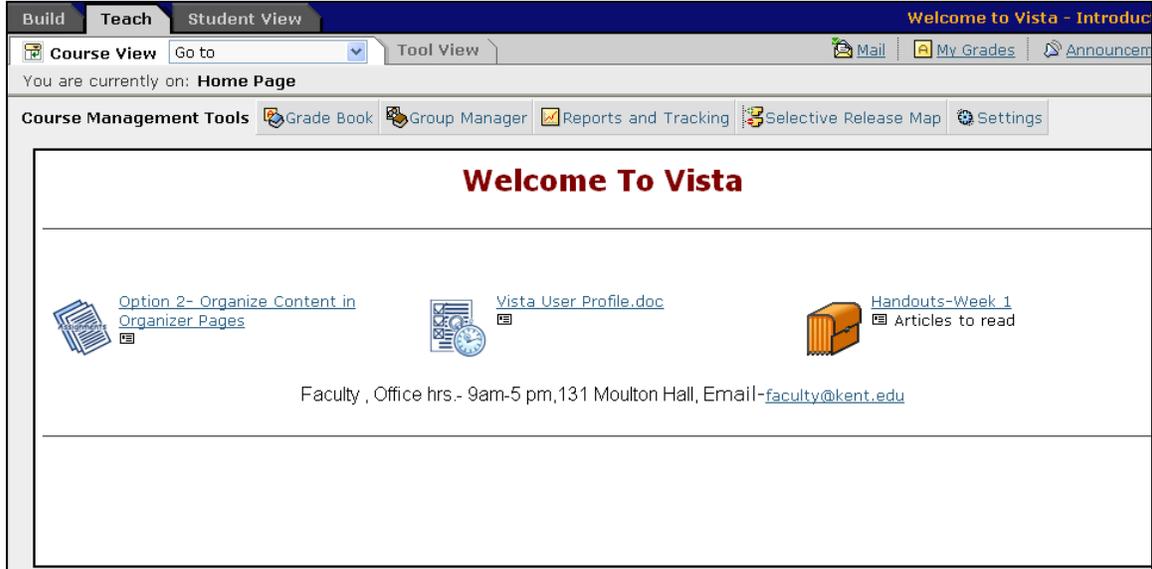


# Getting Started Teaching with Vista

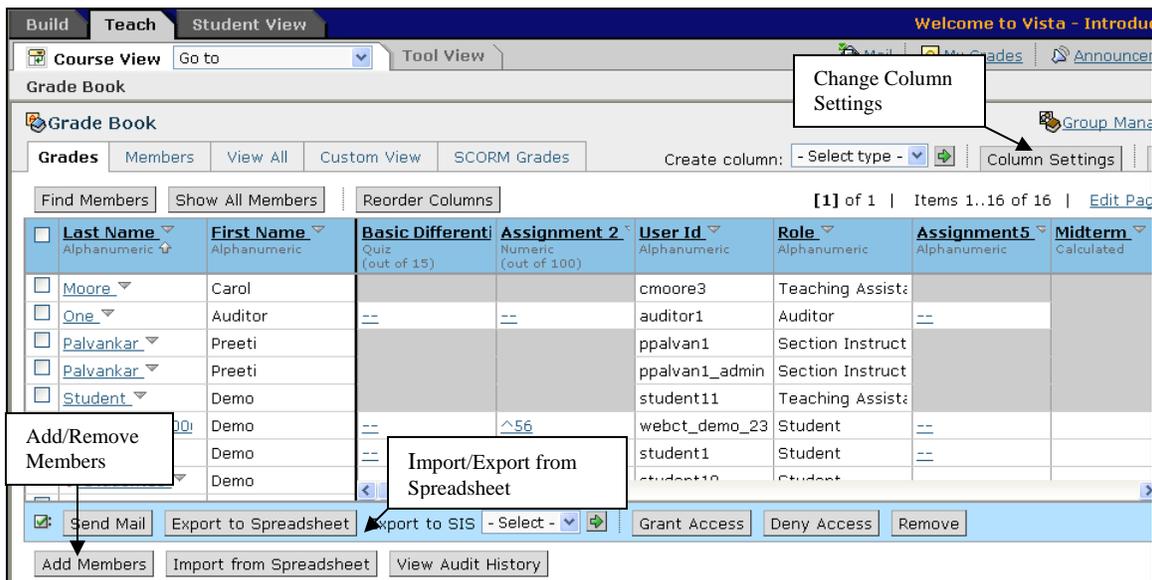
The *Teach* tab is where you interact with Students and manage your course.



## 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 - Introduct

Course View Go to  Tool View   

Group Manager

 **Group Manager** 

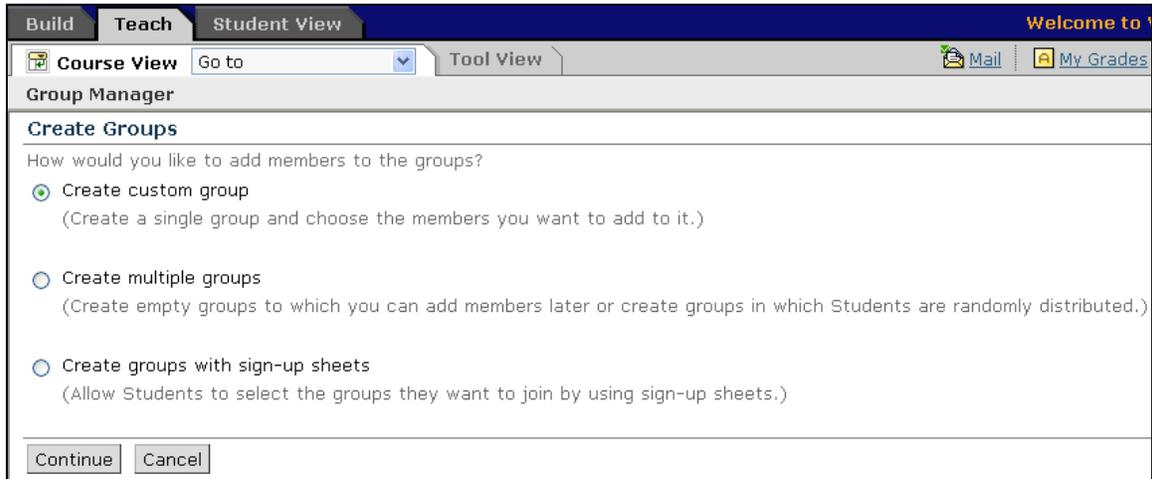
[1] [2] [3] [4] [5] >>> of 8 | Items 1..1 of 8 | [Edit Page](#)

<input type="checkbox"/> <b>Group Name</b>	<b>Sign-Up Sheet Title</b>	<b>Description</b>	<b>Members</b>	<b>options</b>
<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	

Create Group Activity:  

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 the text "Build", "Teach", and "Student View". On the right side of the header, it says "Welcome to". Below the header is a navigation bar with "Course View" (with a small icon), "Go to" (with a dropdown arrow), and "Tool View". To the right of the navigation bar are icons for "Mail" and "My Grades". The main content area is titled "Group Manager" and has a sub-header "Create Groups". Below this, the text asks "How would you like to add members to the groups?". There are three radio button options: "Create custom group" (which is selected), "Create multiple groups", and "Create groups with sign-up sheets". Each option has a brief description in parentheses. At the bottom of the form are two buttons: "Continue" and "Cancel".