

# CUSTOMIZING WORLDCLASSROOM

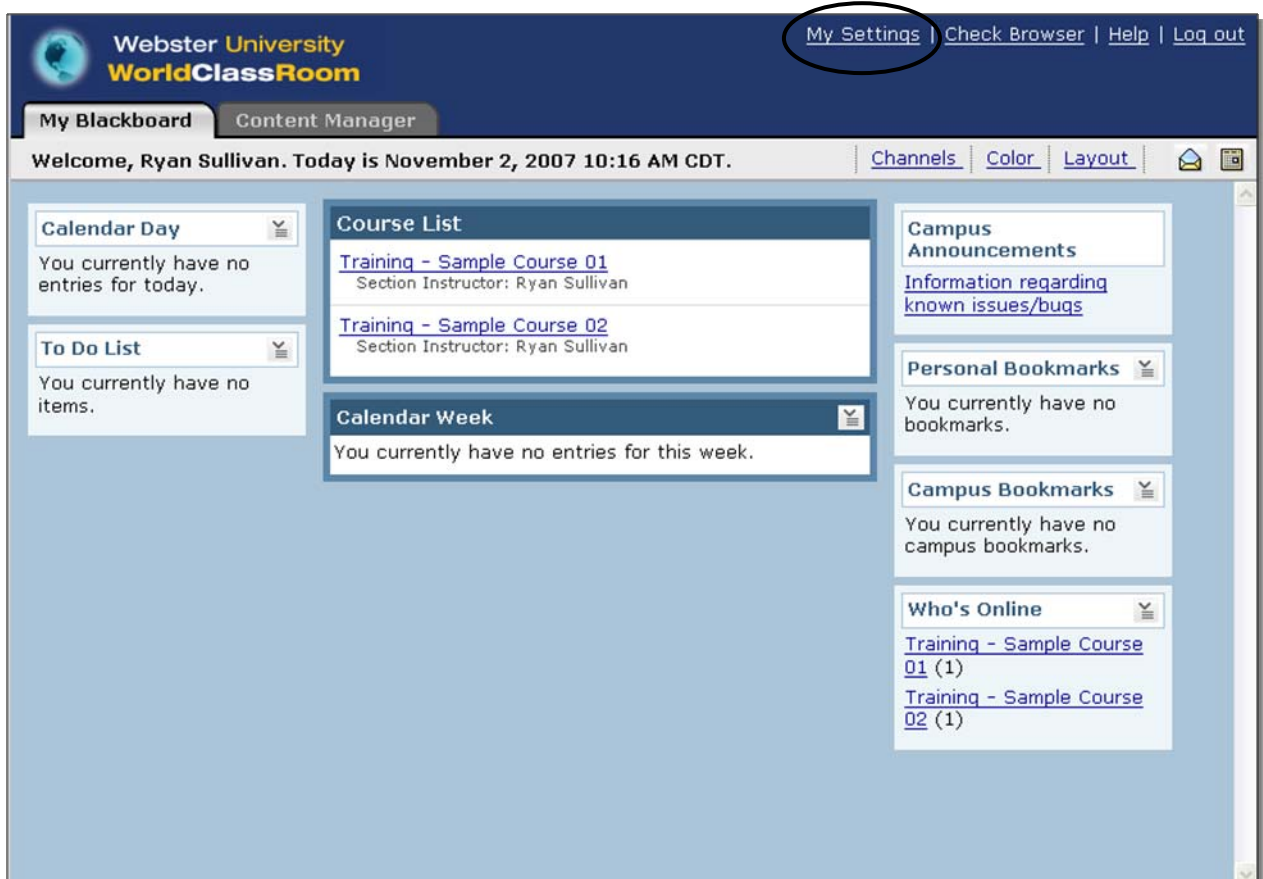
## USING THE MY SETTINGS PAGE

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The My Settings Page can be used to set personal preferences about how WorldClassRoom works, including options for discussions, font size, using the HTML creator, setting mail forwarding options, setting number of items displayed on pages, time zone, and availability for chat with the Who's Online tool.

### MY SETTINGS


1. Open the **My Blackboard** page.



The screenshot shows the Webster University WorldClassRoom interface. The top navigation bar includes the university logo, the text "Webster University WorldClassRoom", and a set of links: "My Settings", "Check Browser", "Help", and "Log out". The "My Settings" link is circled in black. Below the navigation bar, there are tabs for "My Blackboard" and "Content Manager". A welcome message reads "Welcome, Ryan Sullivan. Today is November 2, 2007 10:16 AM CDT." To the right of the welcome message are links for "Channels", "Color", and "Layout". The main content area is divided into several sections: "Calendar Day" (no entries), "To Do List" (no items), "Course List" (listing "Training - Sample Course 01" and "Training - Sample Course 02"), "Calendar Week" (no entries), "Campus Announcements" (with a link to "Information regarding known issues/bugs"), "Personal Bookmarks" (no bookmarks), "Campus Bookmarks" (no campus bookmarks), and "Who's Online" (listing "Training - Sample Course 01 (1)" and "Training - Sample Course 02 (1)").

2. Click the **My Settings** link in the upper right corner of the window.

The My Settings page is divided into 3 tabs: My Profile, My Tool Options, and My Roles. The tab worked with today is My Tool Options. The My Tool Options allows you to set the way some tools behave. This is useful as you will find yourself using some of these tools repeatedly, and these options may save you time.



Webber University  
WorldClassRoom

My Blackboard | Content Manager

Welcome, Ryan Sullivan. Today is November 2, 2007 10:17 AM CDT. | Channels | Color | Layout

My Settings

[My Profile](#) [My Tool Options](#) [My Roles](#)

Tool Options apply to all of your courses and let you specify default settings for certain course tools. Default settings are always in effect when you first log in, but you can change the setting on a course-by-course basis while working with a tool. You may not have access to some or all of these tools.

Calendar

Preferred view:

Week begins on:

Discussions

Mark my own posts as read

View:

Threaded  
 Unthreaded

Show new messages or threads at:


Top of list  
 Bottom of list

Show messages:

All  
 Unread only

## DISCUSSIONS TOOL

By default, when you post a message to a discussion, your own messages are marked as read. To change this, uncheck the **Mark my own posts as read** check box.



Calendar

Preferred view:

Week begins on:

Discussions

Mark my own posts as read

View:

Threaded

By default, messages are presented as threads (messages within a conversation and grouped together). To change this setting, change the *View:* option from **Threaded** to **Unthreaded**.

Calendar

Preferred view: Month

Week begins on: Sunday

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Discussions

Mark my own posts as read

View:

Threaded

Unthreaded

Show new messages or threads at:

Top of list

Bottom of list

Show messages:

To change the order of the messages, change the *Show new messages or threads at:* option from **Top of list** to **Bottom of list**.

Discussions

Mark my own posts as read

View:

Threaded

Unthreaded

Show new messages or threads at:

Top of list

Bottom of list

Show messages:

All

If you prefer to view messages unthreaded, you can also select the option to show only unread messages. To do this, change the *Show messages:* option from **All** to **Unread only**.

View:

Threaded

Unthreaded

Show new messages or threads at:

Top of list

Bottom of list

Show messages:

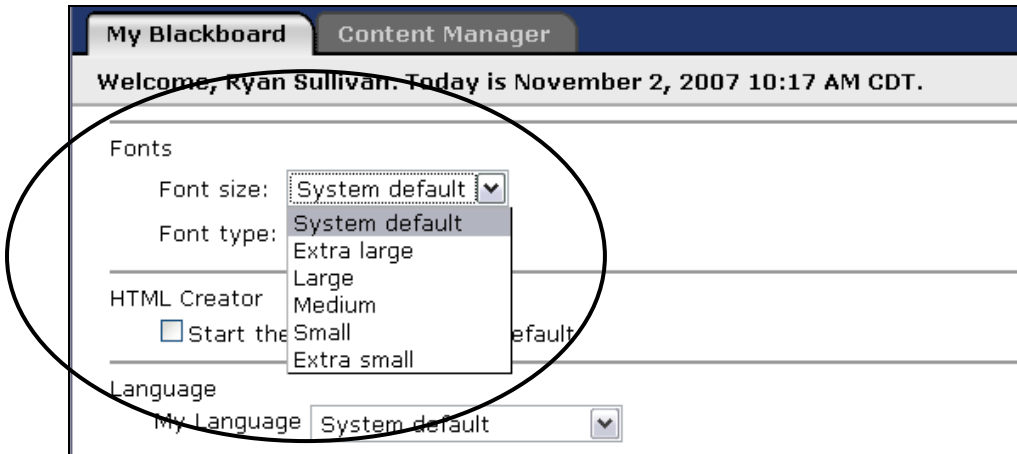
All

Unread only

*Note: To know what settings are best for you, you should first practice using the discussions tool.*

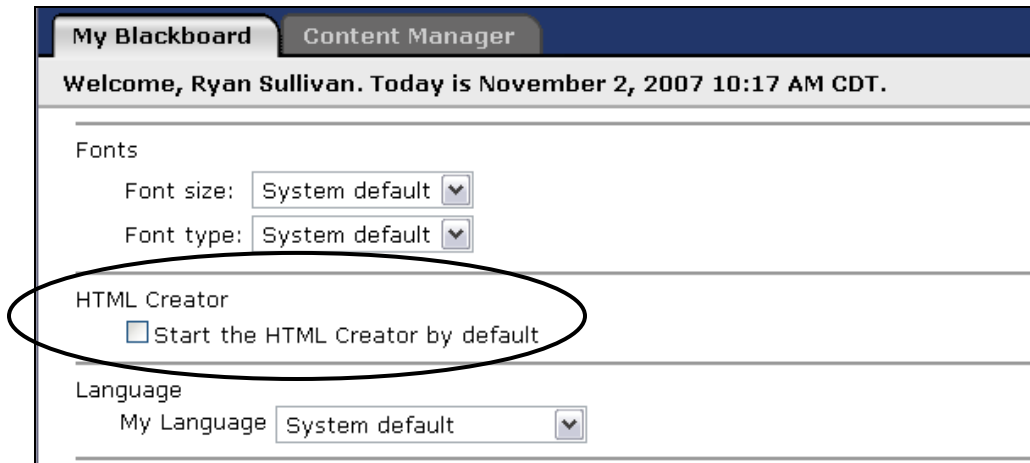
## FONTS

The Fonts section lets you change the font size and type of the words on the screen. To change the font size and type, change the **Font size:** and **Font type** to the best choice.



## HTML CREATOR

By default, you are asked to run the HTML creator applet any time you are creating pages or messages. To activate, click the check box for **Start the HTML Creator by default**. By enabling this option, the HTML creator applet will run any time it is available.



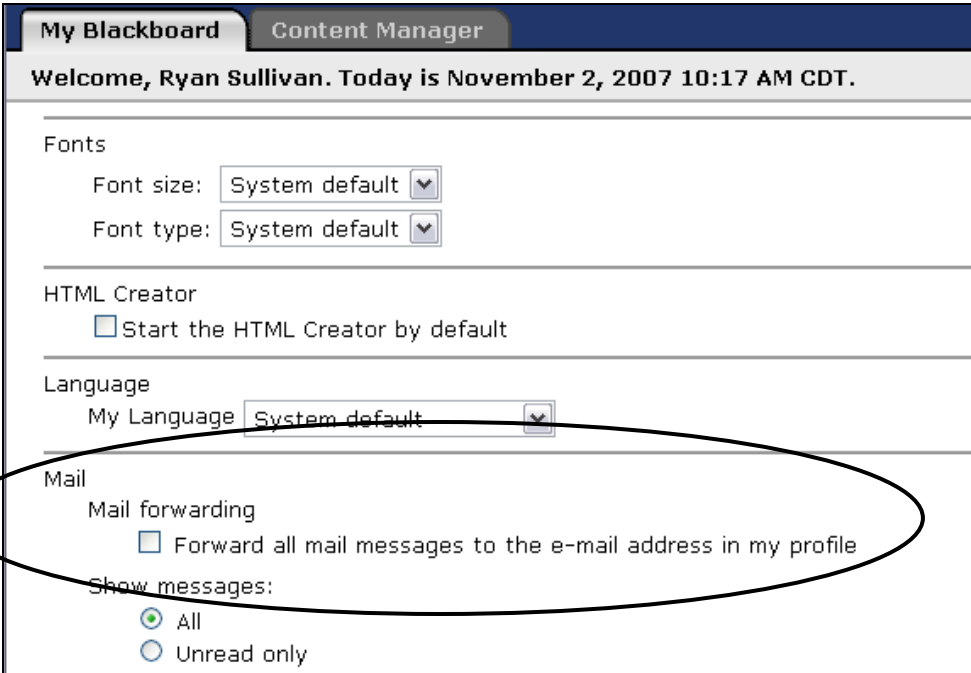
# MAIL

Mail from students is organized and maintained by each class, and is accessible from each class home page.

## MAIL FORWARDING

To activate Mail Forwarding, click the check box for **Forward all mail messages to the e-mail address in my profile.**

**Note:** *If you turn on Mail forwarding then copies of these messages will be sent to your Webster.edu email address. This feature lets you know when a student has sent you mail, however, you will still need to log into WorldClassRoom, and reply to the message from your course homepage. This allows WorldClassRoom to keep a record of all correspondence for you to review later.*

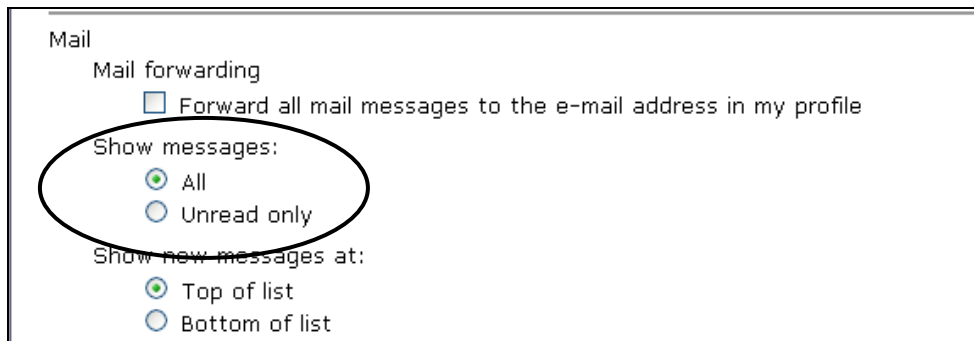


The screenshot shows a Blackboard user profile page for Ryan Sullivan. The page has a dark blue header with "My Blackboard" and "Content Manager" tabs. Below the header, a grey bar displays the user's name and the current date and time: "Welcome, Ryan Sullivan. Today is November 2, 2007 10:17 AM CDT." The main content area is divided into several sections: "Fonts" with dropdown menus for "Font size" and "Font type" (both set to "System default"); "HTML Creator" with a checkbox for "Start the HTML Creator by default"; "Language" with a dropdown menu for "My Language" (set to "System default"); and "Mail" with a checkbox for "Mail forwarding" (set to "Forward all mail messages to the e-mail address in my profile") and radio buttons for "Show messages:" (set to "All"). A black oval is drawn around the "Mail forwarding" checkbox and its label.

## SHOW MESSAGES

The Show messages option allows you to set what messages are shown when you select Mail from the course home page.

Under Show messages:, click either **All** to see all the messages, or **Unread only** to see the unread messages only.



Mail

Mail forwarding

Forward all mail messages to the e-mail address in my profile

Show messages:

All

Unread only

Show new messages at:

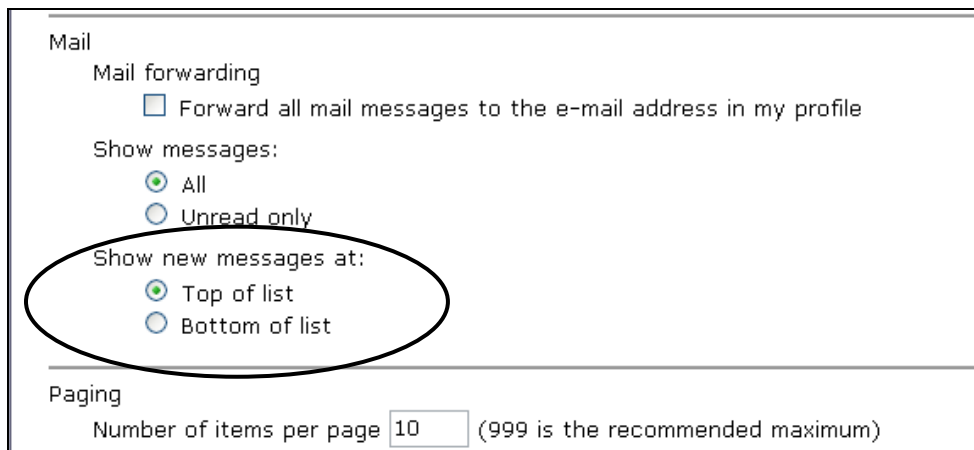
Top of list

Bottom of list

## SHOW NEW MESSAGES AT

The Show new messages at: option allows you to set new messages to appear at the top or the bottom of the list.

To change setting, under *Show new messages at:* click **Top of list** or **Bottom of list**.



Mail

Mail forwarding

Forward all mail messages to the e-mail address in my profile

Show messages:

All

Unread only

Show new messages at:

Top of list

Bottom of list

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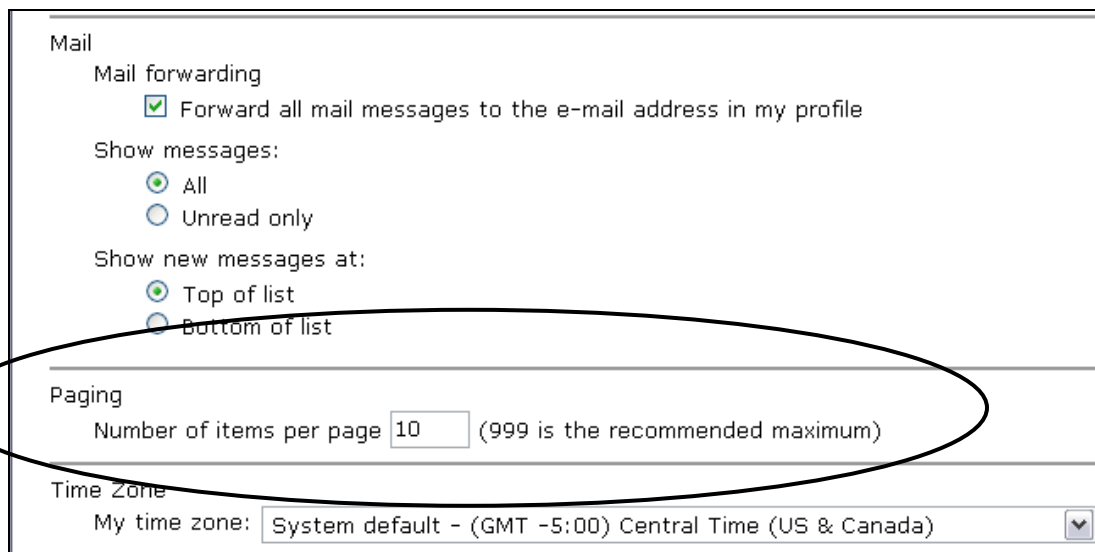
Paging

Number of items per page  (999 is the recommended maximum)

## PAGING

The Paging option lets you set how many items are displayed on one page with a list, including the grade book, file manager, mail, assignments, and assessments. This makes it easy to see all the items you have access to. For example, if you have 15 students in your class, this default setting of 10 means that you would only be able to see records for 10 of your students at one time. This can be very confusing. Therefore, we recommend that you change this setting to 999 to prevent any confusion.

To make the change, click in the box at the end of *Number of items per page*, and type the number of pages desired.



Mail

Mail forwarding

Forward all mail messages to the e-mail address in my profile

Show messages:

All

Unread only

Show new messages at:

Top of list

Bottom of list


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Paging

Number of items per page  (999 is the recommended maximum)

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Time Zone

My time zone:  

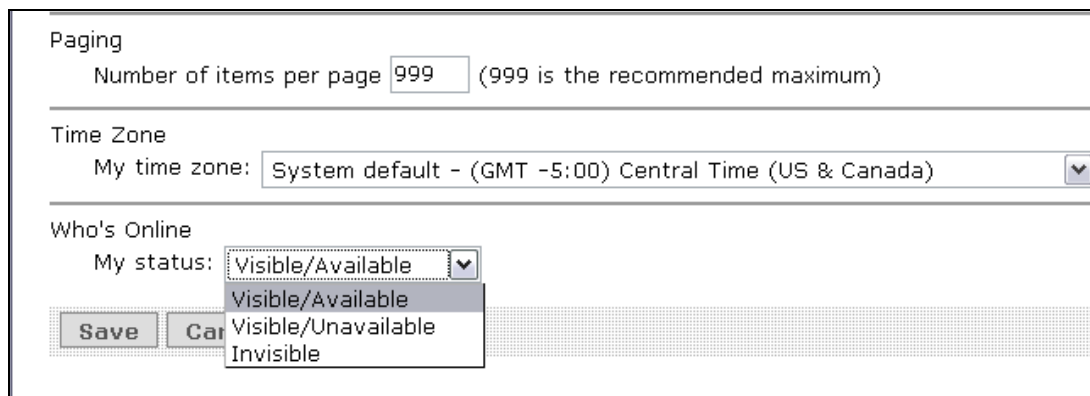
## WHO'S ONLINE

By default, if you are logged in, a student in one of your courses can start a chat with you.

You can change your availability status for each course in the Who's Online tool on each course homepage.

**OR**

To change your availability status for all your courses, you can use this option on the My Settings page.



The screenshot shows a settings interface with three sections:
 

- Paging:** A text input field containing '999' with a note '(999 is the recommended maximum)'.
- Time Zone:** A dropdown menu currently set to 'System default - (GMT -5:00) Central Time (US & Canada)'.
- Who's Online:** A dropdown menu for 'My status:' with a list of options: 'Visible/Available', 'Visible/Unavailable', and 'Invisible'. The 'Visible/Available' option is currently selected.

 Below the dropdowns are two buttons: 'Save' and 'Cancel'.

- **Visible/Available:** Your students can see that you are online, and can start a chat with you.
- **Visible/Unavailable:** Your students can see that you are online, but cannot start a chat with you.
- **Invisible:** Your students cannot tell whether you are online or not.

## SAVE

When you are done configuring settings, click **Save**

**Note:** You can return to the My Blackboard page by clicking the My Blackboard tab