

HOW TO ADD A CAMTASIA VIDEO TO A WEBCT COURSE

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1. Go to the Home page and click on add a Page or Tool.
2. Add an Organizer Page.
 - a. In the Add an Organizer page dialog box enter the title and click on: On an Organizer Page with Homepage selected.
3. Click Add
4. Click on the Control Panel and select Manage Files
5. Under Folder Options at the right, click on Create a folder. (Be sure to create separate folders for each presentation. Some files from different presentation can be named with the same name and your presentation might not work if a file has been overwritten by a newer file.)
6. Leave the folder within My Files and click on Create
7. On the Files and Folders Page, click on Upload under the Files section at the right of the screen.
8. Browse for your file. Once you locate your file, click on the down arrow at the right of the Destination Folder drop down menu and select the folder you have just created.
9. Keep uploading the necessary files to run your presentation. They should all be located in the folder you just created.
10. Once all the files have been uploaded, go to the Home Page and click on the Organizer Page created above.
11. Under Options Links at the top right click on Add a Page or a Tool.
12. Click on Single Page.
13. Add the title you wish to show on the Organizer Page you created to house your video files.
14. Under Enter the information for the Single Page - Page filename, browse to the folder you created with the files for your presentation. Select the file with the .html extension.
15. Select New Browser Window.
16. Click on - On an Organizer Page. The name of your organizer page should be displayed.
17. Either use the default icon or select a different icon.
18. Click on Add.
19. Go back to the home page and click on your Organizer Page. Switch to View instead of Designer Options and test your link to be sure your video plays.