KENT STATE UNIVERSITY

Welcome to Vista

First time with Vista?

This document will help get you started with your Vista online experience by answering your questions about how to request your online course and roster, how to access your course, make sure your computer is configured properly, and introduce you to some commonly used tools.

How do I request a Course and Roster?

Vista is the newest version of WebCT that we are now using at Kent State University. To request a course go to: http://vistahelp.kent.edu/ and choose the link *Faculty – Request a Course*.

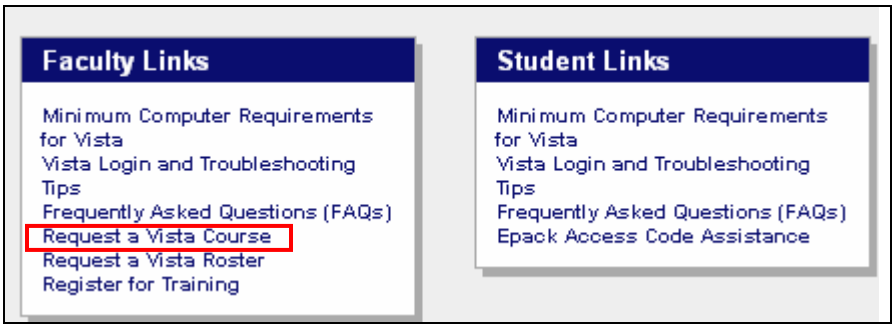
If you would like more information, contact the help desk at 2 – 4357 (HELP) or the Vista Administrator, Preeti Palvankar at 2-1928.

How do I upload my class roster?

To request a course go to: http://vistahelp.kent.edu/) and choose the link *Faculty – Request a Roster*.

OR

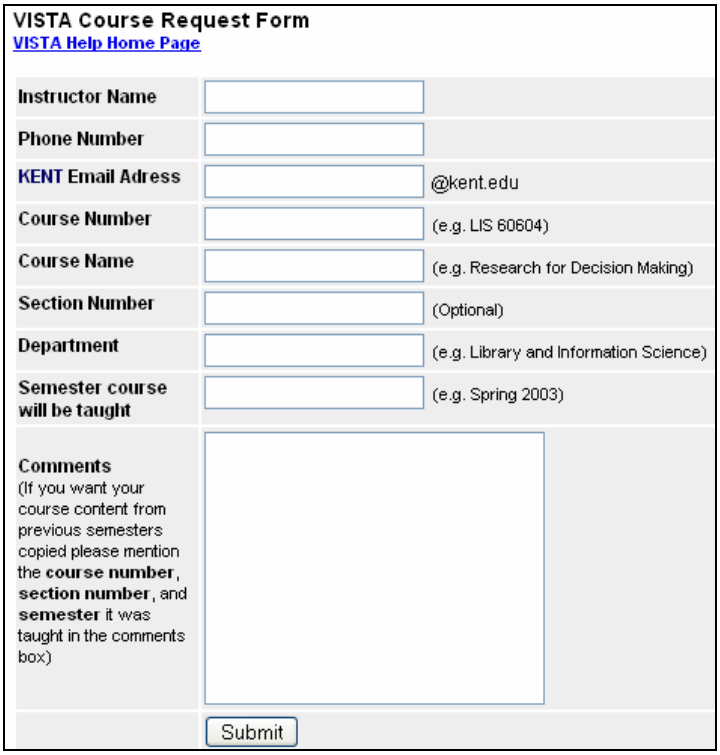
Select **Request a Vista Course** from the Vista log in page (https://vista.kent.edu)



Use this form to-

1. Request a fresh blank course

2. Re-use content from a previous semester in this semester -fill out the course request form and mention the course/section no. and semester of the section you need content copied from in the comment field.



VISTA Course Request Form

VISTA Help Home Page

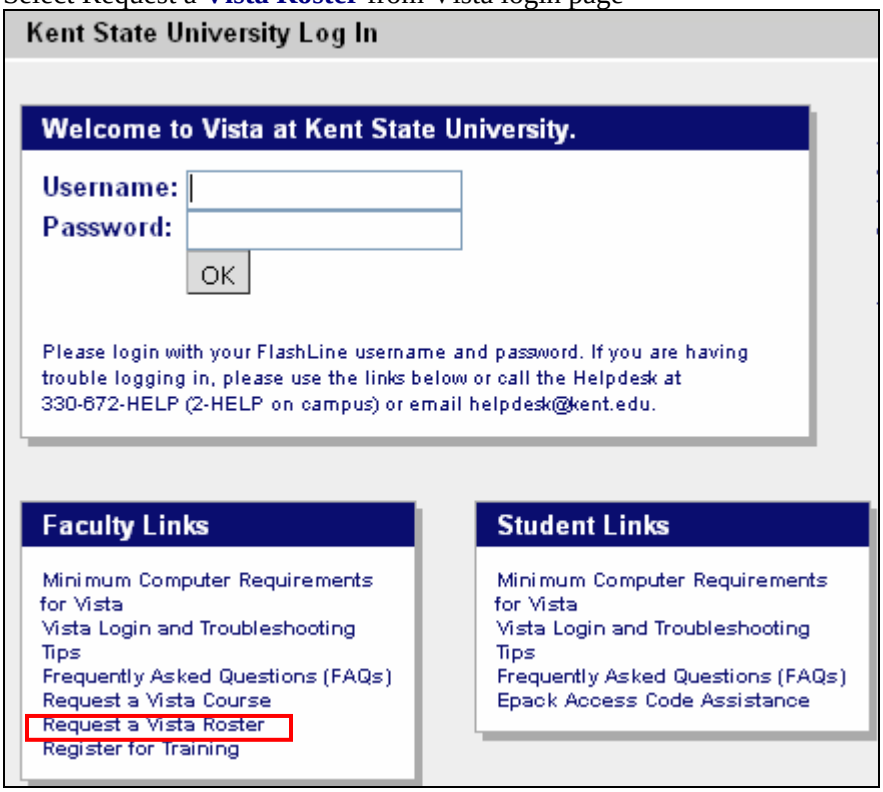
Instructor Name		
Phone Number		
KENT Email Adress		@kent.edu
Course Number		(e.g. LIS 60604)
Course Name		(e.g. Research for Decision Making)
Section Number		(Optional)
Department		(e.g. Library and Information Science)
Semester course will be taught		(e.g. Spring 2003)
Comments (If you want your course content from previous semesters copied please mention the **course number**, **section number**, and **semester** it was taught in the comments box)		
	Submit	

Request Roster

http://vistahelp.kent.edu/ (and Click Request Roster)

OR

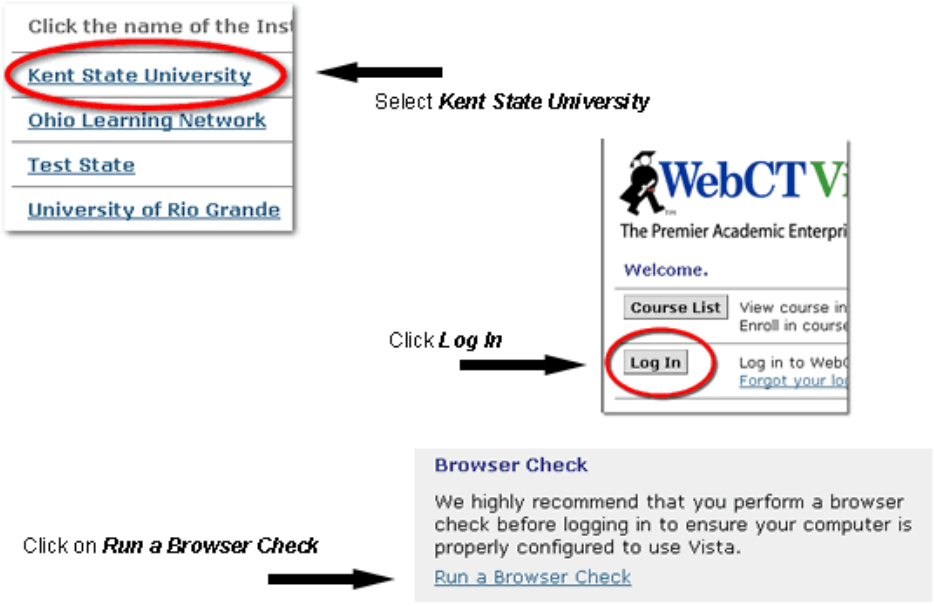
Select Request a **Vista Roster** from Vista login page



How do I access Vista?

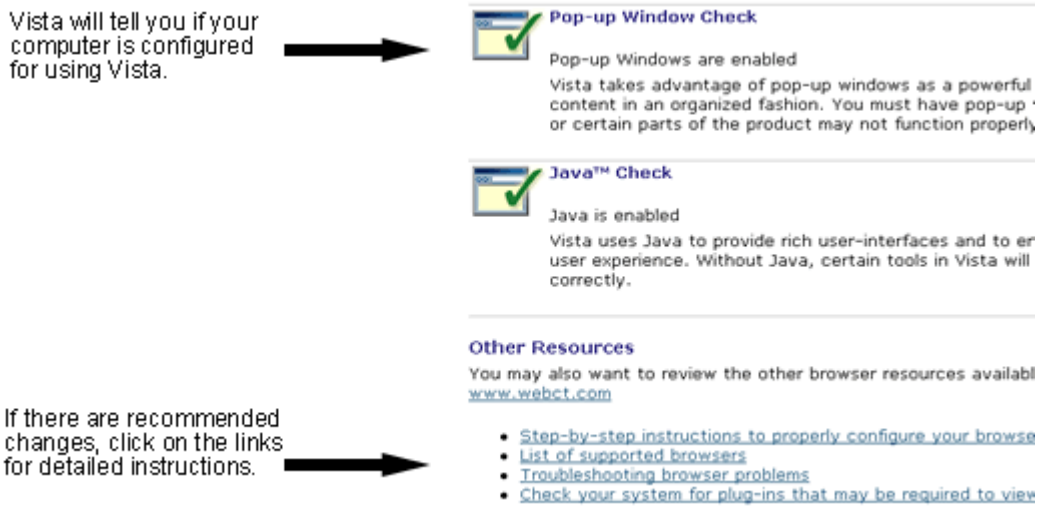
Vista may be accessed from Flashline or directly from: https://vista.kent.edu.

Logging In:
URL: https://vista.kent.edu.

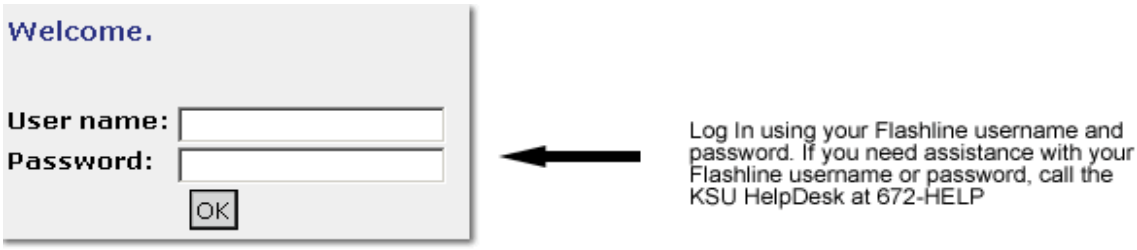


How do I know if my computer is configured?

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.



Continue Logging In:





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

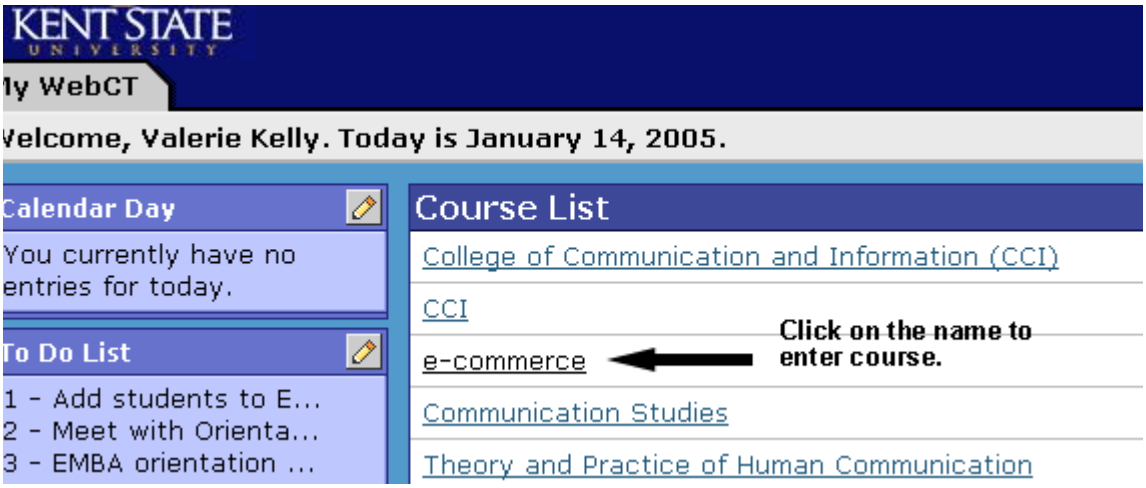
Note: When My WebCT first loads, your browser may require your acceptance of the java security certificate. If you press on any links or buttons in My WebCT before the security certificate window is finished loading or before acceptance has been established, your WebCT session will end in error and you may be required to manually end and restart your browser application.

If you receive a pop-up warning:



How do I open a Vista course?

After logging in, the ***My WebCT*** page will open. Classes that you have requested will be displayed under **Course List**. Click on your course name to enter the class.

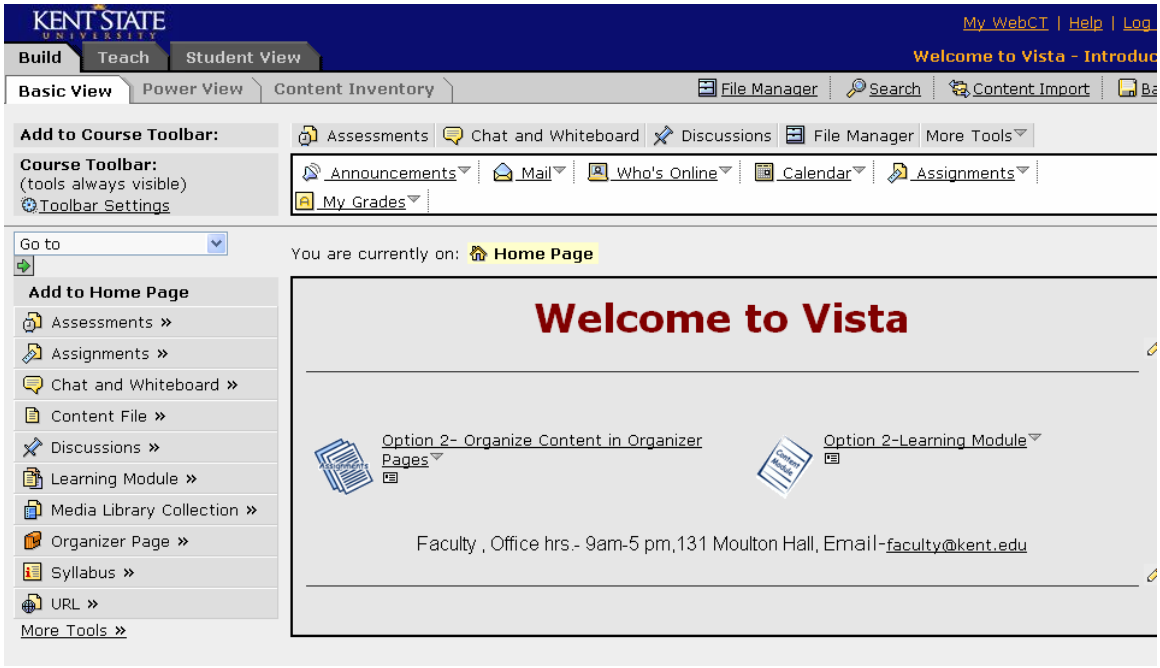


Building and teaching with a Vista course

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

Build Tab

The Basic View

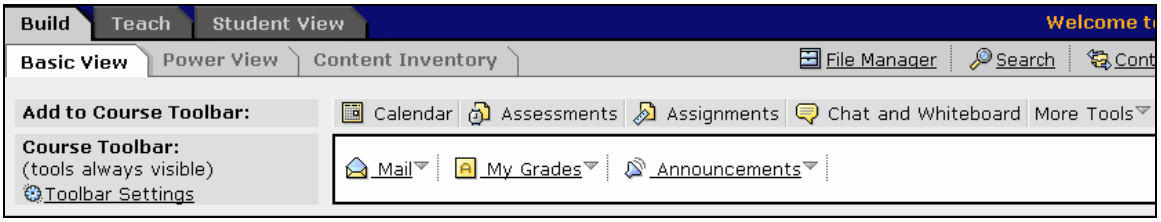


The Basic View contains –

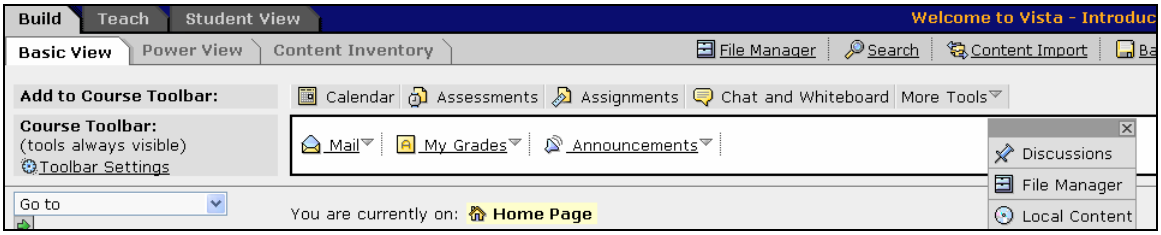
- File Manager- To store all the files in the course
- Course Toolbar- Tools that can be added to tool bar
- Add to Homepage – Tools and components that can be added to Homepage
- Homepage- Add Tools, Files that will be accessible to students

a. The Course Toolbar-

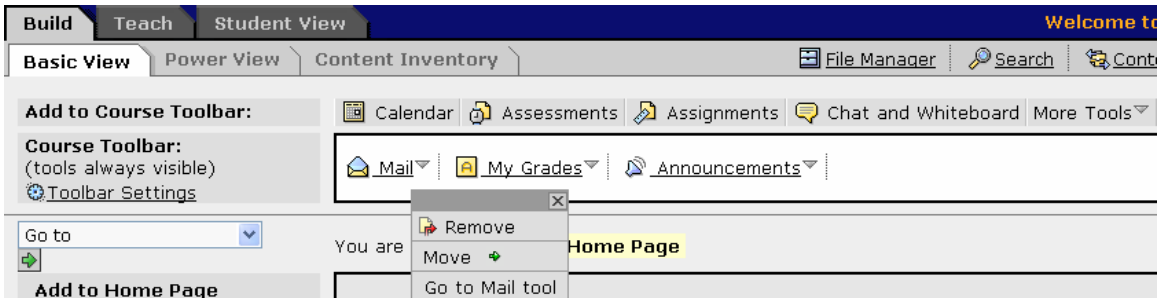
You can select which tools to be added to the course tool bar from Add to Course Toolbar. To add tools, next to Add to Course toolbar, click the tool name. The tool is added to the toolbar.



There are some tools 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 on the Course toolbar, click the tool you want to move and from the drop-down menu, click **Move Left or right icon** (green arrow).
To remove a tool from Toolbar, click on the tool and from the drop-down menu click **Remove.**



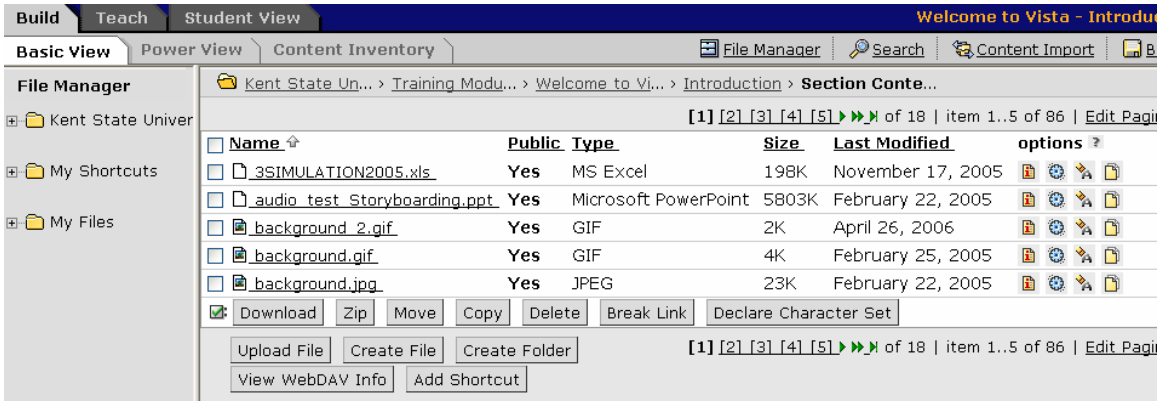
Note- Some tools cannot be added to the Homepage and if you choose to use them in the course, you MUST add them to the toolbar for students to access them for example, Mail, My Grades, Calendar, Announcements etc.

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

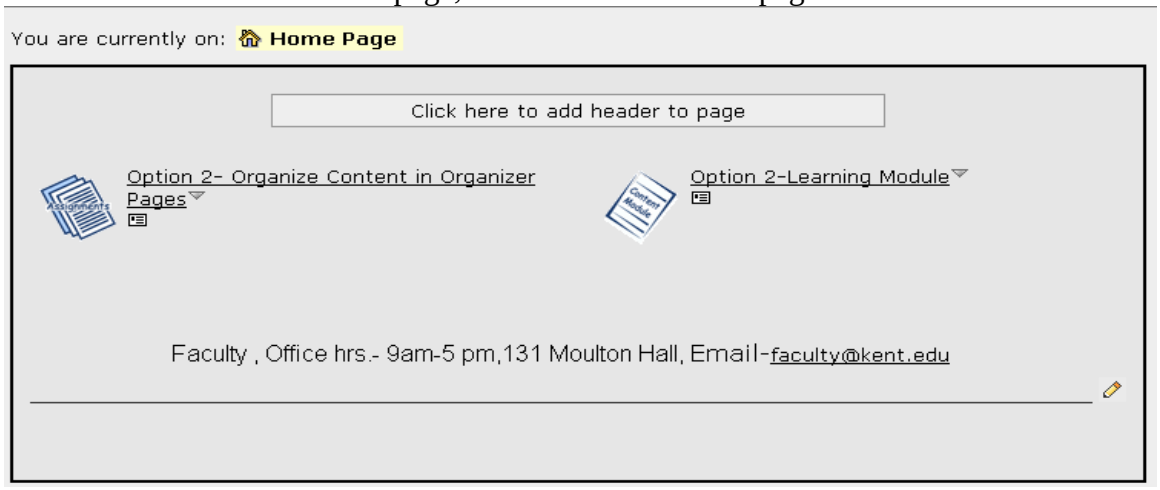


Files that are added to the File Manager do not automatically get added to the Homepage (you have to add them to the homepage, check section of Adding Content File)

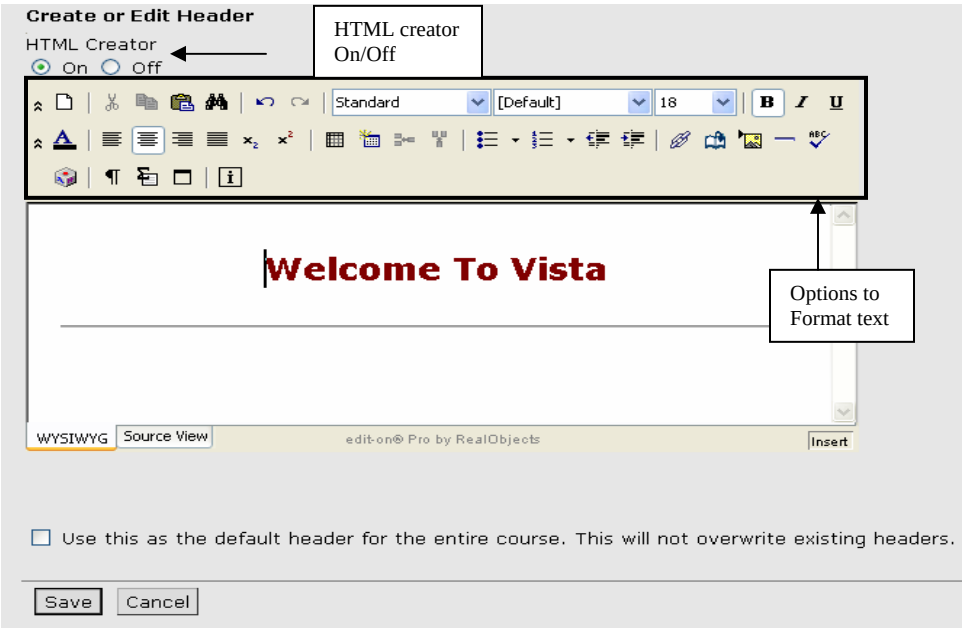
c. Homepage
Header and Footer-

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.



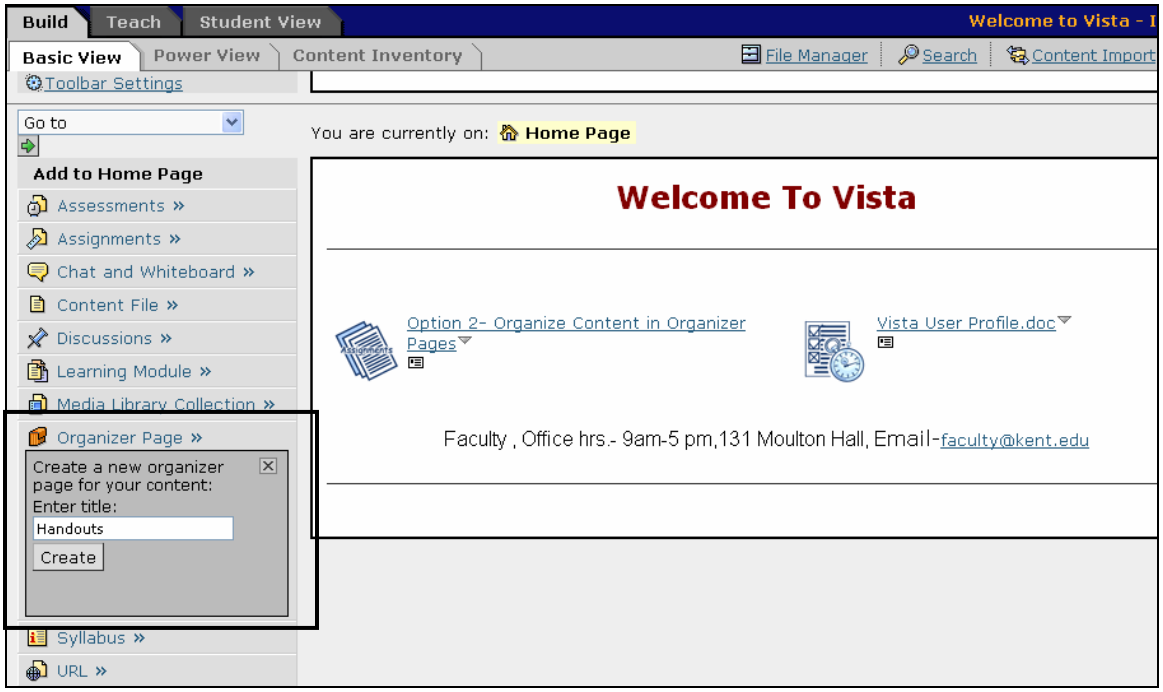
To Edit the Header or Footer, Click the Edit icon next to the header or Footer ()

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.

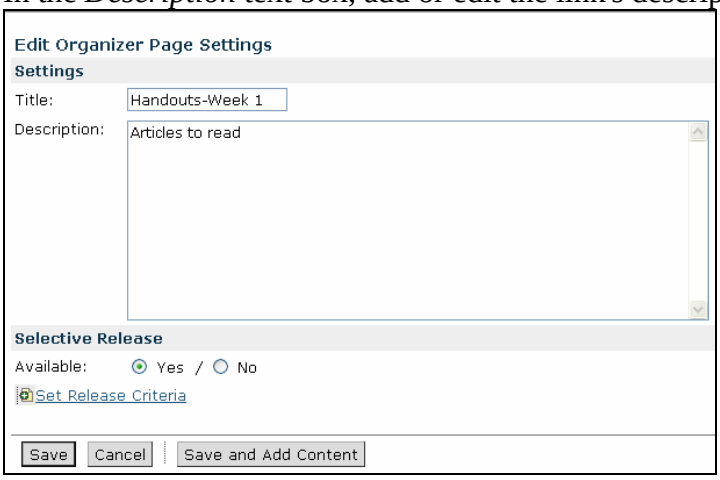
From the menu that appears, click **Edit Settings**.



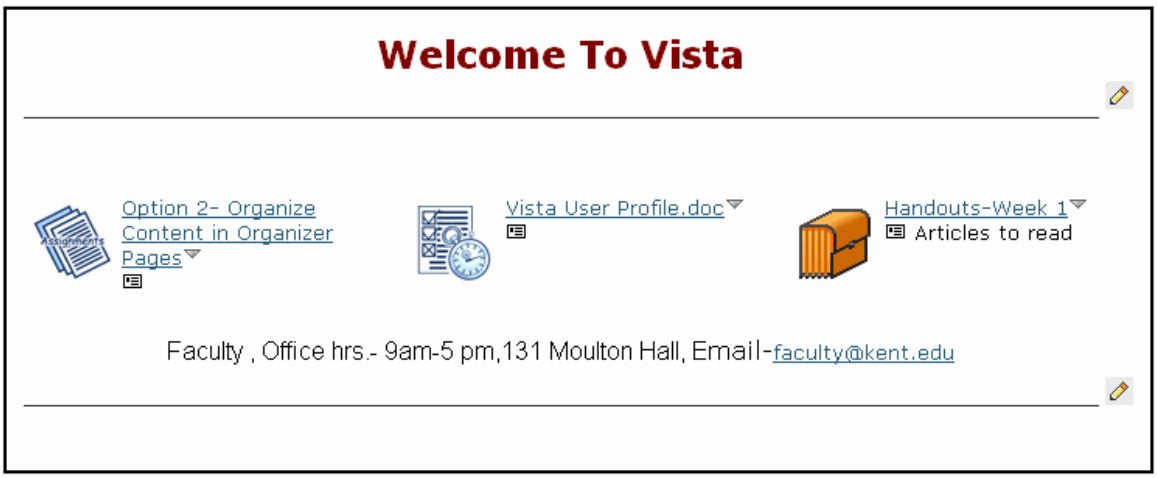
The *Edit Organizer Page Settings* screen appears.

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.

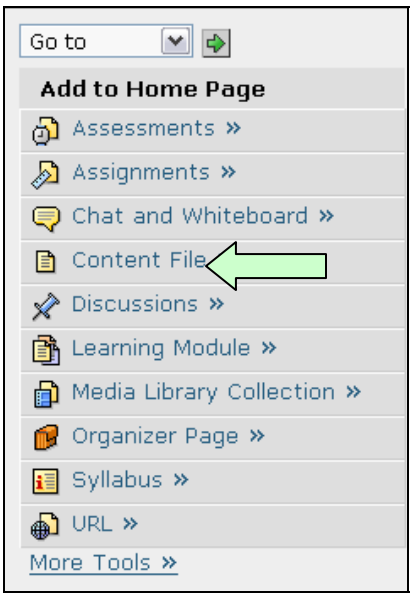


The description entered appears next to the icon on the Home Page or organizer page where the link is located.

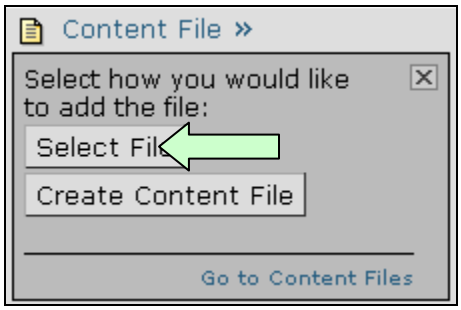


Adding Content Files –

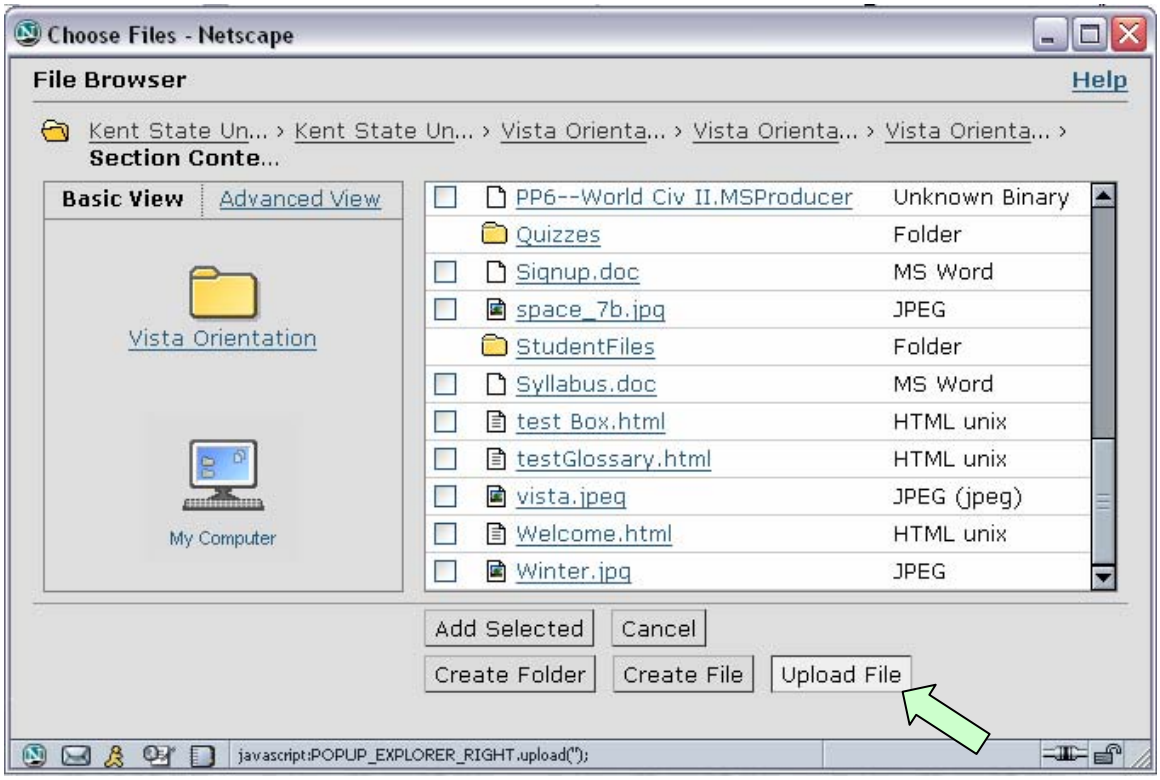
Note: Make sure you have your computer configured correctly before you can upload files.
In order to add files to your course from under Add to Home Page or Add to Organizer Page, click **Content File**. The Content File section expands.



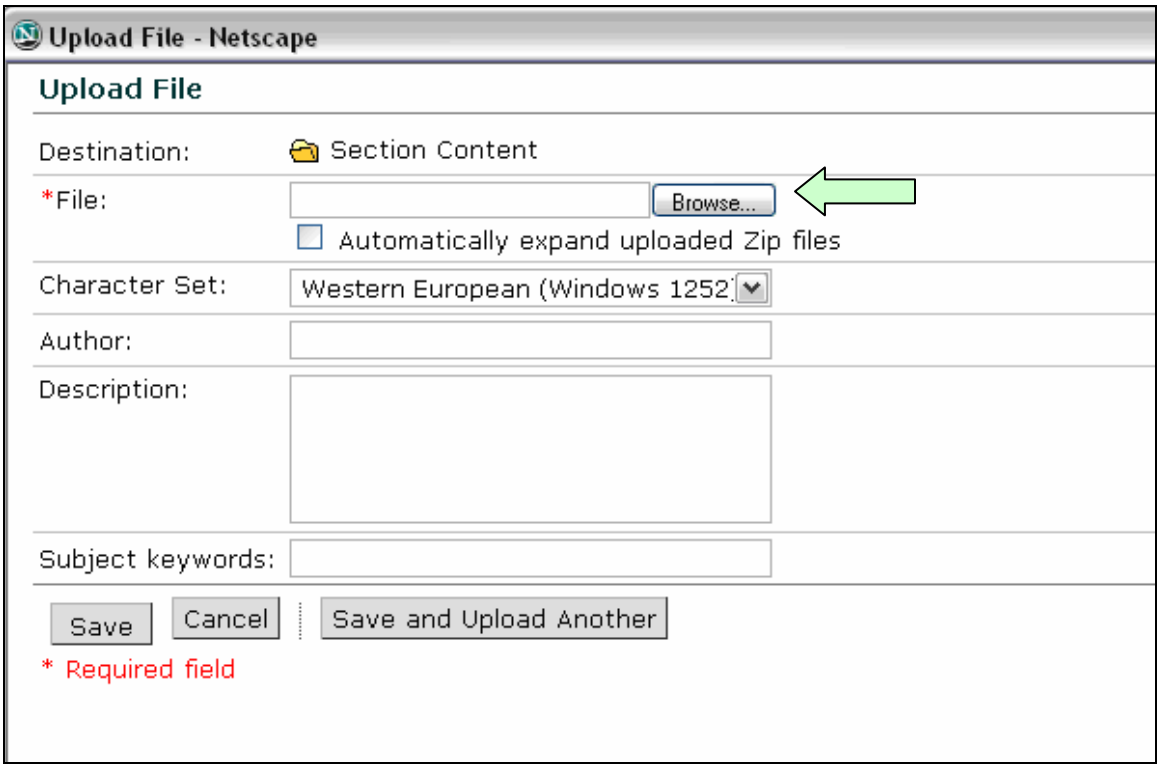
To import existing files click **Select File.** The File Browser pop-up window appears.



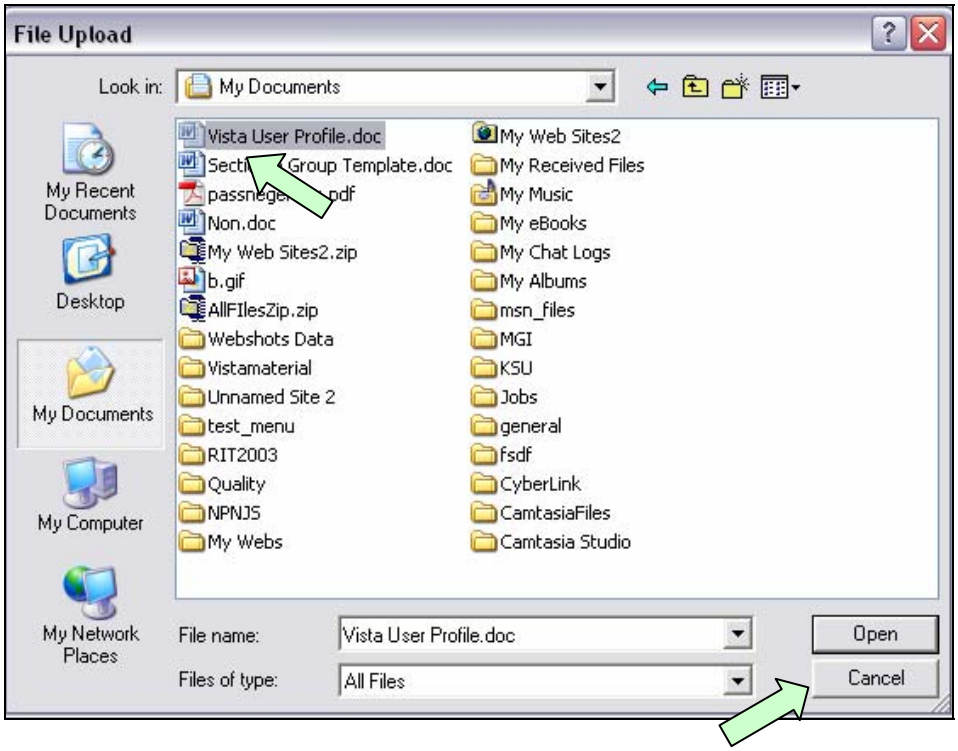
If the files you want to use have not already been uploaded to File Manager, upload them now. Click **Upload File**.



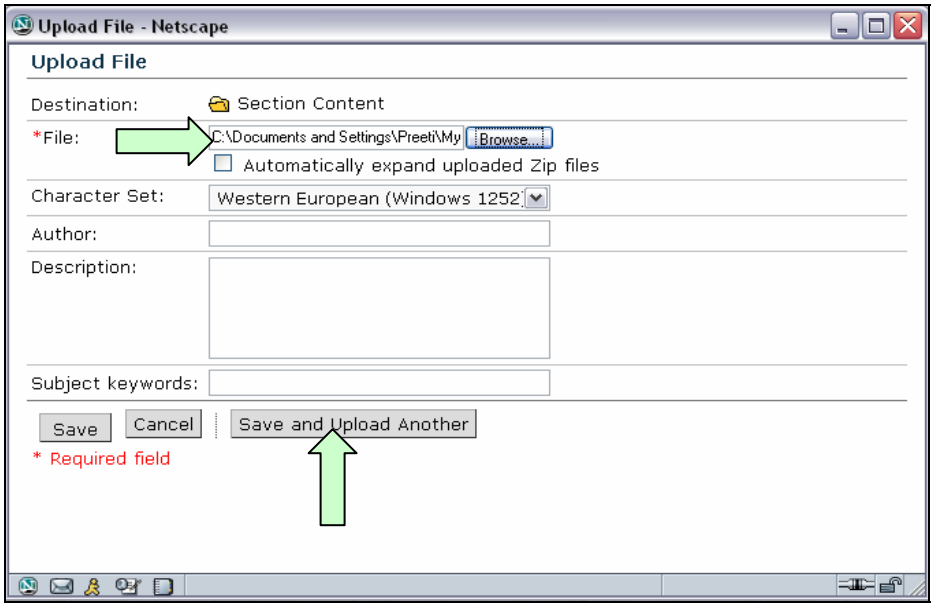
Next to File, click **Browse** to browse for the file you want to upload from your computer. Your computer's file browser appears.



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

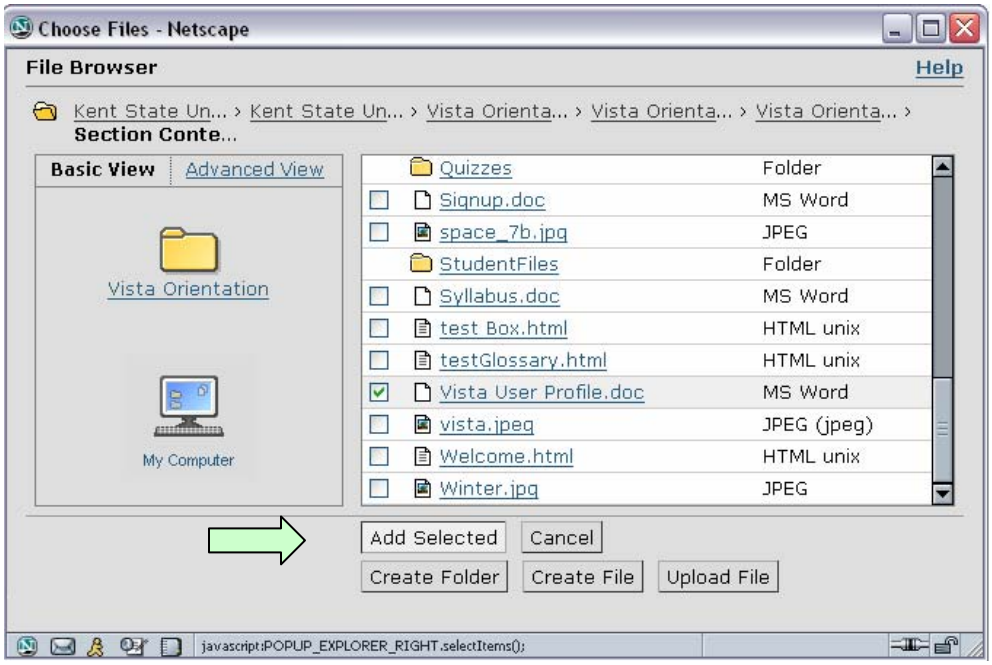


The Upload File screen appears with the path and file name in the File text box.To upload the file and then upload another to the same folder, click **Save and Upload Another** and repeat the same steps .

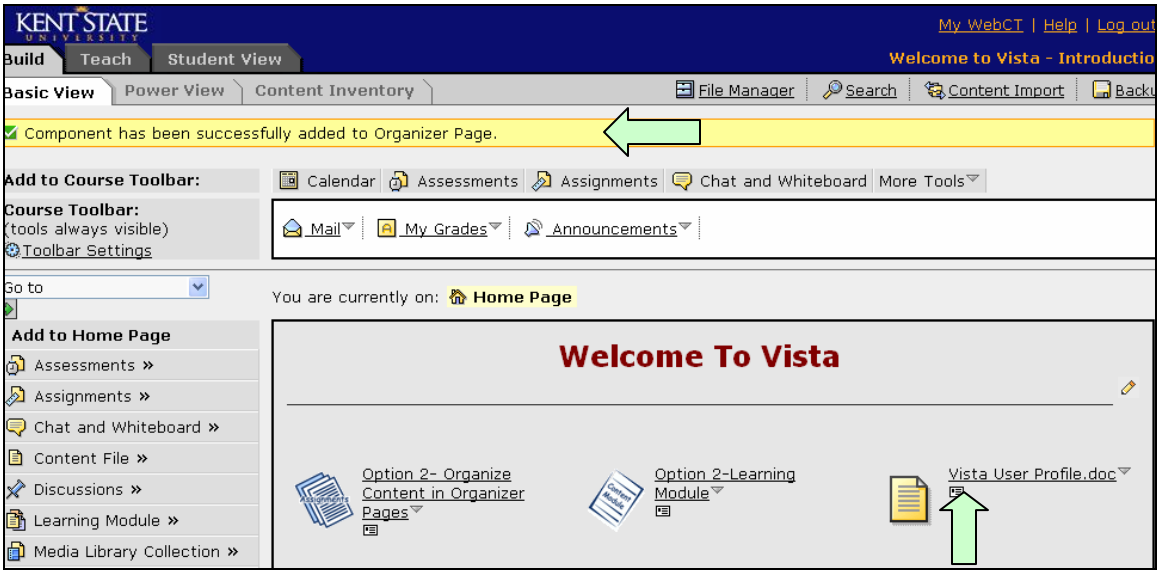


Locate and select the files by placing a check mark against the name of the file. Click Add Selected.

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.

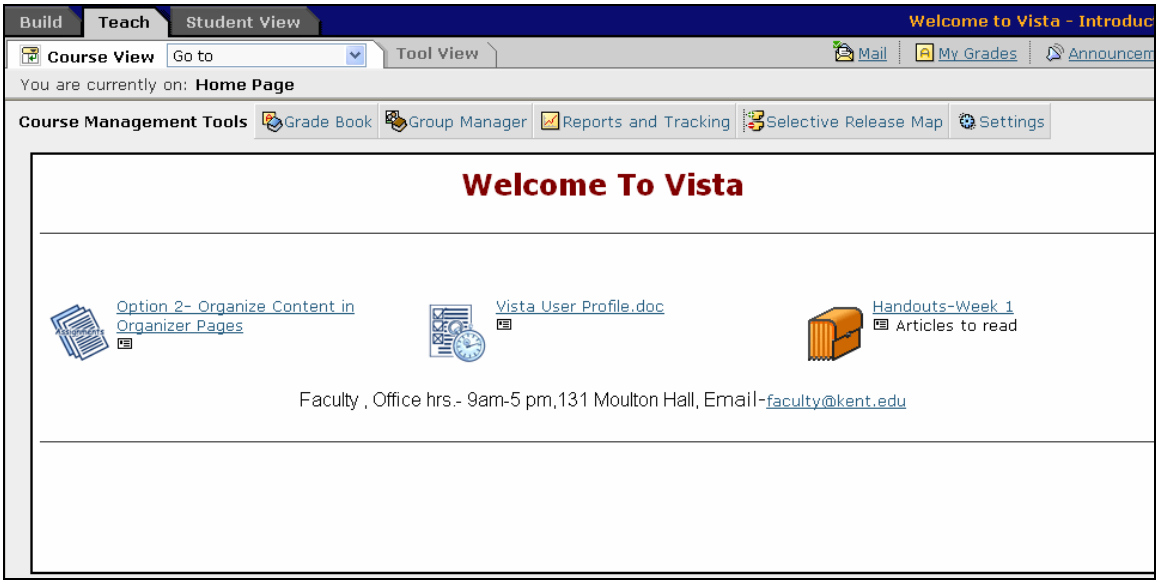


The Home Page or organizer page appears and the content files are added with a confirmation message on the top of the homepage.



Teach Tab

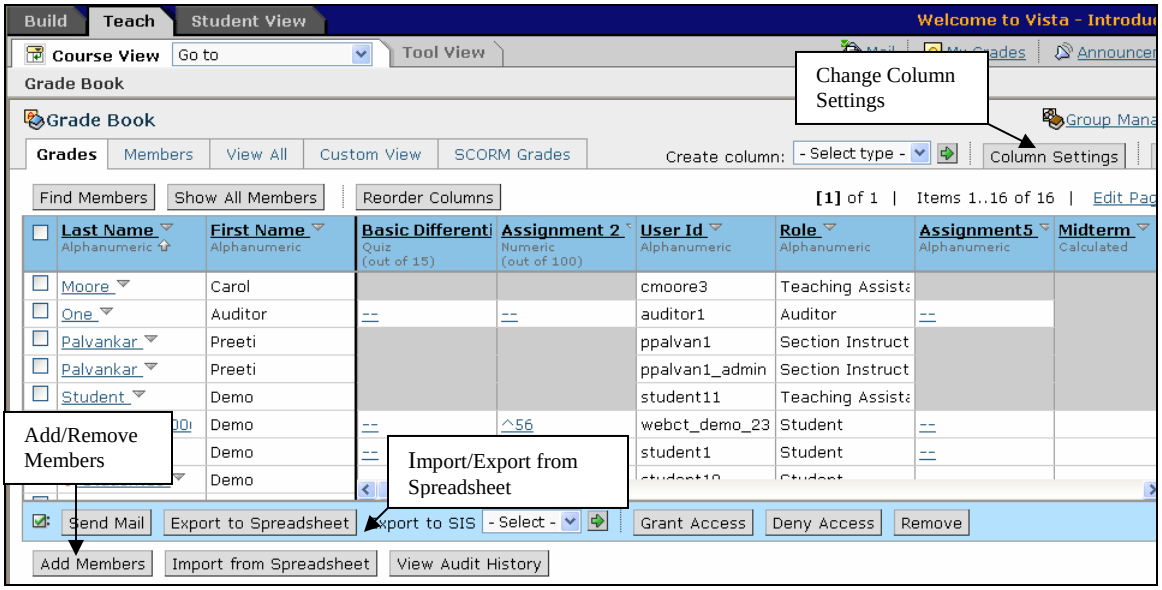
The *Teach* tab is where you interact with Students and manage your course. It contains two sub-tabs:



1. Grade Book-

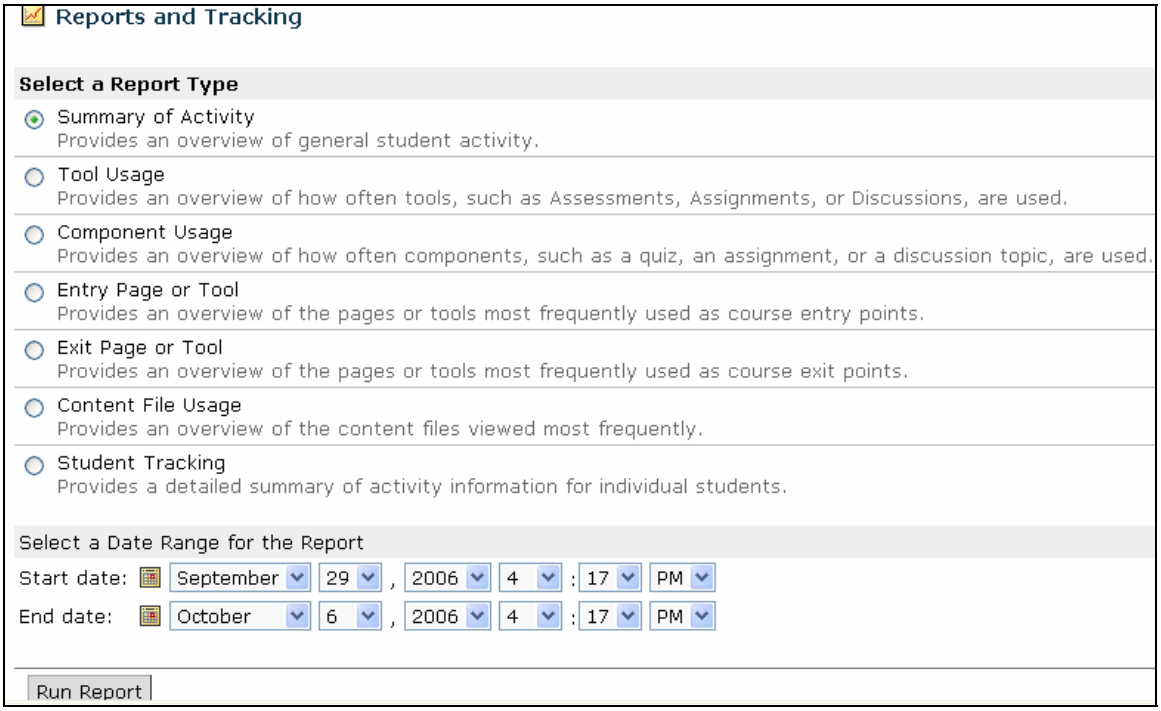
Grade Book is a tool that Section Instructors can use to manage section members. Using the Grade book you can –

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



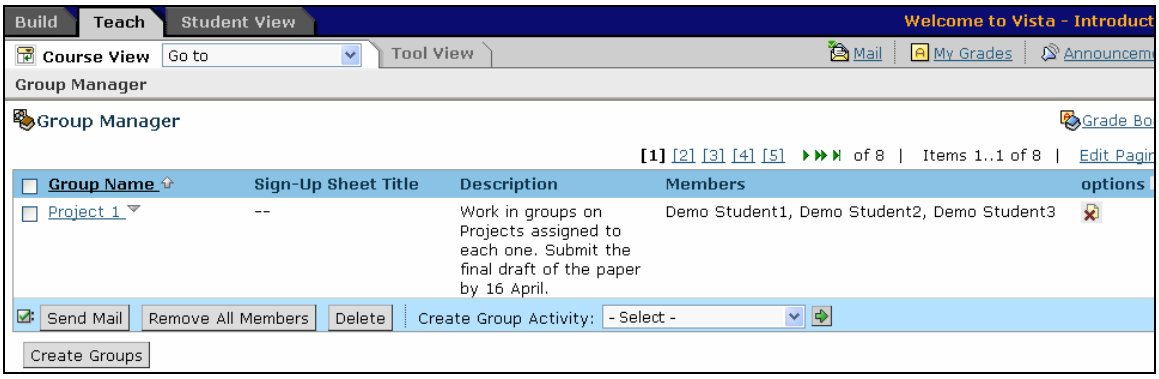
2. Reports and Tracking

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



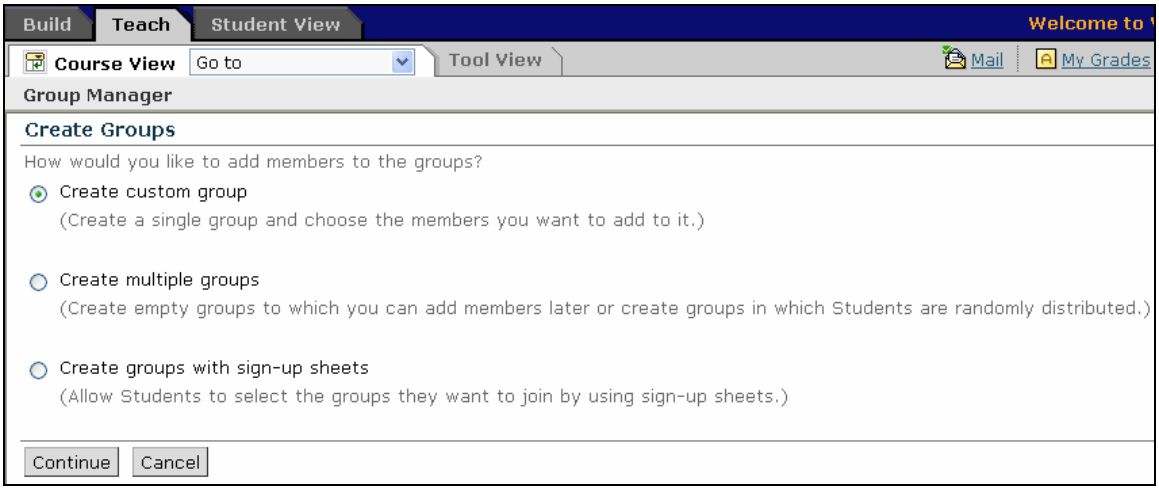
3. Group Manager

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

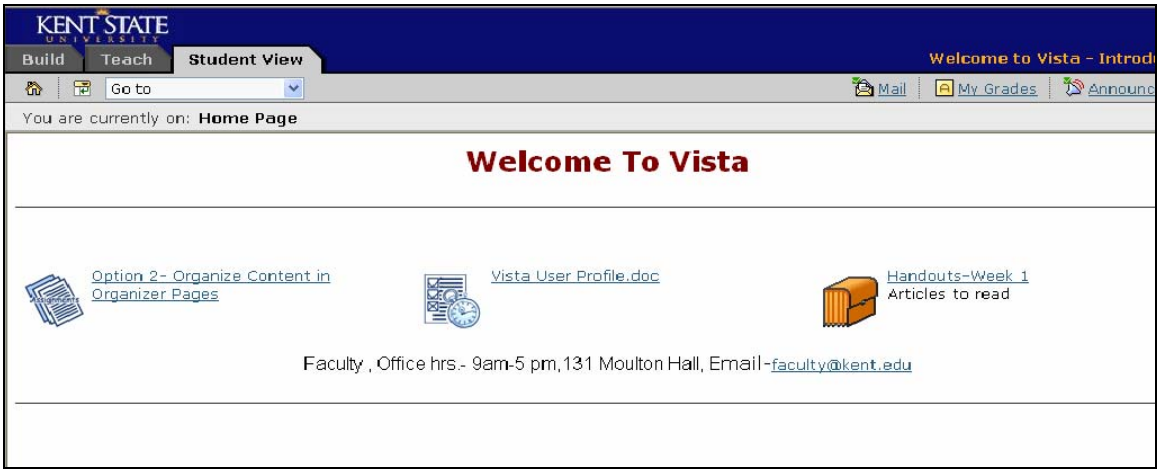


There are three options for creating groups in Group Manager**:**

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



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 Grade Book 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.