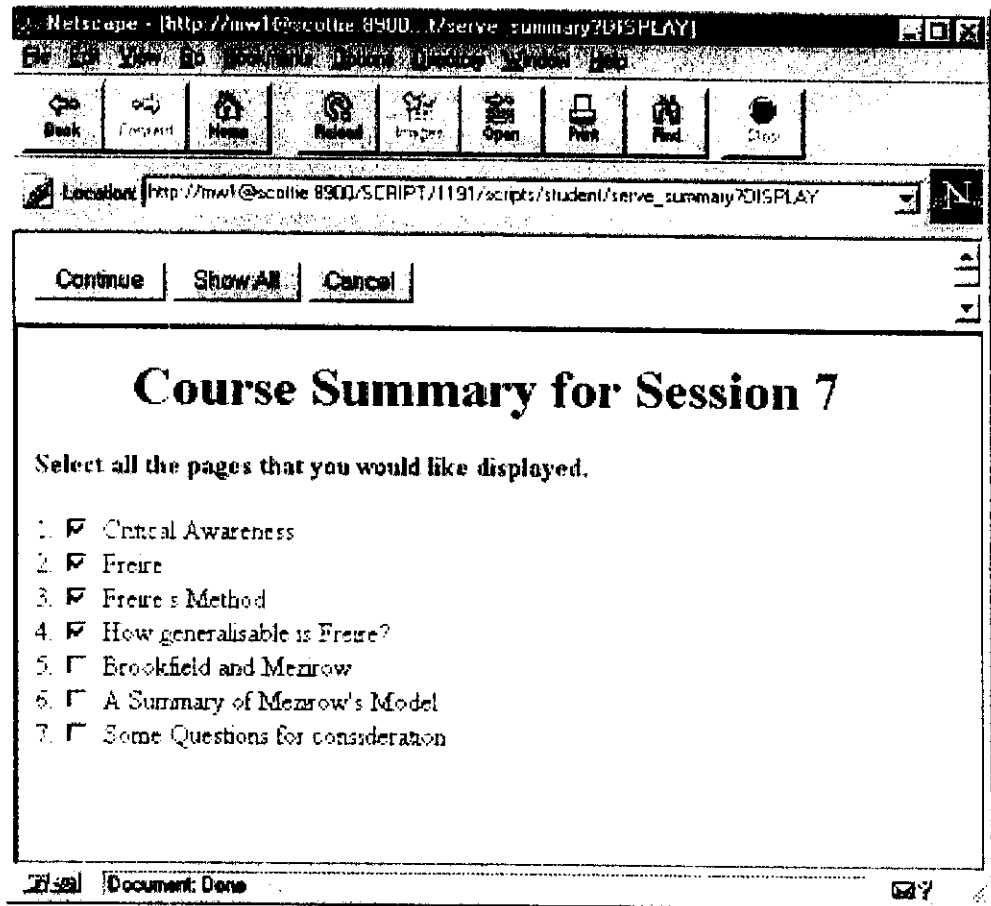


The Compile Tool allows you to join together separate pages of notes into one file. This is ideal if you wish to print out the course notes of a particular session for reading offline. The Compile Tool is accessed by clicking on the **Compile** icon. This takes you to the **Course Summary Page**.



A view of the Course Summary Page showing the sections of notes available for compilation

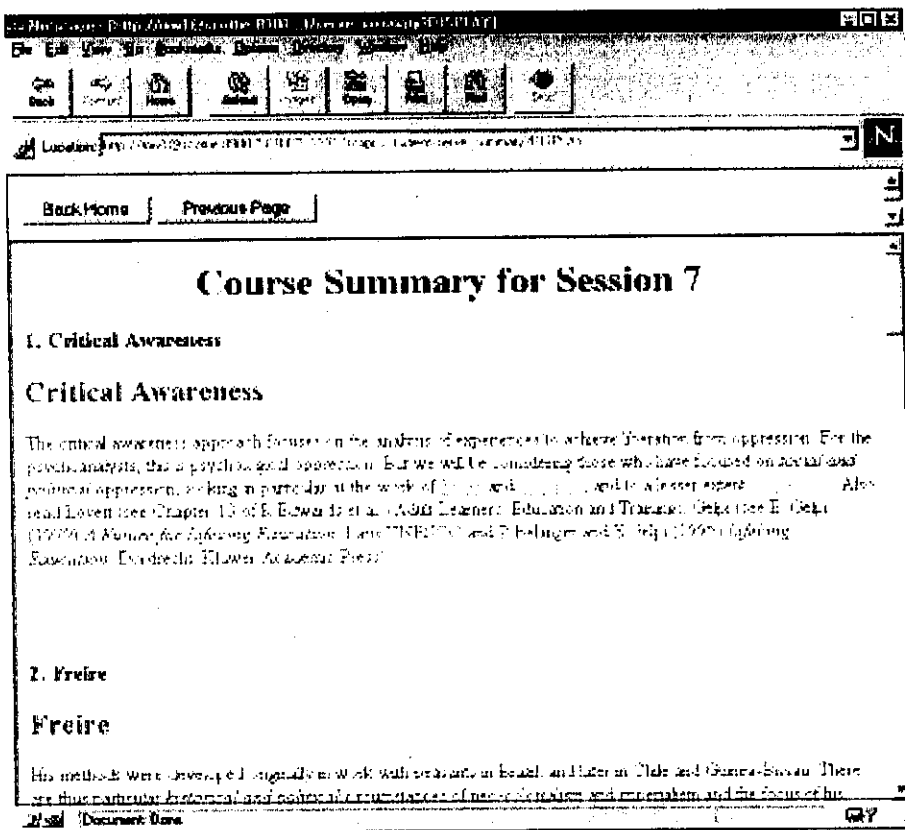
On the course summary page there is a list of the sections of notes available for compilation. (N.B. If there is only one section of course notes available then this intermediate page is omitted). Select the section of notes that you wish to compile by clicking in the small circle next to its' name (e.g. in the image above, the notes for Session 7 have been selected). Then click on **Continue**. This will bring up another page showing a list of the pages of notes contained in that section.



A view of the page showing the list of pages contained within the notes for Session 7.

You can now select the pages you wish to join together into a single file by clicking in the small boxes next to the titles of the pages you want. For example, in the above screenshot, pages 1 to 4 have been selected. If you wish to join together all the pages for that section of notes then you can click on the **Show All** button at the top.

Once you have selected the pages you wish to view, click on **Continue**. This will bring a single page containing all the pages you selected for joining together.



A view of the Summary obtained using the compile tool. The separate pages of notes are combined into one file displayed in the bottom frame. The previously separate pages are divided by horizontal rules.

Once you have compiled separate pages of notes into a single file (known as a **Course Summary**) you can simply print them out using the browser's print button.

Note: Before printing out anything using the browser's print button, it is essential to make sure that you have selected the correct area of the browser window for printing. For example, the window shown above is divided into 2 sections. To ensure that the lower section, containing the course summary, is printed, you must first make sure it is what is known as **The Active Frame** by clicking anywhere within this frame (although you should make sure that you don't click on a link as this will take you to a different page). You can tell which frame is the active frame as it usually has a very thin black line around it.

Once you are sure that the frame you wish to print is the active one it is safe to print from the browser.

WebCT User Guide

Webpage Links

Within this course website you will find a lot of links to other web pages. A link is indicated by coloured (usually blue or reddy brown), underlined text and clicking on this will take you to a new webpage - although if you have come this far, then I'm sure that you know this already :-).

It is important to be aware that within this course website there a number of different types of links. Some links will bring up a new page in the same browser window, and some will bring up a new page in a second browser window.

Links to external websites will always come up in a new browser window. When you click on the link you may not realise that the page you are looking at has been loaded into a new browser window. You may therefore attempt to go back to the previous page by using the browsers back button, **but this will not work** as this will be the first page in the new window (i.e. there is no previous page to go back to!).

Therefore, if you have visited an external website and you want to return to the course materials, then you can either close the new browser window or switch back to the original browser window using the **Window** menu along the top of the browser. (When you click on **Window** you will see a drop down menu and at the bottom of it you will see a list of the browser windows you currently have open, each listed with the web page they currently contain).

Some sections of the course website (such as this User Guide) will also open up in a new browser window, but these will appear in what I refer to as a **Browse Window**. A Browse Window has three buttons in the top section of the web page; **Close, Back** and **Forward**. Clicking on the Close button will allow you to close the new window once you have finished looking at its' contents. If the page in the Browse Window contains links in it (like this user guide) then the Back and Forward buttons will allow you to move backwards and forwards through the history of pages you have visited.

Important

Under normal circumstances, the course website will only use 2 separate browser windows. The Main browser window, which will be used for displaying the majority of the course content, and a second browser window which will be used to display external websites and course content displayed via Browse Windows (such as this user guide).

If you only have the Main browser window open and you click on an external link, or a link to content which will display in a Browse window, then the second window will open on top of the Main window. You can return to the Main window by closing the second window, or selecting the first window by clicking on it if it is visible, or by using the Window menu from the menu along the top of the browser window.

However, if you have both windows open, and you click on an external link (or a link to course content normally displayed via a Browse Window) in the Main window then the webpage is loaded into the second browser window **even though this second browser window may be hidden behind the Main browser window**. If this is the case then you may not see anything happen in the window you are looking at, as the new webpage will have been loaded into the browser window that is hidden. If this is the case then you must bring the second browser window to the front, either by clicking on it or by selecting it from the **Window** menu.

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Ⅲ. 委託調査報告

自己評価実施施設における研修実態に関するアンケート調査

住友生命総合研究所生活部

(長倉真寿美、宮崎芳紀・川又百合子)

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