

INTRO TO VISTA DESIGN- -

7 Steps to Success

1. Read Up – know the differences versus the older WebCT CE system & new tools – see <http://www.westga.edu/~distance/vista/>
2. Make sure your computer is set up to run Vista – go here to get help: <http://www.westga.edu/~distance/webct2/help/checklistforsuccess.pdf>
3. Take the Browser Tuneup test - go to <http://webct.westga.edu> – click on Login to WebCT Vista – and then click on the Check Browser link in the top right corner of the login page.
4. If your computer fails and you need help, contact the DE Dept at 678-839-6248 or distance@westga.edu or go to the new after-hours Online Support Center (OSC) at <http://help.view.usg.edu>
5. If you want to teach a course partially or fully online, plan your course to be a Five-Star one. An online class is not an FTF class, and you cannot just swap one for the other. You have to envision them differently and approach them differently. DE requires a rethinking of the way you may have done things in the past.

Exemplary online courses are those which meet the highest standards of widely-recognized principles of good practice in five areas:

- Course Introduction and Information
- Learning Materials/Content
- Assessment and Evaluation
- Instructional Design and Interaction
- Course Technology, Innovation and Accessibility

The Distance Ed office awards Five Star status and awards only to those courses that meet these guidelines, illustrated in the Five Star rubric – see <http://distance.westga.edu/distancfaculty/fivestar.htm>

6. Get Organized – Plan & map out the design of your course
 - How do you want your course organized? Sketch a map – do you want students to click on one icon for all lectures and another icon for all assignments? Or, will they go to one icon for each week to find everything they need? [Here's an example flow-chart for a course](#)
 - A typical syllabus for a face-to-face course does not cover all of the bases... who needs to do what, when, where, how, and why. Consider not only what students will do but how (via attachment or assignment dropbox?), when, and where (discuss online in chat room, on discussion board or face-to-face in the traditional classroom?) Why is it important or relevant to their course of study and how will each learning objective be assessed? Try designing a course plan for your course – here's a [sample course plan template](#) – and check to see if your syllabus incorporates [The Principles of Good Teaching](#).

7. Name your files well; and create as much content as possible in a web-friendly format.

- If you take the time to create new files or change old ones into clean standard HTML (whenever possible) – you will be able to simply click on it in Vista to edit it. If you upload MS Office or PDF documents, this is not possible – you will have to go back to the original document, make the changes, and re-upload. In addition, HTML pages are the easiest for students to access. There are FREE tools that make this process as easy as using Word. If you need assistance with this, contact the DE Dept or your local IT dept.
- Consider the way that you name your files and decide on a naming convention that will save you time in the long run – the goal is to be able to look at a filename and know at a glance where it should go, the topic it covers, the type of file, etc... without having to open it.
- Do not use any funny characters like “ % “”, when naming your files.
- Try to avoid organizing your course or naming your files simply by weeks or chapters; because the number of weeks may change if you teach the course again in the summer and textbooks often change chapter topics.
- For example, you might put all files pertaining to Module 1 into a folder called Mod1 – Intro. Taking it a step further, you might include something in the file names to identify the module, the topic, and the type of handout:

mod1_introtoMktg_learningobjectives.html

mod1_introtoMktg_readings.html

mod1_introtoMktg_lecturenotes.ppt

mod1_introtoMktg_discussion_role-play.html

mod1_introtoMktg_assignment_paper.html

To login to your Vista course

Make certain you have filled out the required Tech Info/ Request form at <http://www.westga.edu/~distance/courseRequest/courseRequest.php>

Go to <http://webct.westga.edu>

Click on Login to WebCT Vista

Click on Login

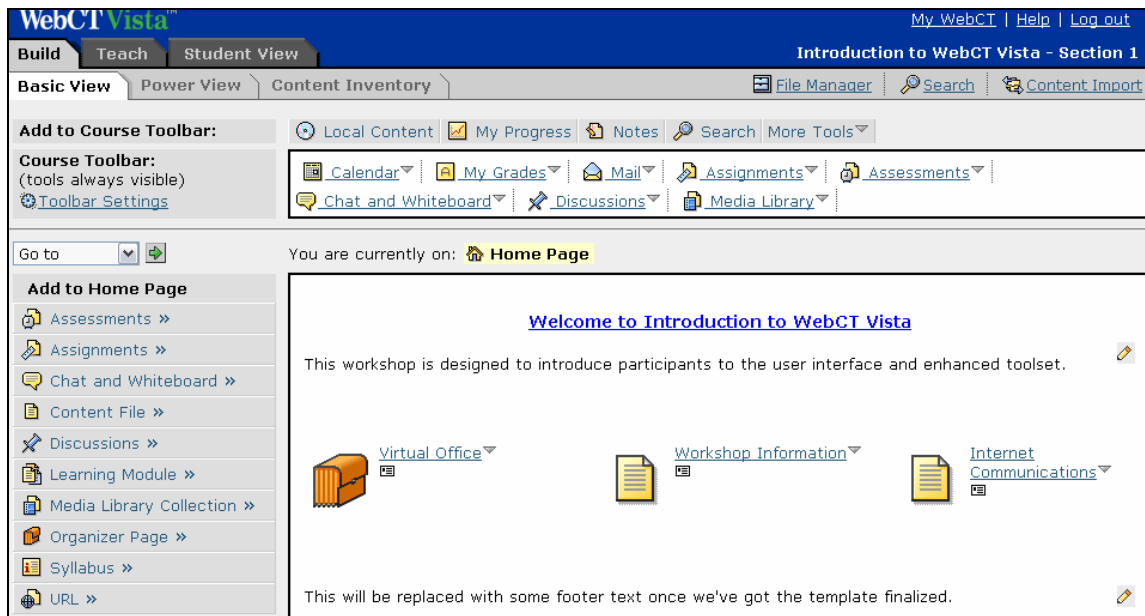
Your username is the same as your e-mail username – for example, jgubbins

Your password is the last 2 digits of your birthyear plus the last 4 of your SS#

THE BUILD TAB: BASIC VIEW

The Build tab is where designers construct a course by enabling tools, creating and organizing content, and dynamically releasing content with Selective Release. The Build tab contains three sub-tabs: the Basic View tab, the Power View tab, and the Content Inventory tab. Each sub-tab offers different methods for accomplishing similar tasks.

The Basic View Tab



The Basic View screen contains the following:

- *Add to Course Toolbar*, which allows you to select tools to be added to the Course Toolbar.
- *Course Toolbar*, which provides a functional preview of the Course Toolbar that students will see.
- *Add to Home Page*, which allows you to add existing components or create new ones and add them to the Home Page simultaneously.
- *Home Page*, a functional preview of the Home Page as students will see it.

❖ <i>Designer Toolbar</i> , which contains links to File Manager, Content Import, and Search	
Terms to Know	
Tool	A tool is something that is used to design and organize content. For example, the Discussions tool allows you to create discussion topics and categories; the Assignments tool allows you to create quizzes and surveys. In general, tools can only be added to the Course Toolbar.
Component	A component is the individual item (e.g. a discussion topic, a quiz) that you create with a tool. In general, components can only be added to the Home Page or other organizer pages.

THE COURSE TOOLBAR

Let's start building our course by selecting which tools will be available from the Course Toolbar. Students see the Course Toolbar on every page of their course and can use it to go directly to the main page of a tool.

The following tools can be added to the Course Toolbar:

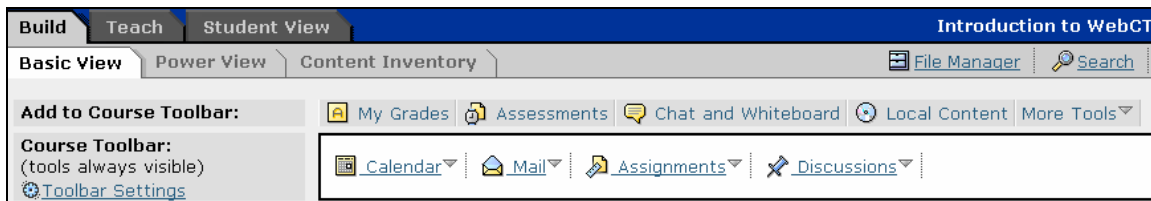
- Announcements
- Assessments
- Assignments
- Calendar
- Chat/Whiteboard
- Discussions
- File Manager
- Local Content
- Mail
- Media Library
- My Grades
- My Progress
- Notes
- Search
- Syllabus
- Who's Online

- Note:**
- If your course was based on a template, the template designer may already have added some tools to the Course Toolbar.
 - If some tools are unavailable, your administrator has disabled them.

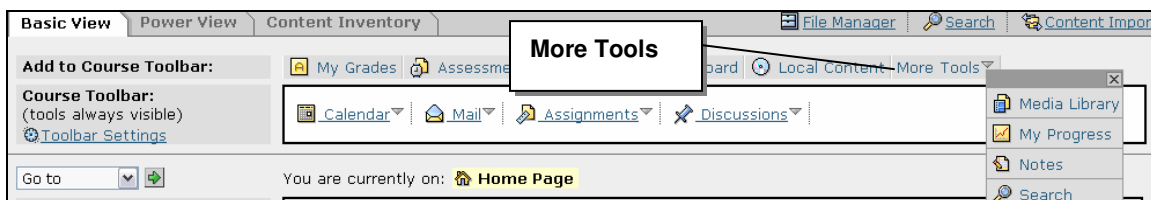
Adding tools

You select tools to be added to the Course Toolbar from Add to Course Toolbar. Your administrator selects the tools that appear and the order in which they appear.

⇒ To add tools from the primary list, next to Add to Course Toolbar, click the tool name. The tool is added to the Course Toolbar.

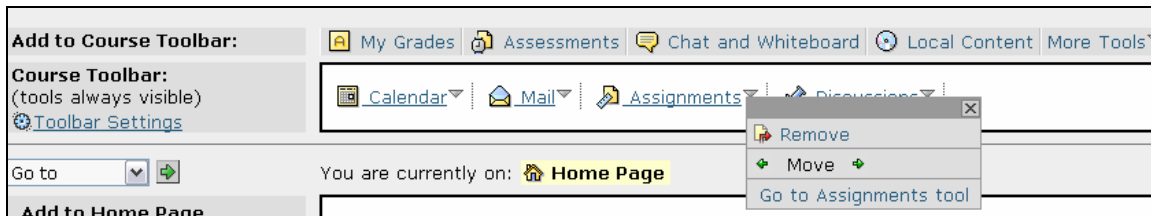


⇒ To add tools from the More Tools list, click **More Tools** and from the menu click the tool name. The tool is added to the Course Toolbar.



Moving and Removing Tools

⇒ To move tools, from the Course Toolbar, click the tool that you want to move, and from the menu that appears, click the **Move Left** or **Move Right** icon.



⇒ To remove a tool, from the Course Toolbar, click the tool that you want to remove and select **Remove**.

Changing Settings

You can use the Toolbar Settings to change the label of the tools on the Course Toolbar from both image and text, to image only or text only.

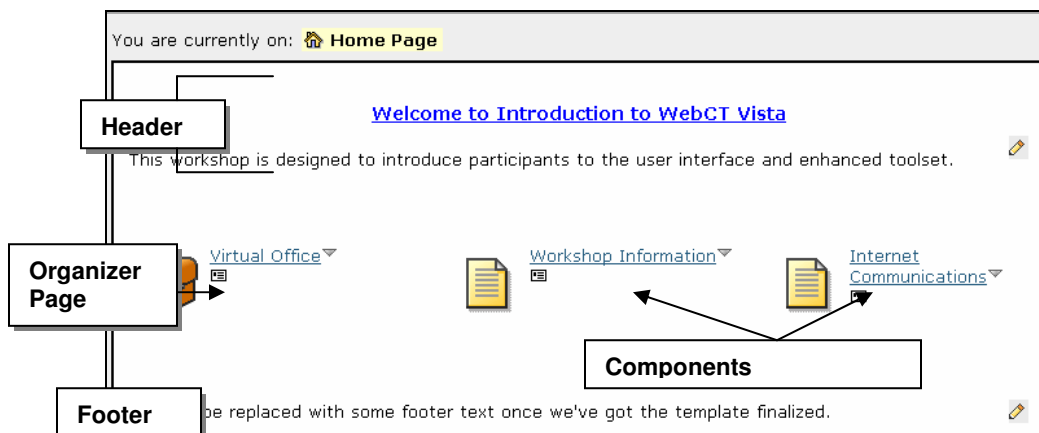
⇒ To change the tool labels:

1. Click **Toolbar Settings**.
2. Under Labeling, select the label type and click **Save Values**.

HOME PAGE

The Home Page is the first screen that a student sees upon entering a course. By default, the Home Page is empty. You can build your Home Page by adding:

- Headers or Footers that provide information or instructions.
- Components, which are the individual items that you create using tools. For example, a quiz is a component that you create with the Assessments tool.
- Organizer Pages, which are similar to the Home Page but are not created by default. You can use them to group and present components.

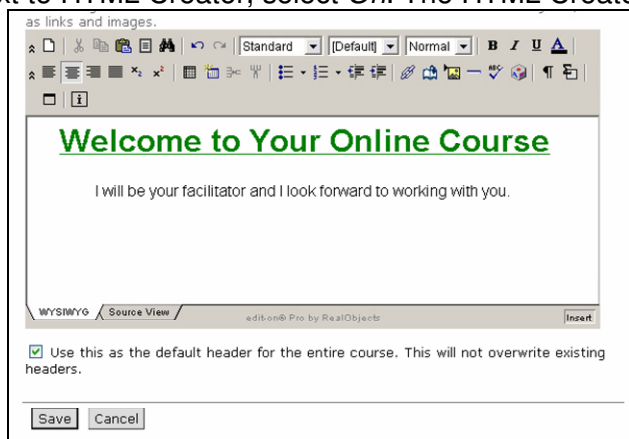


HEADERS AND FOOTERS

Headers and footers can contain plain text, hand-coded HTML, or HTML that you create using the HTML Creator. You can only have one header and footer per page. You can choose whether the header or footer is the default for the entire course.

⇒ To add a header or footer:

1. Click *Click here to add header to page* or *Click here to add footer to page*.
2. Next to HTML Creator, select *On*. The HTML Creator launches.



3. In the HTML Creator editing area, enter the content and/or select the image that you want to appear in the header or footer.
4. If you want to, select *Use this as the default header for the entire course*.
5. Click **Save**.

⇒ To edit a header or footer, click its **Edit** icon.



COMPONENTS

From the Home Page, you can add existing components or you can create new ones. Remember that components are the individual items that you create using tools. For example, a discussion topic is a component that you create using the Discussions tool.

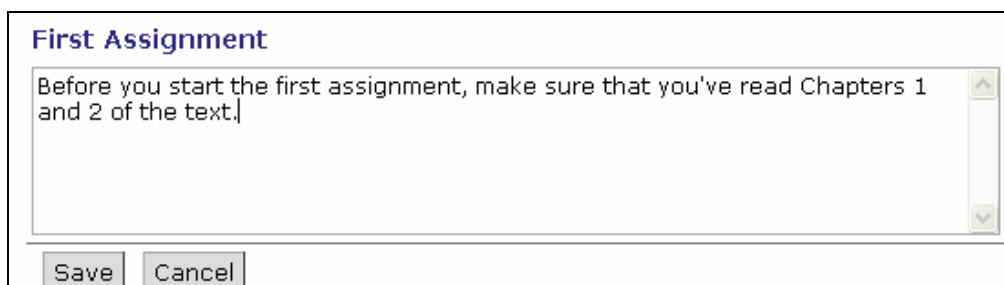
Component Descriptions

You can add descriptive information about a component.

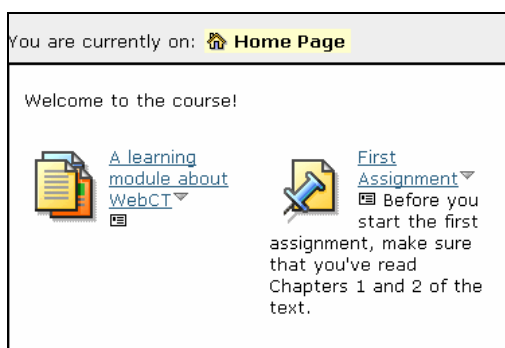


⇒ To add a description:

1. Click the component's **Add/Edit description** icon. A text box appears.



2. Enter text and click **Save**. The description is added.



THE BUILD TAB: CONTENT INVENTORY AND POWER VIEW

In addition to the Basic View tab, there are two other views in the Build tab:

- Power View
- Content Inventory

The Power View Tab

You can use the Power View tab to accomplish the same designer tasks that you did in Basic View. The Add to Course Toolbar and Add to Home Page features are identical. The major difference is that when using the Power View tab you view all the course pages in an outline view. In addition, in Power View you can:

- edit content links. This means that you are editing the link name and visibility; you are not editing the content of the component. For example, you can change the name of a link to the learning module.
- view a list of all organizer pages on which the component appears.

The screenshot displays the Power View tab interface. At the top, it shows "You are currently on: Home Page". Below this is a table with columns: Move, Title, Linked to, Actions, and Preview. The table lists the following items:

Move	Title	Linked to	Actions	Preview
	Home Page			
	header	Add/Edit Header	[Edit] [Copy]	
	A learning module about WebCT	[Document]	[Move] [Copy] [Delete]	
	First Assignment	[Pencil]	[Move] [Copy] [Delete]	
	Chronicle of Higher Ed	[Globe]	[Move] [Copy] [Delete]	
	WebCT.com	[Globe]	[Move] [Copy] [Delete]	
	Web Resources	Add/Edit Footer	[Edit] [Copy]	
	footer		[Edit] [Copy]	

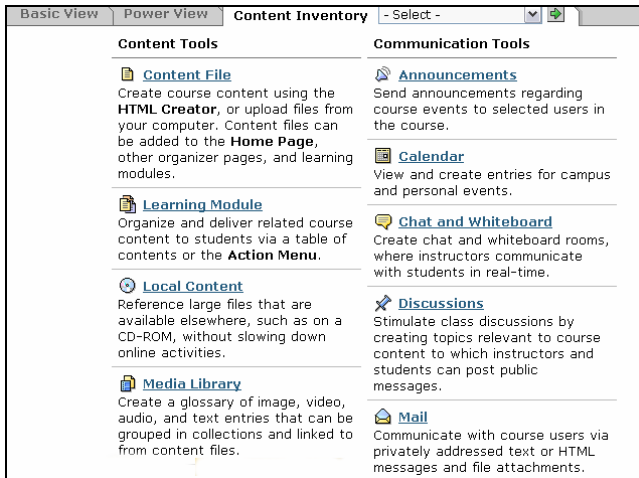
Callouts in the image point to the "Expand Icon" (a plus sign in a square) next to "A learning module about WebCT", the "Add/Edit Header" button, the "Add/Edit Footer" button, and the "Preview" column header.

⇒ To view the contents of a learning module or an organizer page, click its **Expand** icon.

The Content Inventory Tab

The Content Inventory tab is divided into two panes.

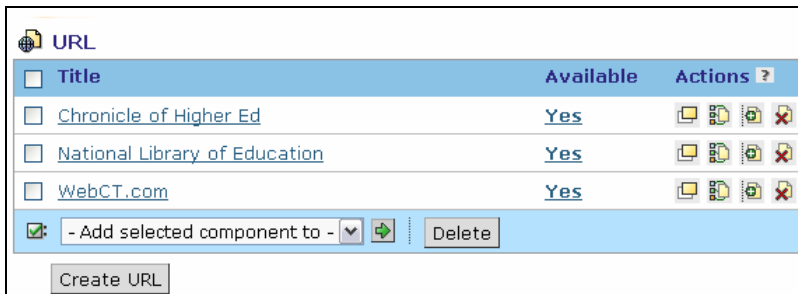
The **left hand pane** contains a list of all the tools in your course, grouped by type: Content, Communication, and Evaluation.



Within each tool, you can:











- view a list of existing components, regardless of whether they are linked to a location in the course.
- create components and leave them unlinked. This allows components to be “under construction” without being displayed to students.

⇒ To see a tool’s inventory, click the tool name. You can add existing components to course pages, and create new components. Using Actions icons, you can preview components, view links to the component, set selective release, and delete components.



URL Tool

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. If the tool is visible it has been added to the Course Toolbar.

Course Toolbar	Visible
 Announcements	No
 Assessments	No
 Assignments	No
 Calendar	Yes
 Chat and Whiteboard	No
 Discussions	Yes
 File Manager	No
 Local Content	No
 Mail	Yes
 Media Library	No

⇒ To add a tool to the Course Toolbar, locate the tool name and, under Visible, click **No**. The status toggles to Yes, indicating that the tool will appear on the Course Toolbar.