

# WebCT Policies, Hints and Best Practices - Files

For all versions of WebCT at UMDNJ  
For the most recent information about WebCT at UMDNJ, including support contacts, go to  
<http://www.umdnj.edu/webctweb/design>

## File Types – for upload, import or attachments

### Acceptable File Types

- **Best:**  
Files that can be viewed in any browser: html, htm, gif, jpg, png, .imp
- **Better:**  
Files that require standard, free plug-ins
  - pdf  
(Adobe Acrobat Reader required to read)  
Adobe Acrobat Writer required to create a pdf from any file.
  - swf  
(Flash plug-in required)
- **Good:**  
These files require the associated application or a free plug-in or view would need to be installed in order to view. We recommend that you confirm that your students have the associated application and version number before using:
  - .doc
  - .rtf
  - .xls
  - .zip: provided they include only acceptable file types. Once unzipped, the zip file should be deleted.

### Unacceptable File Types

The following file types should not be uploaded to WebCT in the files area or through any other means: discussions, assignments, mail, etc.

- PPT (Instead: Convert with Impatica for PPT and/or provide handouts as.pdf. See recommended tools)
- Video
- Audio
- Full Contents of CD-Rom or DVD
- Programs (.exe, .tar, etc)

Contact your school-based support person or IST for other options for providing the above file types to students.

Note: These restrictions do not apply to files in your course prior to April 18, 2006 unless IST determines that they are having a negative impact on WebCT. In such cases IST will ask you to delete the files and will explain alternatives upon request.

## Resources for Faculty at UMDNJ

E-Learning Tools for Faculty  
*Join this group in my.UMDNJ. Click the "groups" icon and look in the Academic folder of the groups index.*

WebCT Designer Resources  
<http://www.umdnj.edu/webctweb/design>

## Recommended Tools

### General

**Impatica for PowerPoint:** Converts PPT to web-friendly non-editable format. Free download and support contacts available in the my.UMDNJ Group: E-Learning Tools for Faculty

**Adobe Acrobat Writer:** Allows you to print any document to PDF when you select Acrobat Distiller as your printer. Order through UMDware. Use to print PPT handouts with multiple slides on a page. (Use white background)

### Web Pages

- **Tools supported by IST**
  - HTML editor in WebCT
- Other tools that usually produce good results
  - DreamWeaver
  - Netscape Composer

Contact your school-based support person for other options.

- **Tools Not recommended**
  - MS products (Word, Excel, PPT) to convert documents to Web pages (HTML). The resulting pages may or may not display properly in WebCT and may not be editable using the WebCT HTML editor. IST does not provide support for problems with content created this way.

## File Management Hints

- Organize all files into folders
  - This is easiest to do if you upload your files before you create the links to the content in your course.
- Avoid placing any file in the My Files area unless it is in a folder.
- Use a common prefix for all files in a folder to avoid overwriting files by accident
- Use an alphanumeric system to keep files in the order you want them to be viewed.
- Make part of the file name reveal its contents

Example of use of prefix, alphanumeric and name revealing contents:

L01\_History (folder)  
L01\_01\_Objectives.htm  
L02\_01\_Overview.htm

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What else would you like to see added to this page? Contact Gail Tuzman, [tuzmangr@umdnj.edu](mailto:tuzmangr@umdnj.edu).