Webliography

This tool is used to add links to 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. When courses are copied from one term to another, only the Instructor entries are copied. Student entries will not be copied to a course in a new term.

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).

Add a Category

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

- 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 on next page).
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 to the right of the item under Delete.
- A Delete Category window will appear (see illustration below).
- Click the Delete button to permanently delete the Category.
- Click the Cancel button to return to the Edit/Delete Categories window.

Add a New Entry

- Click the Add New Entry link.
- The Add Webliography 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.
  - The **Address** must include `http://` as well as the rest of the **Address**.
  - A Web Address can be copied from the Browser window and then pasted into this area.
- Fill in the rest of the boxes with pertinent information.
- Click the **Add Entry** button to insert the entry into the **Webliography**.
- To display the site, click the link in the Webliography.
- 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).
  - The **Edit Webliography Entry** window will display. This looks like the **Add Webliography 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 as shown in the illustration below.
  - To permanently remove the entry from the list of Web sites, click the **Delete** button.