

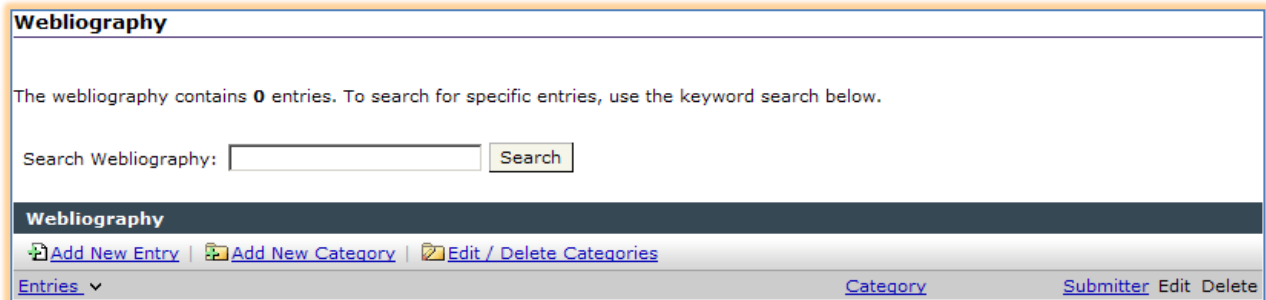
Webliography

This tool is used to add Web sites that are relevant for a course. Instructors and students are both able to add entries to the Webliography. The Webliography can be sorted by the date the item is submitted, by category, or by the person who submitted the entry. Instructors may add entries to the Webliography from both the Course tab and the Author tab.

Add a Category

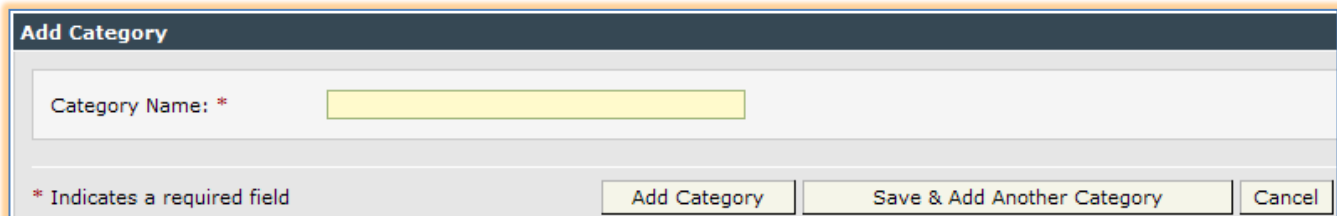
One way to manage Web Site entries is to organize the entries by category. This makes it easier for students and faculty to sort and view individual entries. Students are not allowed to add categories to the Webliography. Only instructors are allowed to do this.

- ❖ Click the **Webliography** link on the **Tools** menu.
- ❖ The **Webliography** window will display (see illustration below).



The screenshot shows the 'Webliography' window. At the top, it says 'The webliography contains 0 entries. To search for specific entries, use the keyword search below.' Below this is a search box with the text 'Search Webliography:' and a 'Search' button. At the bottom, there are navigation links: 'Add New Entry', 'Add New Category', and 'Edit / Delete Categories'. There are also dropdown menus for 'Entries', 'Category', and 'Submitter', along with 'Edit' and 'Delete' buttons.

- ❖ Click the **Add New Category** link.
- ❖ The **Add Category** window will display (see illustration below).

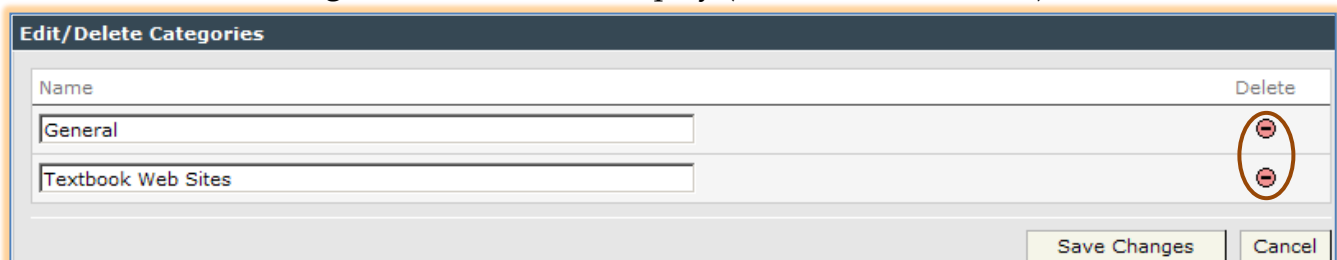


The screenshot shows the 'Add Category' window. It has a text input field labeled 'Category Name: *'. Below the input field, there is a note: '* Indicates a required field'. At the bottom, there are three buttons: 'Add Category', 'Save & Add Another Category', and 'Cancel'.

- ❖ In the **Category Name** textbox, input the new **Category** name.
- ❖ Click the **Add Category** button to add the **Category** to the **Webliography**.
- ❖ To add more than one **Category** at a time, click the **Save & Add Another Category** button.
- ❖ When all the additional categories have been added, click **Add Category**.

Edit/Delete Categories

- ❖ Click the **Edit/Delete Categories** link.
- ❖ The **Edit/Delete Categories** window will display (see illustration below).



The screenshot shows the 'Edit/Delete Categories' window. It has a table with two columns: 'Name' and 'Delete'. The 'Name' column contains two entries: 'General' and 'Textbook Web Sites'. The 'Delete' column contains two red circular buttons with a minus sign, one for each entry. At the bottom, there are two buttons: 'Save Changes' and 'Cancel'.

- ❖ To change the name of the **Category**:
 - Click the **Name** box.
 - Input a new name for the **Category**.

- ❖ To delete the **Category**:
 - Click the **Red** button next to the item under **Delete** (see illustration above).
 - A **Delete Category** window will appear.
 - Click the **Delete** button to permanently delete the **Category**.

Add a New Entry

- ❖ Click the **Add New Entry** link.
- ❖ The **Add Weblibliography Entry** window will display (see illustration below).

- ❖ Input a **Title** for the entry, such as **Siena Heights University Web Site**.
- ❖ If categories have been created, click the **Category** list arrow and select a **Category**.
- ❖ Input the **Address** for the Web site into the **Web Address** box.
- ❖ Fill in the rest of the boxes with pertinent information.
- ❖ Click the **Add Entry** button to insert the entry into the **Weblibliography**.
- ❖ To display the site, click the link in the Weblibliography.
- ❖ The site will open in a new window.

Edit/Delete an Entry

- ❖ To **Edit** an entry:
 - Click the **Edit Document** button under **Edit** in the **Entries** list (see illustration below).

Entries	Category	Submitter	Edit Delete
Teachers Discovering Computers Course Web Site < http://www.scsite.com/tdc5 > [7/28/2008] This is the Web site provided by the textbook company for this textbook.	Textbook Web Sites	Wanda House	Edit Delete

- The **Edit Weblibliography Entry** window will display. This looks like the **Add Weblibliography Entry** window.
- Make the necessary changes to the entry.
- Click the **Save Changes** button.
- ❖ To **Delete** an entry:
 - Click the **Delete Document** button in the **Delete** column under **Entries** (see illustration above).
 - The **Delete Entry** window will display.
 - To permanently remove the entry from the list of Web sites, click the **Delete** button.