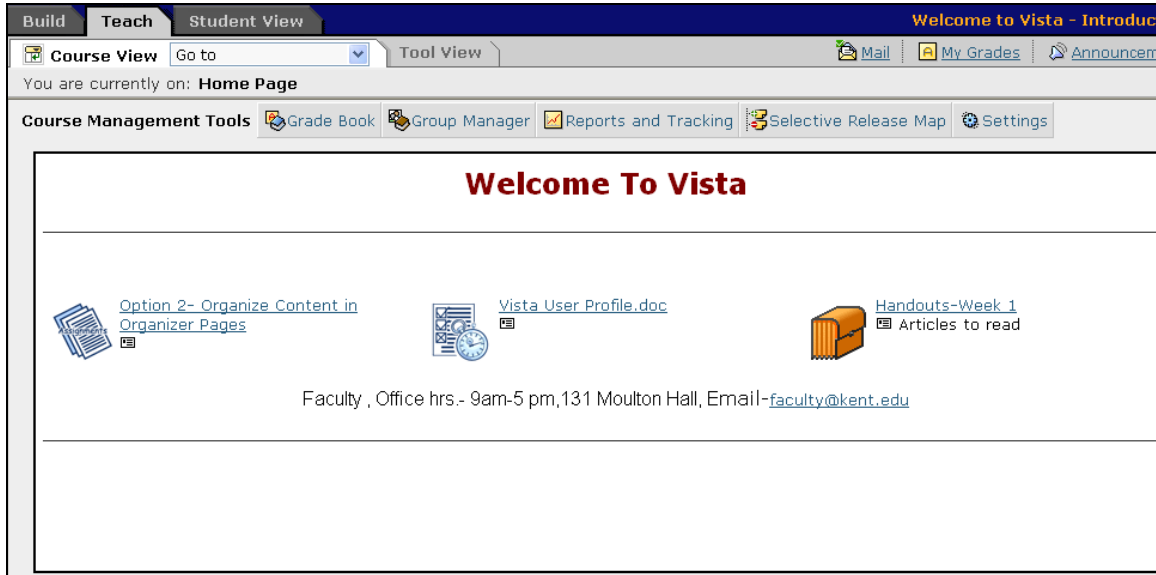


Getting Started Teaching with Vista

The *Teach* tab is where you interact with Students and manage your course.

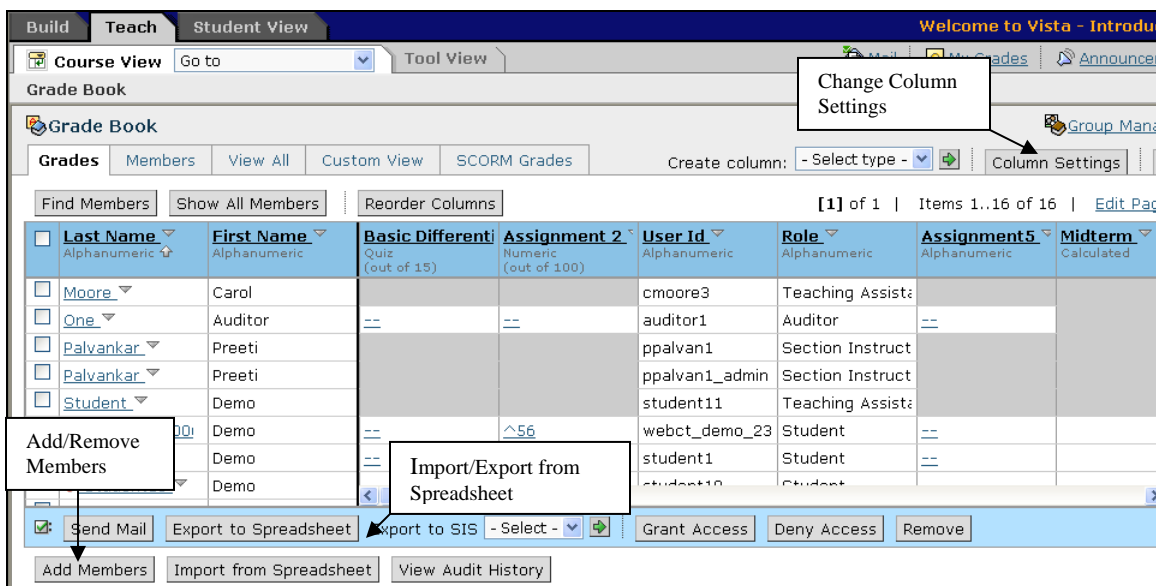


1. Grade Book-

Grade Book is a tool that Section Instructors can use to manage section members.


Using the Grade Book you can –

- View, enter, and manage grades for all Students and Auditors
- Grant or deny access to the section for all section members.



2. Reports and Tracking

With the Reports and Tracking tool, you can run reports on various Student activities in your course during a specified date range.

 **Reports and Tracking**

Select a Report Type

☒ **Summary of Activity**
Provides an overview of general student activity.

☐ **Tool Usage**
Provides an overview of how often tools, such as Assessments, Assignments, or Discussions, are used.

☐ **Component Usage**
Provides an overview of how often components, such as a quiz, an assignment, or a discussion topic, are used.


☐ **Entry Page or Tool**
Provides an overview of the pages or tools most frequently used as course entry points.


☐ **Exit Page or Tool**
Provides an overview of the pages or tools most frequently used as course exit points.

☐ **Content File Usage**
Provides an overview of the content files viewed most frequently.

☐ **Student Tracking**
Provides a detailed summary of activity information for individual students.

Select a Date Range for the Report





Start date:  September , 2006 :

End date:  October , 2006 :


3. Group Manager

The **Group Manager** tool allows you to group section members in your course.


Build **Teach** **Student View** Welcome to Vista - Introduction



 **Course View**   

Group Manager

 **Group Manager** Grade Book

[1] [2] [3] [4] [5] >>> of 8 | Items 1..1 of 8 | [Edit Page](#)

<input type="checkbox"/> Group Name	Sign-Up Sheet Title	Description	Members	options
<input type="checkbox"/> Project 1	--	Work in groups on Projects assigned to each one. Submit the final draft of the paper by 16 April.	Demo Student1, Demo Student2, Demo Student3	

There are three options for creating groups in Group Manager:

1. Create custom group
2. Create multiple groups
3. Create groups with sign-up sheets

The screenshot shows a software interface with a dark blue header bar containing tabs for 'Build', 'Teach', and 'Student View'. The 'Teach' tab is active. Below the header, there is a navigation bar with 'Course View' (selected), 'Go to' (with a dropdown arrow), and 'Tool View'. On the right of this bar are links for 'Mail' and 'My Grades'. The main content area is titled 'Group Manager' and 'Create Groups'. It asks 'How would you like to add members to the groups?' and lists three radio-button options: 'Create custom group' (selected), 'Create multiple groups', and 'Create groups with sign-up sheets'. Each option has a descriptive subtext. At the bottom are 'Continue' and 'Cancel' buttons.

Build Teach Student View Welcome to '...

Course View Go to Tool View Mail My Grades

Group Manager

Create Groups

How would you like to add members to the groups?

☒ Create custom group
(Create a single group and choose the members you want to add to it.)

☐ Create multiple groups
(Create empty groups to which you can add members later or create groups in which Students are randomly distributed.)

☐ Create groups with sign-up sheets
(Allow Students to select the groups they want to join by using sign-up sheets.)

Continue Cancel