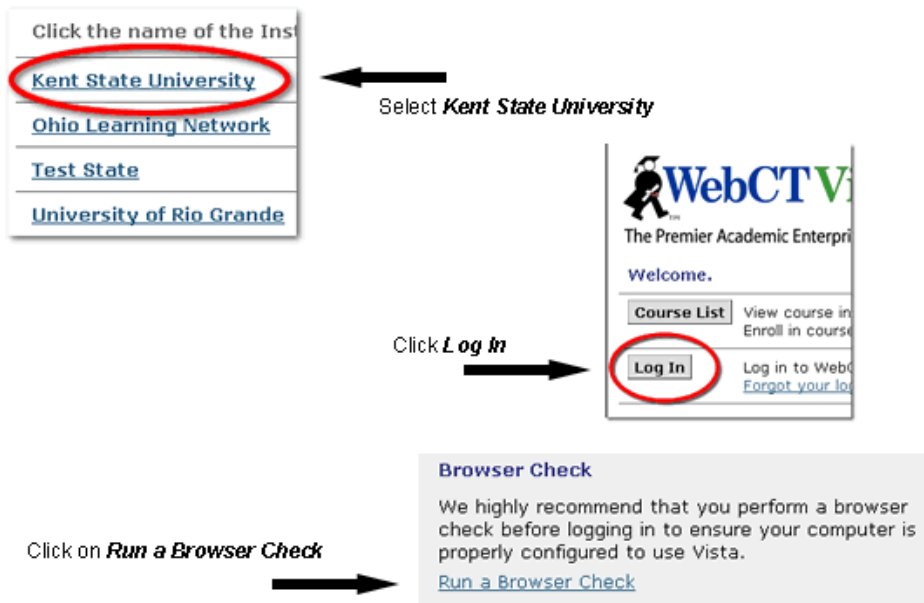


WebCT Vista – An Introduction to Building the Course

Logging In:


To access your Vista course go to: <https://vista.kent.edu>.




When you select *Run a Browser Check* Vista will check to make sure that your computer has the full functionality to run all of Vista's tools. A green check marks means everything is OK. A red x indicates that you may need to enable or update a feature. Instructions are at the bottom of the browser check list. For more details on computer requirements go to: [Getting Your Computer Ready](#) on the Vistahelp web site or visit WebCT's helpful walkthrough at: <http://www.webct.com/tuneup>.

Vista will tell you if your computer is configured for using Vista.



**Pop-up Window Check**

Pop-up Windows are enabled
Vista takes advantage of pop-up windows as a powerful content in an organized fashion. You must have pop-up or certain parts of the product may not function properly.

**Java™ Check**

Java is enabled
Vista uses Java to provide rich user-interfaces and to er user experience. Without Java, certain tools in Vista will correctly.

If there are recommended changes, click on the links for detailed instructions.



Other Resources
You may also want to review the other browser resources available www.webct.com

- [Step-by-step instructions to properly configure your browse](#)
- [List of supported browsers](#)
- [Troubleshooting browser problems](#)
- [Check your system for plug-ins that may be required to view](#)

Continue Logging In:

Welcome.

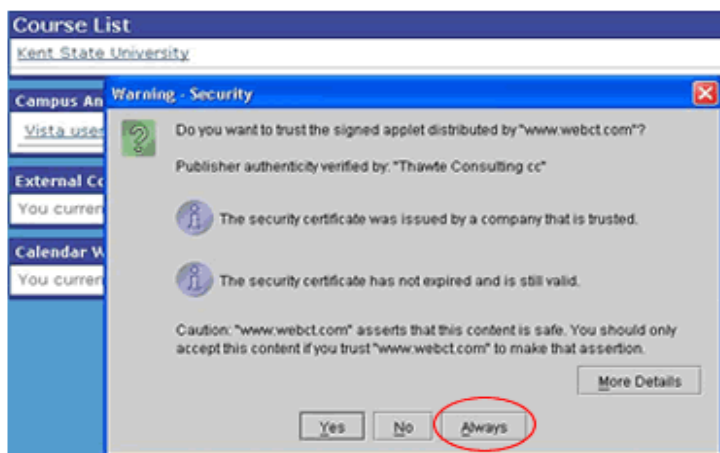
User name:

Password:



Log In using your Flashline username and password. If you need assistance with your Flashline username or password, call the KSU HelpDesk at 672-HELP

If you receive a Warning about the security certificate, click on **Always**.



After logging in, you will see the **My WebCT** page, which includes your course listings and personal course management tools.

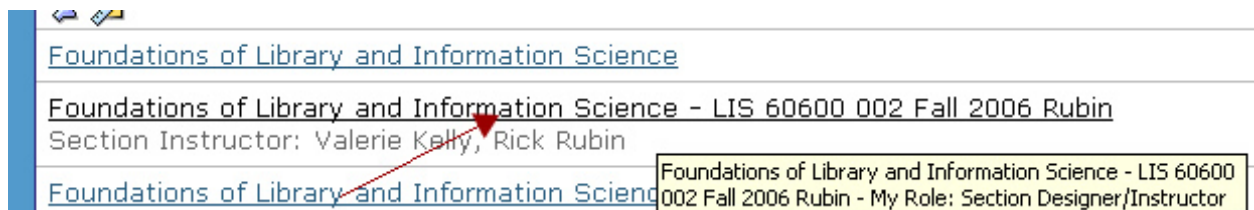
Note: When My WebCT first loads, your browser may require your acceptance of the java security certificate. If you press on any links or buttons in My WebCT before the security certificate window is finished loading or before acceptance has been established,

your WebCT session will end in error and you may be required to manually end and restart your browser application.

If you receive a pop-up warning:



After logging in, the **My WebCT** page will open. The classes you've created are listed under **Course List**. Click on your course name to enter the class.



Building your Course

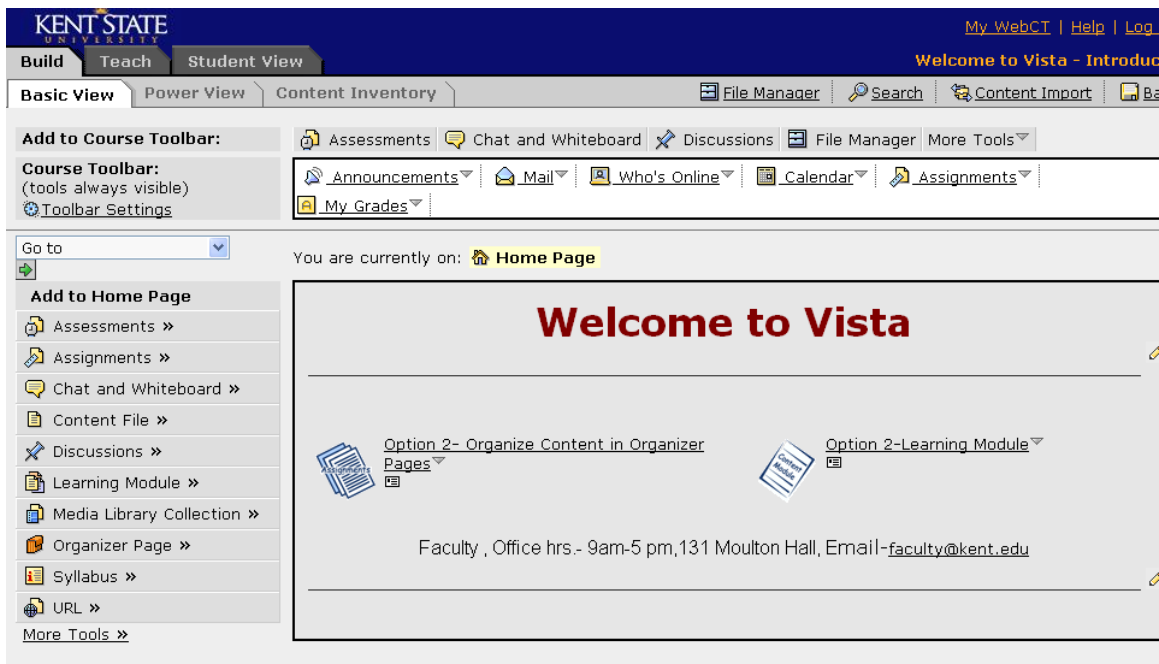
There are 3 main tabs on the course main page depending on the access level or role you are enrolled in, in a particular course.

- If you are a section **Instructor and Designer**, you will see *Build-Teach and Student* tabs
- If you are enrolled as **Instructor only**, you will see *Teach and Student View* tabs only
- If you are **Designer only**, you will see *Build and Student View* tabs

From Vista login page –

Build Tab

The Basic View



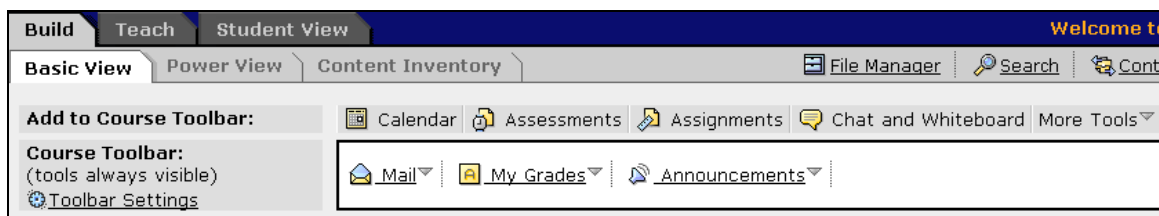
The Basic View contains –

- File Manager- To store all the files in the course
- Course Toolbar- Tools that can be added to tool bar
- Add to Homepage – Tools and components that can be added to Homepage
- Homepage- Add Tools, Files that will be accessible to students

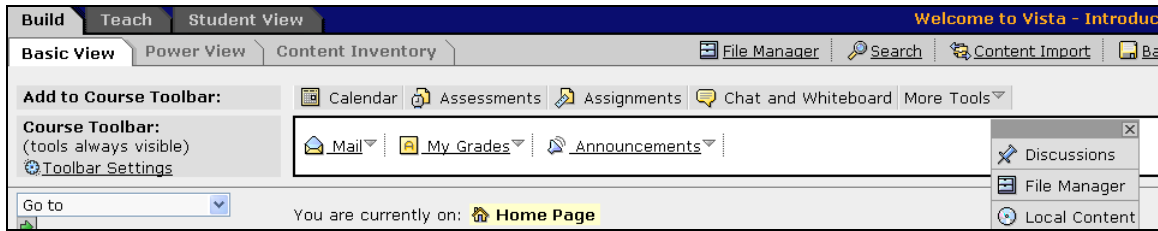
a. The Course Toolbar-

You can select which tools to be added to the course tool bar from Add to Course Toolbar.

To add tools, next to Add to Course toolbar, click the tool name. The tool is added to the toolbar.



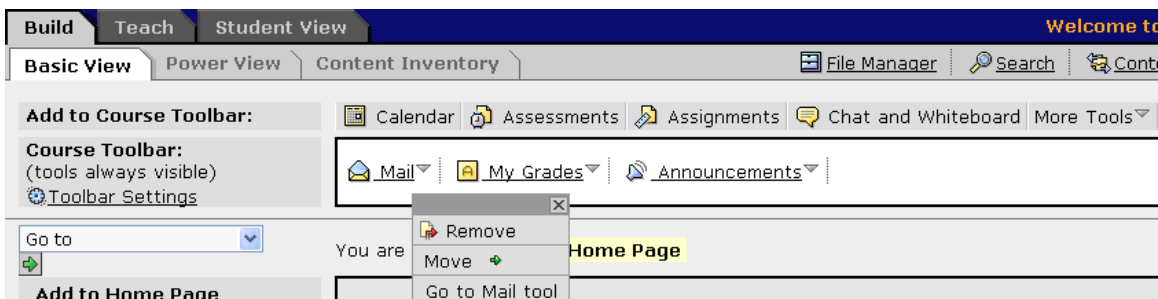
There are some tool that might be under **More Tools**. Click on More Tools to see all the tools available that can be added to the toolbar.



To Move or Remove tools –

To Move tools, from the Course toolbar, click the tool you want to move and from the menu that appears, click **Move Left or right icon** (green arrow).

To remove a tool from Toolbar, click on the tool and from the menu that opens up click **Remove**.



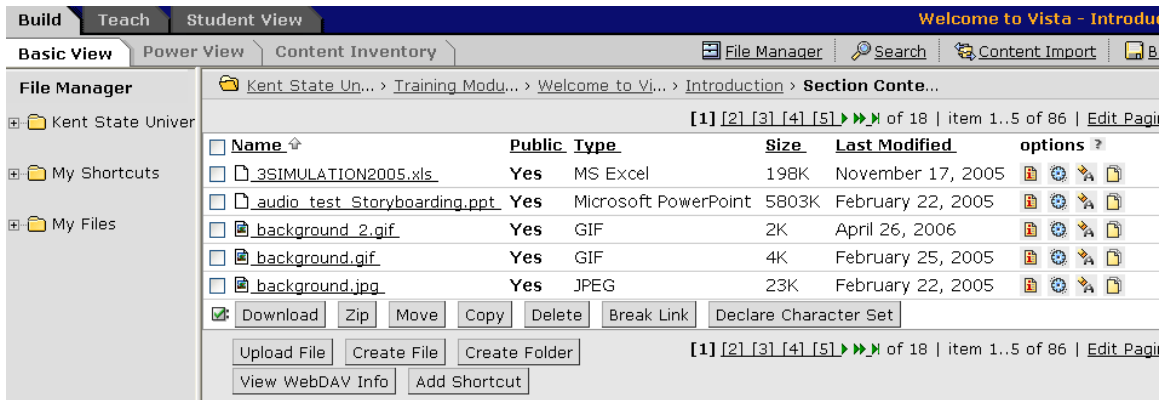
Note- Some tools cannot be added to the Homepage and if you choose to use them in the course, you **MUST** add them to the toolbar for students to access them for example, Mail, My Grades, Calendar, Announcements etc.

b. File Manager-

From the Build tab, click the File Manager.

In the File Manager, you can-

- ✓ Upload and download documents and files from or to your computer
- ✓ Create folders to organize files
- ✓ Move or copy files in folders
- ✓ Rename files
- ✓ Delete files from the File Manger

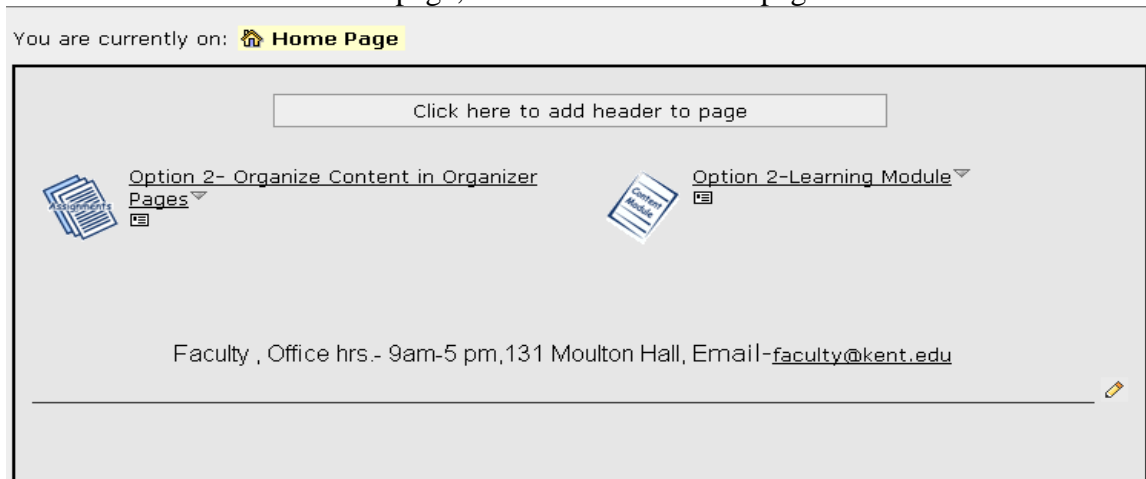


Files that are added to the File Manager do not automatically get added to the Homepage (you have to add them to the homepage, check section of Adding Content File)

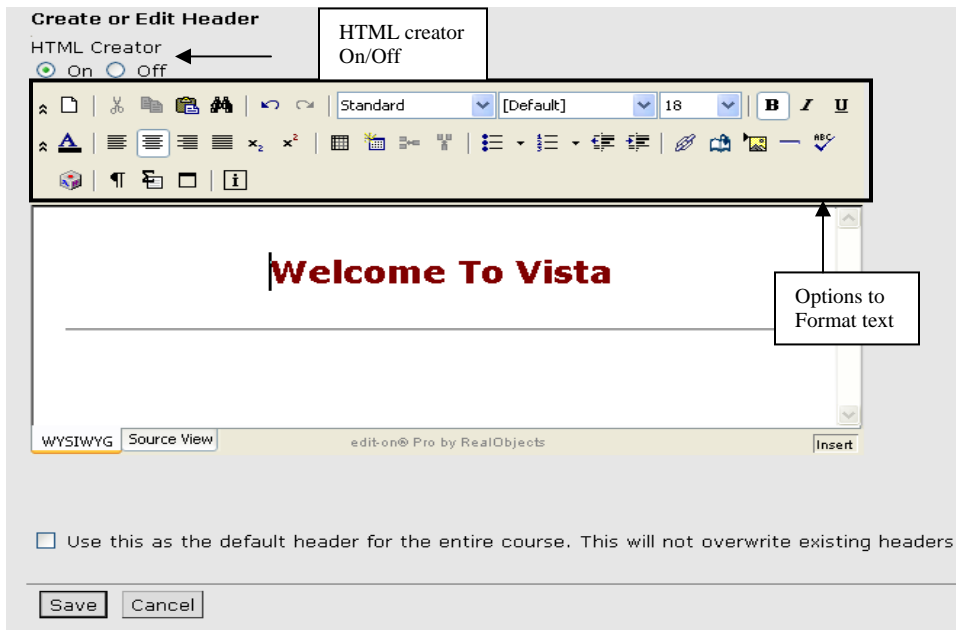
c. Homepage Header and Footer-

Headers and footers, much like banners on web pages, can be used to display welcome messages or important information on the homepage and other organizer pages which can contain plain text, images, url's etc.

To Add Header or Footer to a page, click Add a Header to page-



On the next window, if you choose you can write html codes. If not then select HTML creator **ON** (by default its set to Off).In this window you can add, format text, add url's , images etc by using option on the top of the screen.



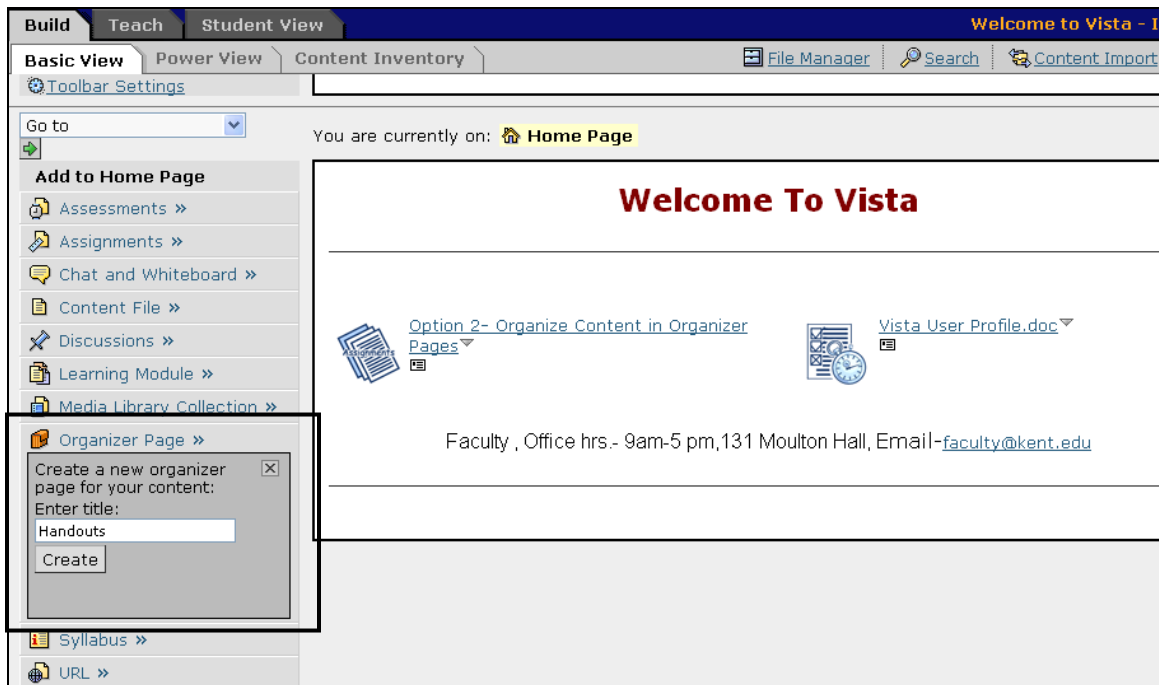
To Edit the Header or Footer, Click the Edit icon next to the header or Footer ()

d. Components-

Adding Organizer Page to Homepage-

Under *Add to Home Page* or *Add to Organizer Page*, click **Organizer Page**. The *Organizer Page* section expands.

In the *Enter title* text box, enter a name for the organizer page and click **Create**. The organizer page is added to the Home Page or organizer page.

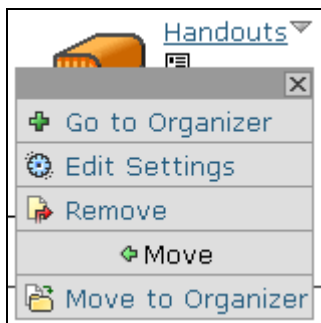


Editing Organizer Pages-

From the *Basic View* tab:

Locate the organizer page that you want to edit and click its icon or text link.

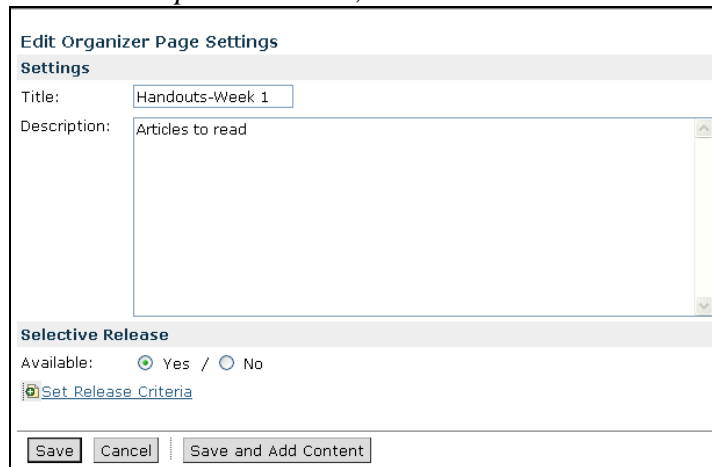
From the menu that appears, click **Edit Settings**.



The *Edit Organizer Page Settings* screen appears.

1. In the *Title* text box, edit the name of the organizer page.

2. In the *Description* text box, add or edit the link's description.



Edit Organizer Page Settings

Settings

Title:

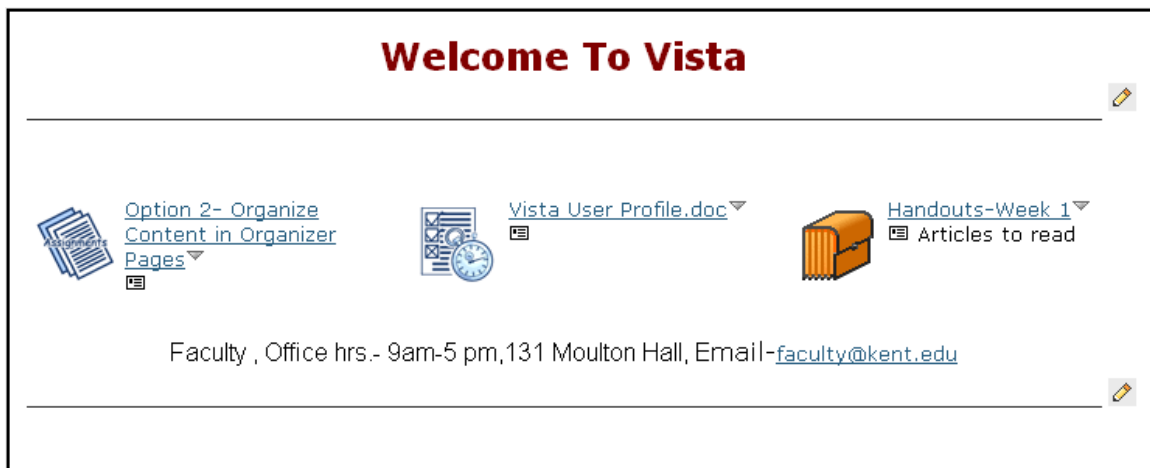
Description:

Selective Release


Available: ☒ Yes / ☐ No


[Set Release Criteria](#)


The description entered appears next to the icon on the Home Page or organizer page where the link is located.



Welcome To Vista

 [Option 2- Organize Content in Organizer Pages](#)

 [Vista User Profile.doc](#)

 [Handouts-Week 1](#)

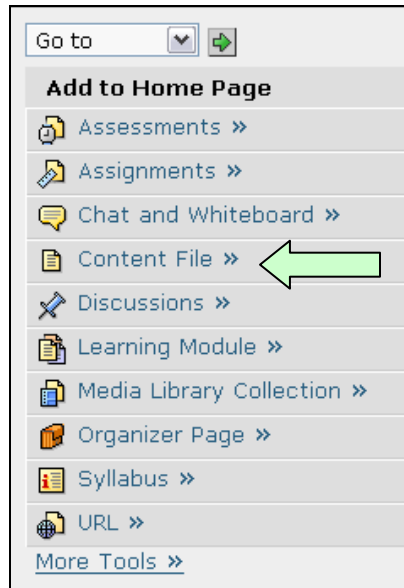
Articles to read

Faculty , Office hrs.- 9am-5 pm,131 Moulton Hall, Email-faculty@kent.edu

Adding Content Files –

Note: Make sure you have your computer configured correctly before you can upload files.

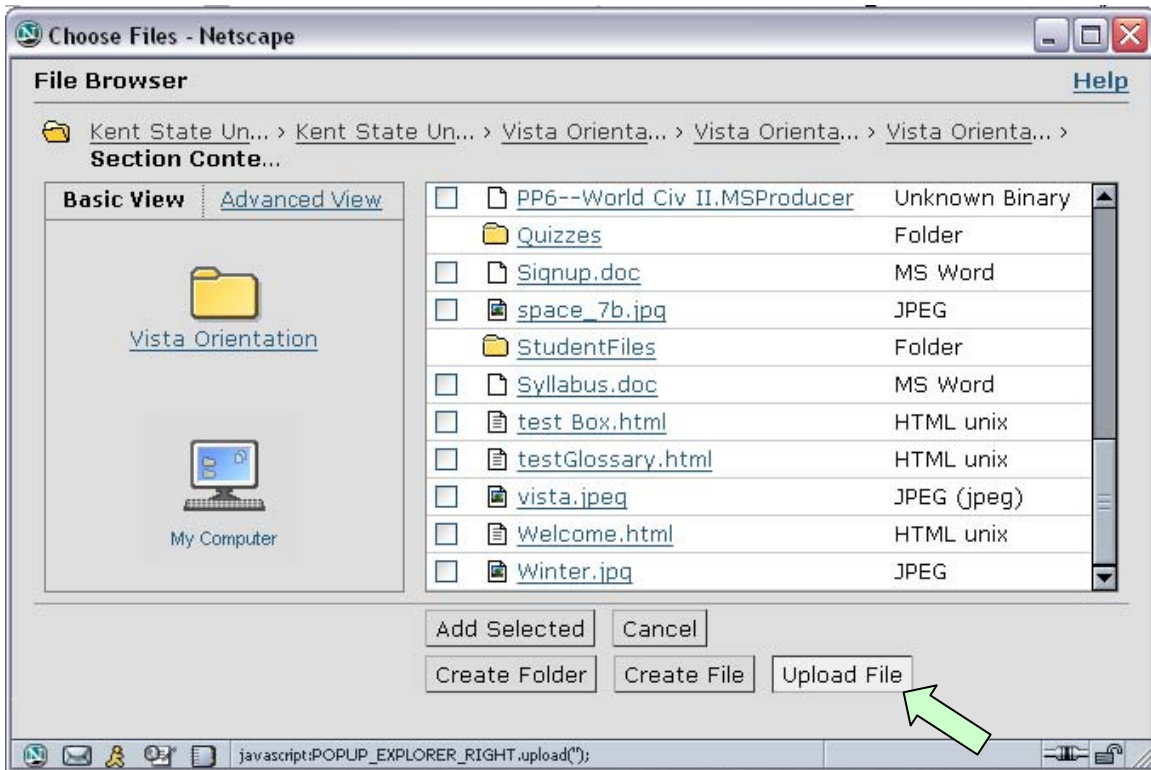
In order to add files to your course from under Add to Home Page or Add to Organizer Page, click **Content File**. The Content File section expands.



To import existing files click **Select File**. The File Browser pop-up window appears.



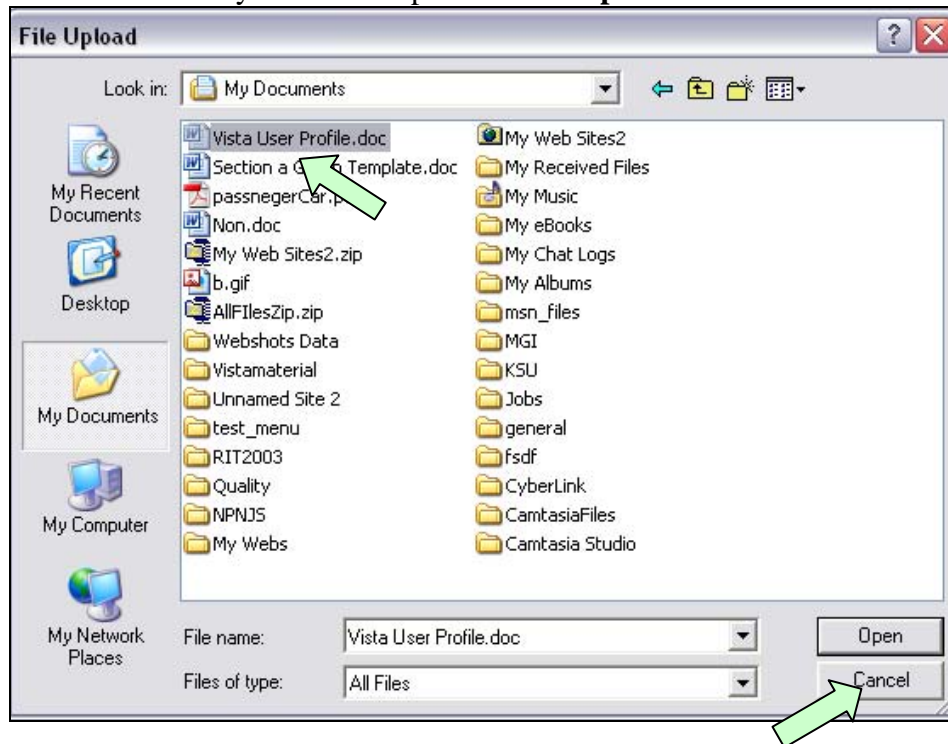
If the files you want to use have not already been uploaded to File Manager, upload them now. Click **Upload File**.



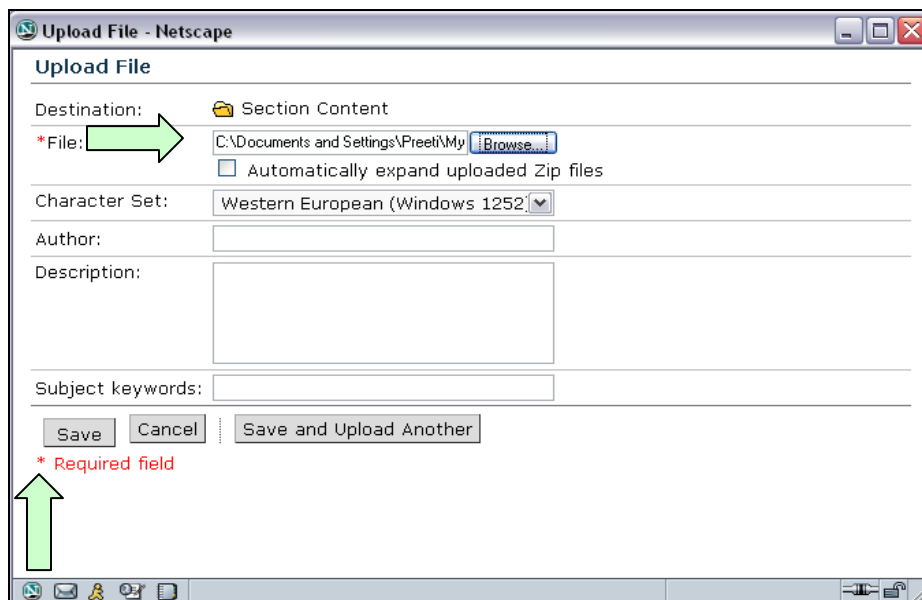
Next to File, click **Browse** to browse for the file you want to upload from your computer. Your computer's file browser appears.

The screenshot shows the 'Upload File' dialog in Netscape. The 'Destination' is set to 'Section Content'. The '* File:' field is empty, and a green arrow points to the 'Browse...' button next to it. Below this is a checkbox for 'Automatically expand uploaded Zip files'. The 'Character Set' is set to 'Western European (Windows 1252)'. The 'Author' and 'Description' fields are empty. The 'Subject keywords' field is also empty. At the bottom, there are buttons for 'Save', 'Cancel', and 'Save and Upload Another'. A red asterisk indicates that the file field is required.

Locate and select the file you want to upload. Click **Open**.

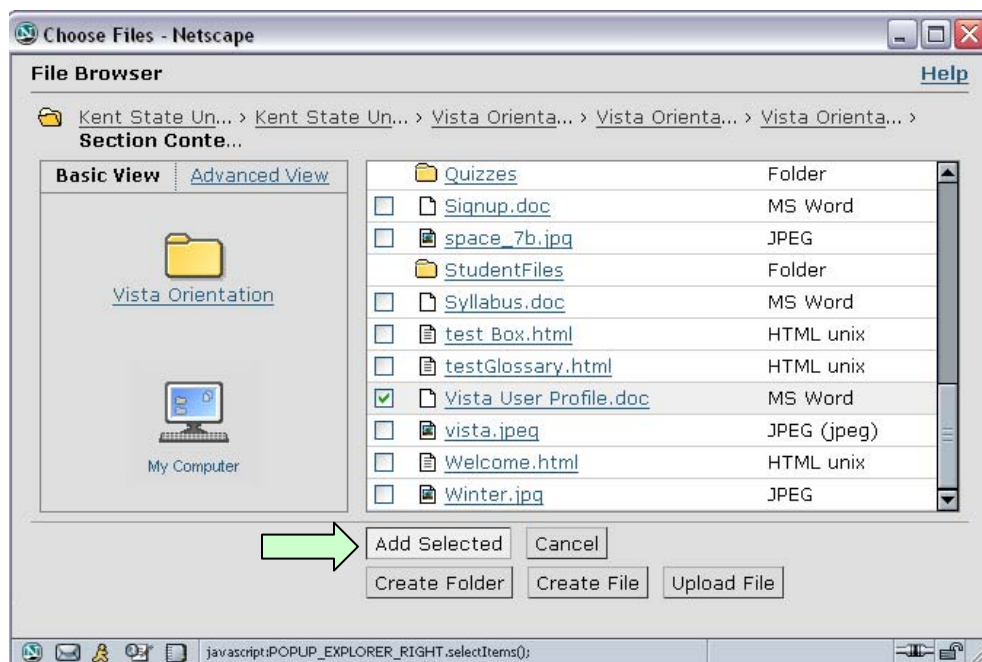


The Upload File screen appears with the path and file name in the File text box. To upload the file and then upload another to the same folder, click **Save and Upload Another** and repeat the same steps .

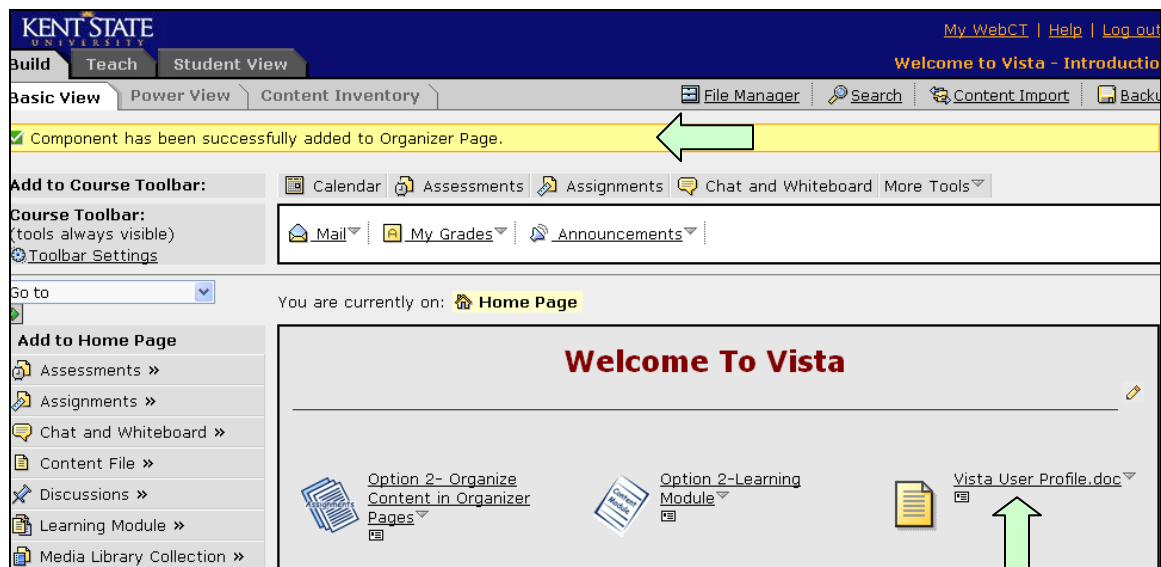


Locate and select the files by placing a check mark against the name of the file. Click **Add Selected**.

*Note: To add multiple files to the homepage at once, place a check mark next to all the filenames that you want to add and click **Add Selected**.*



The Home Page or organizer page appears and the content files are added with a confirmation message on the top of the homepage.

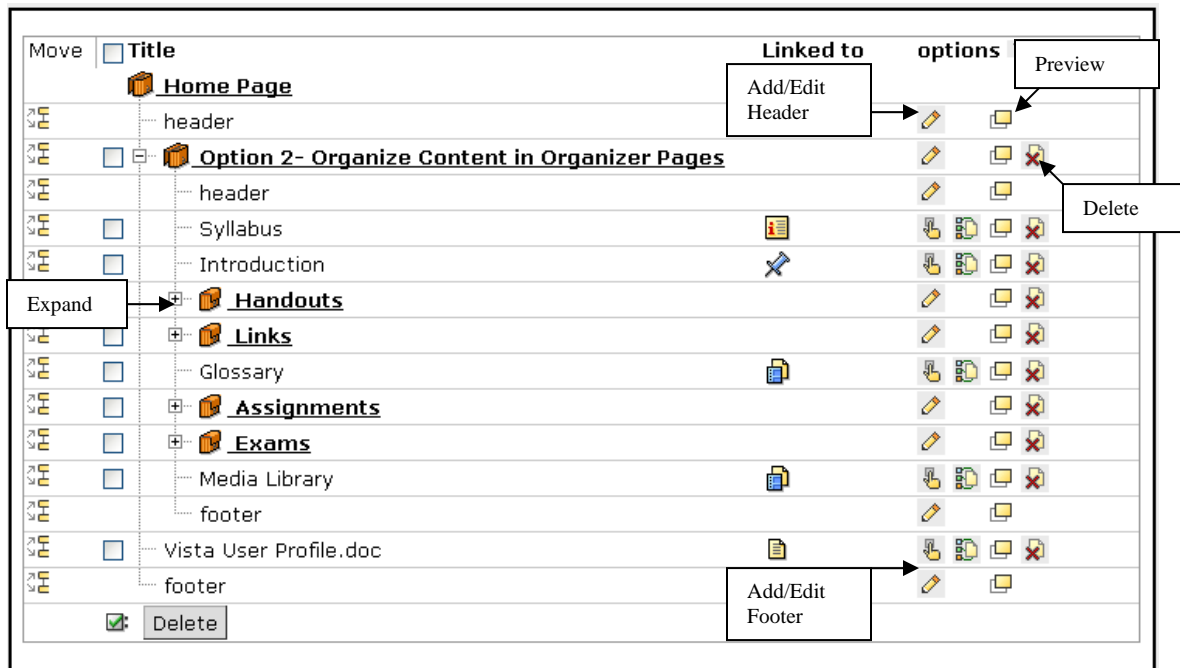



Power View Tab-

The *Power View* tab gives you a tree-like structure of the course content. It allows you to simultaneously view the contents of the Home Page and any organizer pages.

From the *Power View* tab, you can:

- Design the Home Page and organizer pages, by creating and adding components, editing components, removing components, and ordering components.
- Design the Course Toolbar by adding or removing tools, and changing the order in which tools appear.
- Access Course Customization.
- Access Selective Release Map

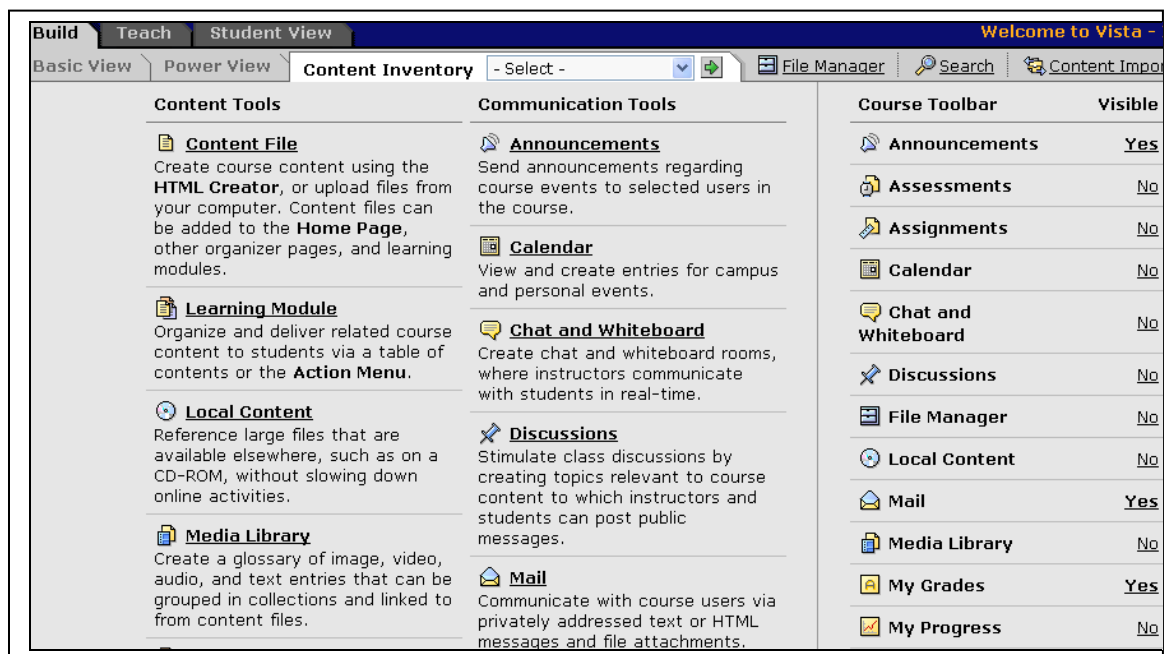


To View all the contents of the an Organizer Page or Learning Module, click Expand icon ()

The Content Inventory tab-

The *Content Inventory* tab displays all of the tools available in your course. You can click the name of the tool to access the main screen for that tool. Once in the tool, you can create components or edit and manage existing components. Some tools allow you to add the components to the Home Page or an organizer page from the tool itself.

The *Content Inventory* tab also contains a view of the Course Toolbar, where you can add and remove tools.



The right hand pane contains a list of all tools which are available to be added to the Course Toolbar and an indication of their visibility.

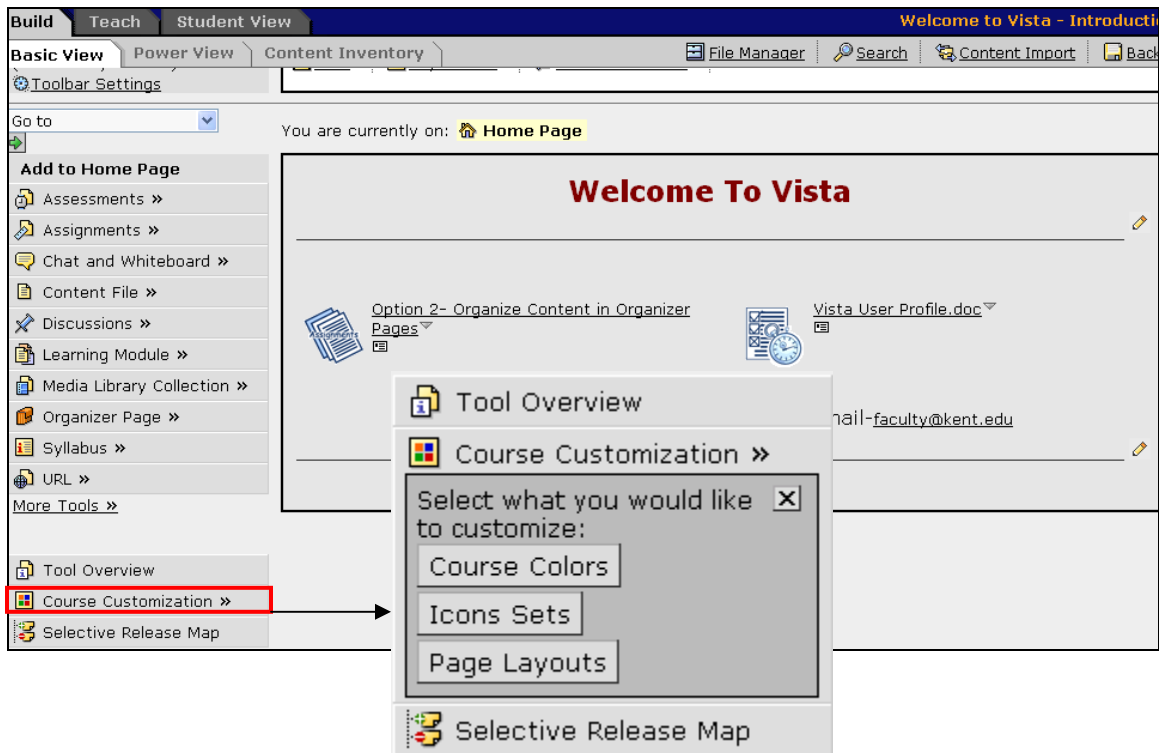
-To add a tool to the Course Toolbar, locate the tool name and under Visible, click No. It will toggle to Yes.

Course Customization

You can customize the look of your section in Vista by-

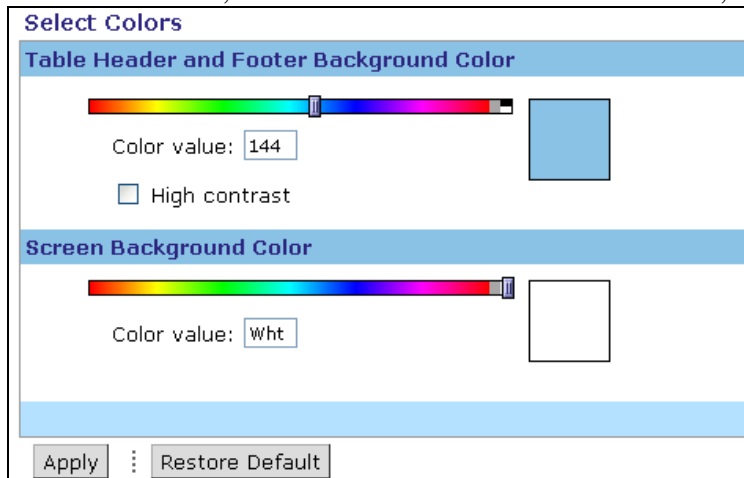
- Selecting Course colors
- Modifying icon sets
- Adjust the page layout

As a Designer you can access the Course Customization interface from Basic View or Power View.



(i) Course Colors

To Select Colors, from the Course Customization menu, select Course Colors



To change the background colors of the screen, move the slider and Click Apply.

(ii) Modifying Icon Sets

You can replace the default images or change the way icons appear (image, text or both). To modify icon sets, from the Course Customization menu, click Icon Sets.

1. If you want to use the existing icon set but replace an individual icon, under ***Current Icons Used for this Course:***
 - a. Click the icon, and from the menu that expands, click **Replace Icon**. The *File Browser* pop-up window appears.
 - b. Navigate to the folder containing the files you want to attach. For help with navigating or using any other feature on the *File Browser* pop-up window, click the **Help** link that appears in the pop-up window.
 - c. Select the file and click **Add Selected**. The icon is changed.
2. Under ***Labeling***, select whether you want content links to appear on the Home Page and organizer pages as:
 - an image with a text identifier underneath
 - an image only
 - a text identifier only
3. If you want to use a different icon set, under ***Change Icon Set for this Course***, select the style of icons that you want to use:
 - The *Photo* and *Casual* icon sets are surrounded by a white square.

(iii) Modify Page Layout

You can modify the layout of organizers by:

- Replacing icons
- Moving icons
- Adding Background images
- Changing number of columns of icons

Go to

Page Layout

Settings for Organizer: Home Page

Click the icons below to see the actions you can perform.

Option 2- Organize Content in Organizer Pages

Vista User Profile.doc

Replace Icon

Revert to Original Icon

Move Right

Choose a background image:

Browse...

Tile the image

Remove Background

Number of columns:

4

Use these settings for all organizers

Apply

1. Under **Add to Home Page**, click **Course Customization**. The *Course Customization* section expands.

Click **Page Layouts**. The *Page Layout* screen appears.

If you want to modify the layout of a different organizer page, from the *Go to* drop-down list, select the organizer page, and then click **Go**. The contents of the organizer page are displayed.

Modify the layout of the organizer as desired:

2. To replace an icon:

To replace an icon, click it, and from the menu that expands, click **Replace Icon**.

The *File Browser* pop-up window appears.

Navigate to the folder containing the files you want to attach. Select the file and click **Add Selected**. The *Page Layout* screen appears with the selected icon.

Note- If the image file is not in the File Manager, you will need to upload it from your computer. See Add Content File section for details

3. To revert to the original icon specified for the course, click the current icon, and from the menu that expands, click **Revert to Original Icon**.

To move an icon one space left or right, click it, and from the menu that expands, click either **Move Left** or **Move Right** ().

3. To add a background image:

a. Under *Choose a background image*, click **Browse**. The *File Browser* screen appears.

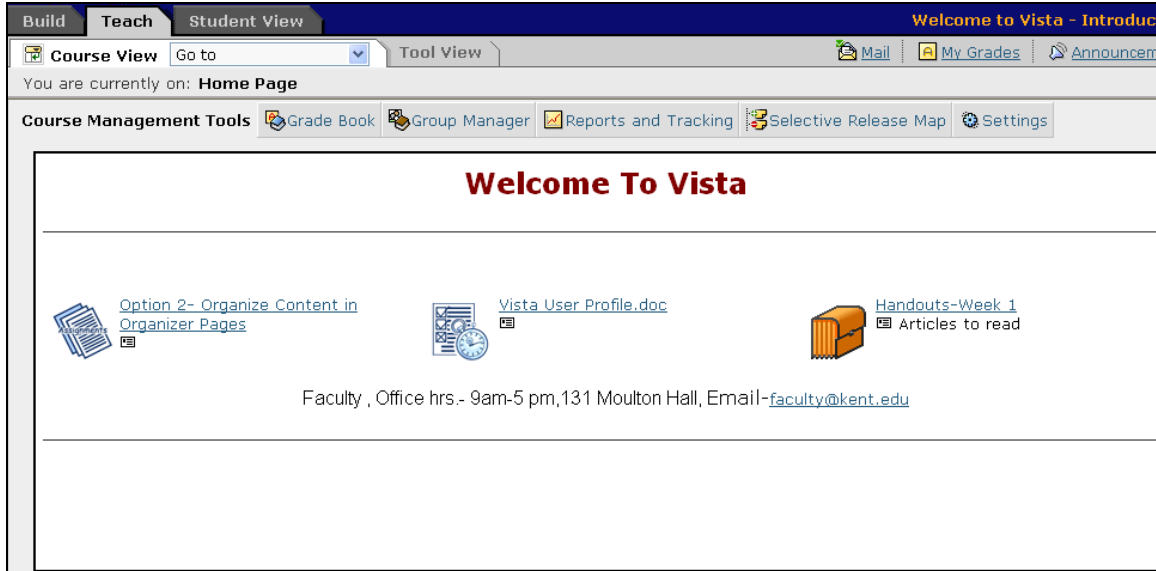
- b. Navigate to the folder containing the files you want to attach.
- c. Select the file and click **Add Selected**. The *Page Layout* screen appears with the path and file name in the text box. To repeat the image over the entire screen, select the ***Tile the image*** check box.

4. To change the number of columns:

To change the number of columns of icons, from the *Number of columns* drop-down list, select the number. Click **Apply**. The layout is modified.

Teach Tab

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



1. Gradebook-

Grade Book is a tool that Section Instructors can use to manage section members. Using the Gradebook you can –

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

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

Course View Go to Tool View

Grade Book

Grade Book

Grades Members View All Custom View SCORM Grades Create column: - Select type - Column Settings

Find Members Show All Members Reorder Columns [1] of 1 Items 1..16 of 16 Edit Page

<input type="checkbox"/>	Last Name Alphanumeric	First Name Alphanumeric	Basic Different Quiz (out of 15)	Assignment 2 Numeric (out of 100)	User Id Alphanumeric	Role Alphanumeric	Assignment 5 Alphanumeric	Midterm Calculated
<input type="checkbox"/>	Moore	Carol			cmoore3	Teaching Assist		
<input type="checkbox"/>	One	Auditor	--	--	auditor1	Auditor	--	
<input type="checkbox"/>	Palvankar	Preeti			ppalvan1	Section Instruct		
<input type="checkbox"/>	Palvankar	Preeti			ppalvan1_admin	Section Instruct		
<input type="checkbox"/>	Student	Demo			student11	Teaching Assist		
<input type="checkbox"/>		Demo	--	^56	webct_demo_23	Student	--	
<input type="checkbox"/>		Demo	--		student1	Student	--	
<input type="checkbox"/>		Demo	--		student10	Student	--	

Send Mail Export to Spreadsheet Export to SIS - Select - Grant Access Deny Access Remove

Add Members Import from Spreadsheet View Audit History

Change Column Settings

Add/Remove Members

Import/Export from Spreadsheet

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

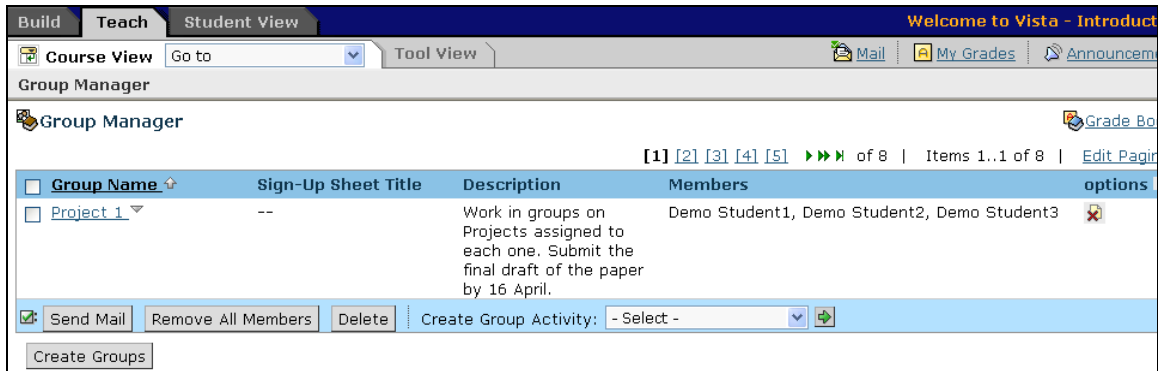
Start date: September 29, 2006 4:17 PM

End date: October 6, 2006 4:17 PM

Run Report

3. Group Manager

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

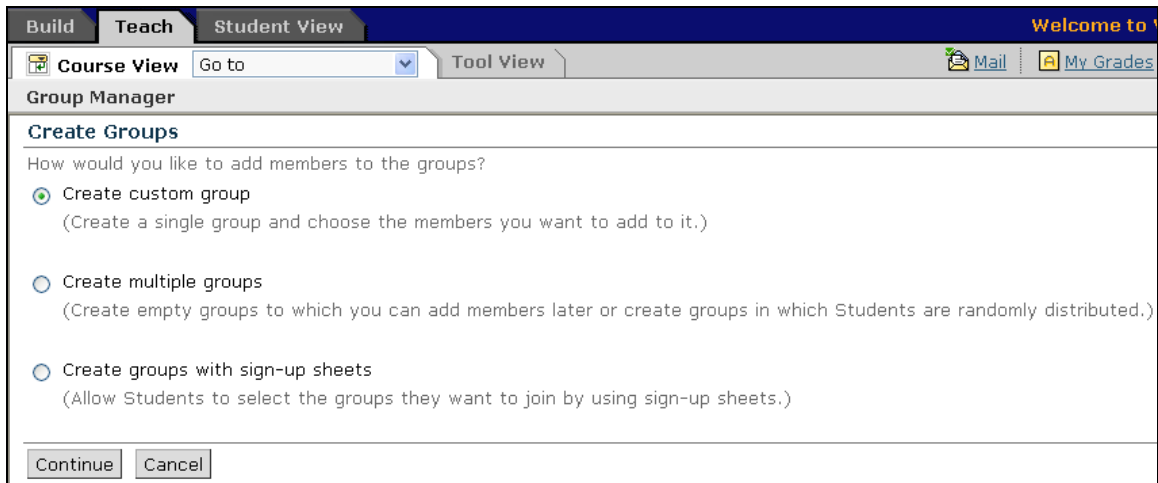


The screenshot shows the 'Group Manager' interface. At the top, there are tabs for 'Build', 'Teach', and 'Student View'. Below these is a 'Course View' section with a 'Go to' dropdown and a 'Tool View' tab. The main area is titled 'Group Manager' and contains a table with the following columns: 'Group Name', 'Sign-Up Sheet Title', 'Description', 'Members', and 'options'. The table has one row for 'Project 1' with a description about group work and three members: 'Demo Student1, Demo Student2, Demo Student3'. Below the table are buttons for 'Send Mail', 'Remove All Members', 'Delete', and a 'Create Group Activity' dropdown menu. A 'Create Groups' button is at the bottom left.

Group Name	Sign-Up Sheet Title	Description	Members	options
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

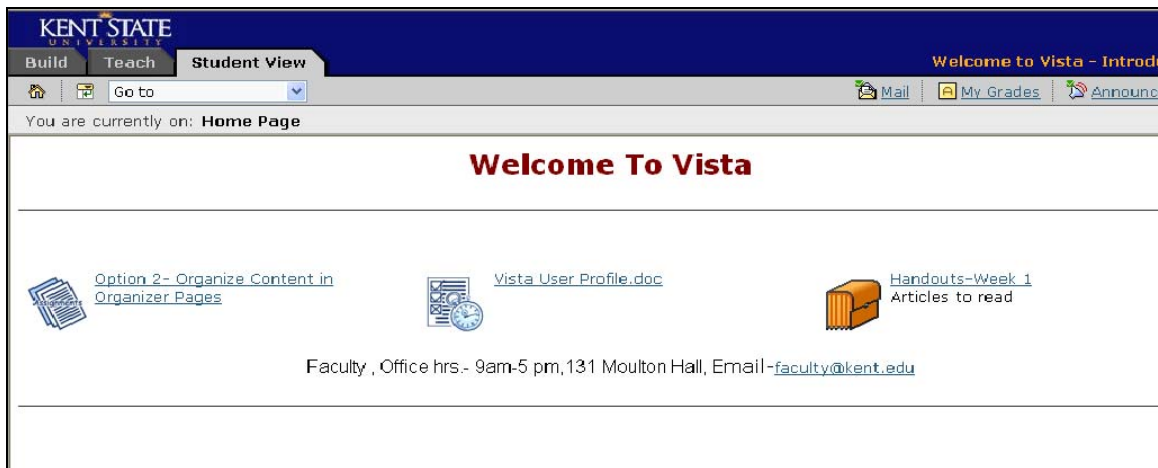


The screenshot shows the 'Create Groups' dialog box. It has a title bar with 'Build', 'Teach', and 'Student View' tabs. The main text asks 'How would you like to add members to the groups?'. There are three radio button options: 'Create custom group' (selected), 'Create multiple groups', and 'Create groups with sign-up sheets'. Each option has a brief description below it. At the bottom are 'Continue' and 'Cancel' buttons.

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.)

Student View tab



The *Student View* tab allows you to view the course as it appears to students. This gives you the opportunity to test the appearance and usability of your course.

When you first access the *Student View* tab, you are taken to the student view of the Home Page. From there, you can access the student view of all of the components that have been added to the Home Page or to the student view of the tools that have been added to the Course Toolbar.

When a course is created, a demo student is automatically created, assigned a default user name, and added to the course (which appears in the Gradebook as Demo Student). When you access components or tools from the *Student View* tab, WebCT automatically recognizes you as the demo student, allowing you to use the tool or component as a student.