

Quickstart Guide to WebCT Vista

This guide is not intended to be all-inclusive; it covers only these basic tasks:

1. adding/editing **content files** (pg 1-2)
2. adding /grading **discussions** (pg 3-4)
3. adding **descriptions** (pg 4)
4. **mail** (pg 5-6)
5. **gradebook** issues – like **adding/removing students** (pg 7-8)
6. See the last page for info on where to get **further assistance** (pg 8)

Login to your Vista course

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

Go to <http://webct.westga.edu> (if the UWG site goes down use <http://westga.view.usg.edu>) – be sure to use the Check Browser tool

Click on Login to WebCT Vista

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#

Create and Add a Content File (Syllabus, Powerpoint, etc)

⇒ To add an existing **Content File** you've already created

1. Go to Build > Basic View tab. Under *Add to Home Page or Learning Module*, click **Content File**. The **File Manager window** opens displaying the **Content Files** that have already been created or allowing you to upload files from your computer.
2. Upload desired file (click the **Upload** button at bottom, click **Browse**, find the File, and **Open**)
1. Select the desired **Content File** by checking the box next to the file's name
2. Click **Add Selected**. The **Content File** is added to the Home Page or Learning Module

⇒ To create and add a **Content File** right from within WebCT Vista

1. Go to Build > Basic View tab. Under *Add to Home Page*, click **Content File**. The Content File section expands.
2. Click **Create Content File**. The Create File screen appears.
3. If you want to use the **HTML Creator**, select *On* (recommended)
4. Complete the Title, Content, and File Name text boxes. Format as desired.

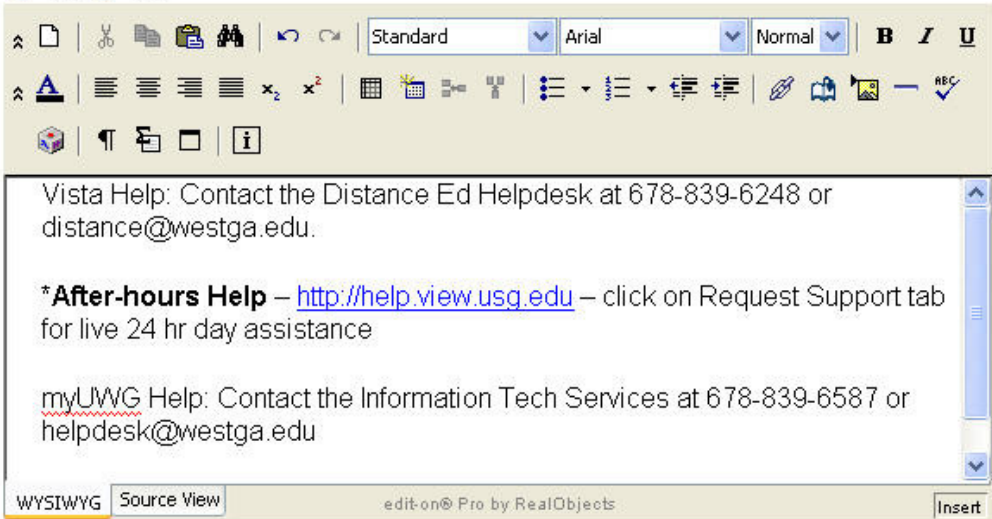
Note that copying and pasting from MS Word can bring over unwanted code. It is best to

copy into Notepad first, before pasting here, in order to strip out problematic code.

Create File

*Title:

*Content: HTML Creator
 On Off



Insert equation:

File name: If no file name is entered, the title will be used as the file name.

Your file will be saved in File Manager in the Section Content folder.

5. Click **Save**. The Content File is created and added to the Home Page.

To Edit a Content File

⇒ If the file is one that you created from within WebCT Vista or you used a standard HTML editor to create it

1. Go to Build > Basic View tab. Find your file...click on the *Learning Module (folder)* where your file resides. Click Edit
2. Beside your file... out to the right, click on the "Linked to" icon.
3. Turn on the HTML editor, if desired > Make changes > Save

⇒ To edit a file that was NOT created with a standard HTML editor (a Word or Powerpoint)

1. Go to Build > Basic View tab. Find your file...click on the *Learning Module (folder)* where your file resides. Click Edit
2. Beside your file... out to the right, click on the "Linked to" icon. Get Filename from information listed there. Hit Cancel

3. Go to Filemanager (top right) > Find the file's name in the file manager
4. Check the box next to the file's name > Select Download > save the file to folder on your computer
5. Open file on your computer > Make desired changes and Save
6. Return to WebCT Vista File Manager – click Upload
7. Browse for file – select Open – select Save
 - BE CAREFUL -- make sure to “overwrite/ replace file”

Create and Add Discussion Topics

1. Go to Build > Basic View tab. Under *Add to Home Page* (if you want it directly on the Home Page) or under *Add to Learning Module* (if you want it in a Learning Module folder) click **Discussions**. The Discussions section expands.
2. Click **Create Discussion Topic**. The Create Discussion Topic screen appears.

Create Discussion Topic

Settings

*Title:

Description:

Topic is gradable (a column is automatically created for this topic in Grade Book)

Grade Book column title:

Numeric grade: Out of

Alphanumeric grade

Editable posts (allow Students to edit their messages in this topic after posting them)


Locked (topic is in read-only mode)

Anonymous (author names are not displayed)

▶ **More Options** (Expand this area to see more options.)

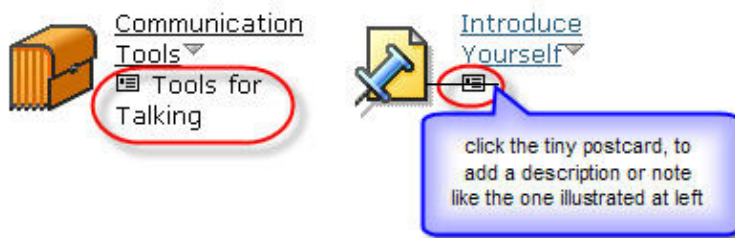
3. In the Title text box, enter a name for the topic. If desired, complete the Description text box. The description appears beneath the topic title, allowing you to provide students with further details or instructions about the topic.
4. Click **Save**. The discussions topic is created and added to the Home Page.
5. **Tip!!! To add a link to an Index of ALL Discussions in your course:** Go to Build > Basic View > at top, alongside “Add to Course Toolbar”, select More Tools > click on Discussions > the Discussions tool will suddenly appear now on your Course Toolbar

Grade Discussions Topics

1. Go to **Teach** tab > Go to the Tool View sub-tab > Click on Discussions
2. Across from desired Discussion topic... click on the **Grade** icon 
3. On the right, you can click on each student's name to "**View Students Posts**" – all of them! At one time!
4. When you are done assessing the student's work, you can click on the students' name again to "**Send Mail**" IF you are using the Mail tool in your course – this is a great way to provide comments/ feedback.
5. When you are done assessing the student's work, add their **Grade** on the left > Save

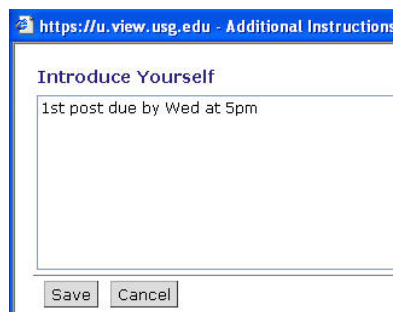
(Optional) Add a Component Description

You can add descriptive information about a component.



⇒ To add a description:

1. Go to Build > Basic View tab. Click the component's **Add/Edit description** icon. A text box appears.



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

(Optional) Using Mail in WebCT Vista 3.0

NOTE: The WebCT Vista Mail tool provides a separate email box – separate from your UWG or other email account.

Pros

- (1) It keeps all communications having to do with this class/ these students/ their work, in one box that is archived for 1 year (important in case of grade challenges)
- (2) NO spam!!
- (3) It integrates with other tools, like the Gradebook and Discussions
- (4) All of your students are there on one list automatically – just select their name or ALL of their names, to send messages
- (3) You can forward copies of your WebCT Vista course mail to your UWG or other account

Cons

- (1) It is a separate mailbox that you'll have to keep up with
- (2) Though forwarding to your preferred email account (UWG or other) is helpful, if you need to Reply to a forwarded message, you have to login to your course mailbox to do so

1. To use the Mail tool in WebCT Vista locate the Mail tool in the toolbar.
2. **Creating a Message:** To send a private message to someone enrolled in the course, independent of the role they play, click on **Create Message**.
3. To find the person whom you want to send the message to click on **Browse for Recipients**.
4. You may want to edit the paging so you can see all the recipients. To do this, click on Edit Paging and change the number to be larger than the number of recipients there are. In the example below, there are 12 recipients, so you should change the number to at least 12, but you can make it bigger just to be safe.

[1] [2] ▶▶ of 2 | item 1..10 of 12 Edit Paging

5. When you finish editing pages > click the desired box next to each desired name (or up top for ALL) > when done, Click Save

Select Message Recipients

[Edit Paging](#)

<input type="checkbox"/> To	<input type="checkbox"/> CC	<input type="checkbox"/> BCC	Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blackburn, Rhonda
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student 532878, Demo
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student01, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student02, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student03, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student04, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student05, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student06, ITS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student07, ITS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student08, ITS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Student09, ITS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student10, ITS

[Edit Paging](#)

6. Enter a subject and type in the message. If you want to include links or formatting you can use the **HTML Creator**

Create Message

[Browse for Recipients...](#)

***To:** Blackburn, Rhonda ; Student 532878, Demo ; Student01, ITS ; Student02, ITS ; Student03, ITS ; Student04, ITS ; Student05, ITS ; Student06, ITS ; Student07, ITS

CC: Student08, ITS ; Student09, ITS


BCC: Student10, ITS

***Subject:** Paper topic approvals due

***Message** High priority
HTML Creator: On / Off
Send your topics to me by replying to this message. Make sure you have it turned in by next Monday.


Use HTML Insert equation:

* Required field

7. You can also include an equation and an attachment. Once you are finished, you can Preview it, Save it As a Draft, or go ahead and Send
8. After it is sent, the mail icon  will appear on the MyWebCT page under the name of the section and a green check  will be next to the Mail link in the Toolbar to alert the participants that there is a new mail message.

Mail Forwarding:

To forward mail from WebCT Vista account to an external mail client:

1. Go into your WebCT Vista Mail box
2. Click on the Mail Forwarding icon 
3. Type in your external e-mail address and click save. **Be aware**, you cannot reply or forward from an external mail client back to WebCT's mail tool. If you receive a message and you want to reply, you will need to log into WebCT to do so.

Gradebook

NOTE: Even if you don't post grades, these are some things all users should know:

1. To get to the Gradebook, go to the Teach tab > in Course View, Gradebook is up top
 2. All members listed in your Gradebook have access to your course section; Roles may vary... for example, YOU are in the Gradebook as the Instructor
 3. The Gradebook/ your Roll are populated automatically from the list of those Registered in Banner *at the time the file was imported by the admin. Banner can change minute by minute; the two are NOT synchronized live and often will NOT match.
- ⇒ WebCT Vista does not process student drops or withdraws; it only adds students.
- ⇒ Instructors must compare their rosters with Banner/ Banweb rosters and remove or deny access to students no longer registered in their courses.
- ⇒ DO NOT deny access or remove the Demo Student. This 'person' is you (when you click on the Student View tab). If you deny access or remove this student you'll lock yourself out of the class.
4. To Drop students/withdrawn students/ deny access:

While you have the option to "Remove member" - we do not recommend this option unless you are POSITIVE this student is not coming back (sometimes students are dropped for non-payment or financial aid issues, only to be added back later). "Remove Member" deletes the student, deletes all of their tracking, deletes all of their work, and we would not be able to retrieve this lost data should the student ever be reinstated back into the course (as does sometimes happen) or should they challenge a grade.

- a. Click on Teach tab
- b. Click on Grade Book
- c. Make sure to view all of the students
- d. Click on the Student's Last name and click Deny Access
- e. - or - check the boxes next to the student(s) name and select the "deny access" at the bottom – or – "remove member" at bottom.

6. To add missing students to your WebCT course section by doing this:
 - a. Click on Teach tab
 - b. Click on Grade Book
 - c. Click on "Add Members".
 - d. Add the student by typing in their WebCT ID (their WebCT ID is the same as the beginning of their West Ga student e-mail. For example - if their e-mail address is jderby2@my.westga.edu then you type in jderby2
 - e. Then click Add
... and finally do not forget to hit the SAVE button at the bottom.

To Get Just-in-Time Help

WebCT Vista Help:

Contact the Distance and Distributed Education (DDEC) Helpdesk at 678-839-6248 or distance@westga.edu.

***After-hours 24 hr/ 7 day a week WebCT Vista Help** – <http://help.view.usg.edu> – click on Request Support tab for live 24 hr day assistance

myUWG Help: Contact the Information Tech Services at 678-839-6587 or helpdesk@westga.edu

For more Training, Tutorials, Handouts, Tips, Examples, Rubrics, Advice...

1. See our NEW faculty resource website – under construction here:
<http://www.westga.edu/~distance/test/>

It will be here in January: <http://www.westga.edu/~distance/webct2/faculty/>

2. When logged in, click the Help link in the top right

3. Search <http://help.view.usg.edu>

4. Ask that the WebCT Vista Course on “How to Build a WebCT Vista Course” be added to your myWebCT.

Final Tip:

To try out your Course Navigation, Assessment, Discussions, view Grades in Gradebook – click on the Student View tab and participate as a Student!