

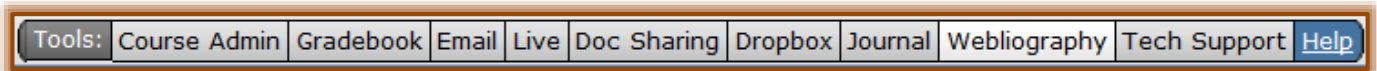
Webliography

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.

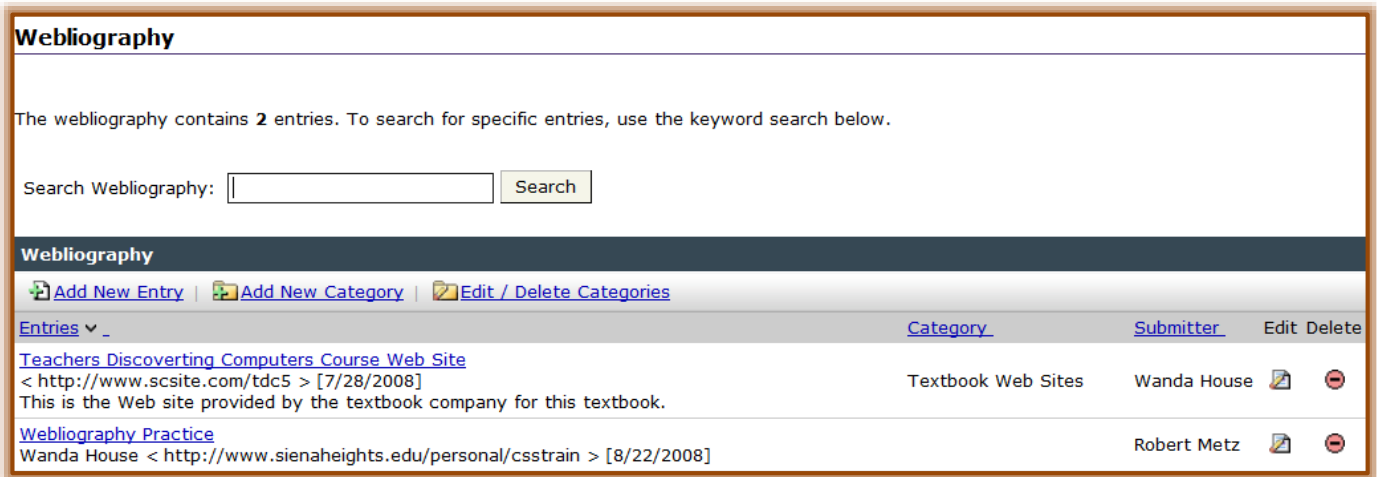
Add a Category

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.

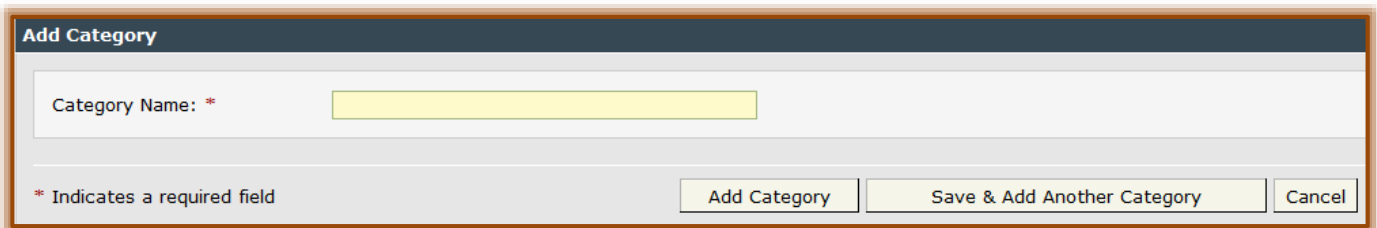


🖱️ The **Webliography** window will display (see illustration below).



🖱️ 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).

Name	Delete
General	
Textbook Web Sites	
Practice	

Save Changes 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 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.

Delete Category: General

To permanently delete General category from Webliography, click Delete. Otherwise, click Cancel.

Delete Cancel

Add a New Entry

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

Add Webliography Entry

Title: *

Category:

Web Address (URL): *

Description:

Site Author:

Site Last Edited:

Submitter First Name:

Submitter Last Name:

* Indicates a required field

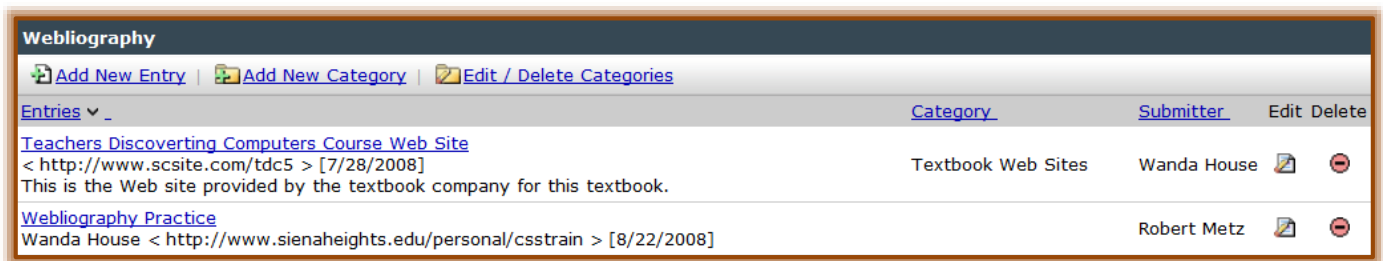
Add Entry Cancel

- 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 **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).
 - 🔗 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 as shown in the illustration below.
 - 🔗 To permanently remove the entry from the list of Web sites, click the **Delete** button.

